

### East Stour Primary School – Risk Assessment Form – Use of Online Platforms for Supporting Learning

Date: Thursday 28th January 2021	Assessed by: Zana Fletcher	Checked / Validated* by: (SLT)	Tool/System/Technology: Zoom, SeeSaw, E-mails, YouTube	Audience: Staff	Review date: March 2022
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Purpose/Aims: To ensure that professionals understand their safeguarding and child protection responsibilities at this time. To ensure that privacy policy and data protection requirements are explicit and adhered to.

Hazard	Considerations	Specific risks identified	Who might be harmed	Risk rating	Existing measures to control risk	Result and action to be taken
Privacy and Terms						
Privacy Policy and Data Protection Requirements E.g. management and storage of personal data	<a href="#">SeeSaw Privacy Information</a>  <a href="#">Zoom Privacy Information</a>  <a href="#">ESPS Data protection policy</a>	Data processed and collected inappropriately  Data used without consent  Storage of data not in line with policy	Staff Children Parents	Medium	<a href="#">ESPS Data protection policy</a> in place and available to all stakeholders  Parent and staff Zoom accounts to have a secure password.  SeeSaw security measures are in place including data encryption in transit, at rest, and access controlled data centers.  <a href="#">Zoom Privacy Information</a> is available to parents as part of the Zoom protocols prior to consenting to live zoom sessions/ remote tuition  We will not record any zoom sessions and if we do, this will be communicated clearly to all staff, pupils and families and permission obtained.  Staff and pupils will sign our zoom protocols and understand that no material should be shared online without consent.	Low
Age Restrictions (if aimed at learners)	Zoom does not knowingly allow children under the age of 16 to sign up for their own accounts.  SeeSaw is designed for users under 13  If you are under 18, you must have your parent or legal	Inappropriate platform used for remote learning	Children	Low	Parents to ensure they have set up a Zoom account through their email address.  Parental consent obtained for SeeSaw upon initial setup.  If you are a parent or legal guardian of a user under the age of 18, by allowing your child to use the Service, you are subject to the terms of this Agreement and responsible for your child's activity on the Service. You can find tools and resources to help	Low

	guardian's permission to use Youtube.				you manage your family's experience on YouTube in our <a href="#">Help Center</a> and through Google's Family Link.	
Parental consent (if appropriate)	For Live lessons For remote tuition For SeeSaw	Consent being signed by the wrong person  Consent stored in an insecure way	Children/parents	Low	Zoom protocols sent to parents and consent gained for live lessons and remote tuition.  SeeSaw consent gained.  Use of Arbor communications and google drive forms for consent.	Low
Content ownership	SeeSaw content ownership  Zoom content ownership	work being shared without permission  Teacher information shared on SeeSaw profile without agreement	Children or parents  Teacher	Low	Joining SeeSaw encouraged but parents have a right to refuse to join.  Teachers share children's SeeSaw content only with permission.  Teacher profile information shared at choice of staff member  We will not record any zoom sessions and if we do, this will be communicated clearly to all staff, pupils and families and permission obtained.	Low
<b>Site Functionality</b>						
Membership or access verification e.g. unverified users	Zoom live meetings teachers and pupils  Remote tuition sessions  Staff meetings	Leaked link to chat  Parents passing on Zoom Meeting Details to others	Staff  Children	Low	Date and time of chat only shared in secure email.  Link to chat only shared in secure email Waiting Room enabled.  Parents told that they must not give meeting details to others. They must direct other parents to school staff to gain information.  A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child	Low

					when supervised by an adult. Sign up here <a href="https://www.zoom.us/signup">https://www.zoom.us/signup</a> Participants will be held in a zoom virtual waiting room while their identity is confirmed.	
Privacy settings e.g. restricting access, securing accounts running the channel/platform	Zoom sessions  SeeSaw accounts	Not logging off from SeeSaw or Zoom and content left open for others to see.	Children  Parents  Staff	Low	<p>Staff to set up Zoom accounts using their professional email address. Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link.</p> <p>Children should enter the session with their first name as their username and it should not be unknown e.g. iPad or Samsung Galaxy...</p> <p>Parents must make sure you and your child have 'logged off' a zoom call correctly once it is finished - before turning off any devices. Teachers will stay in the meeting until everyone has 'logged off'.</p> <p>No recordings of Zoom sessions to be made.</p> <p>Zoom Privacy information made available to parents on the Zoom protocols prior to consenting to live sessions/remote tuition No staff member will contact parents or children using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using SeeSaw or e-mail or telephone.</p>	Low
Messenger tools/functions	Chat in Zoom  Blog on SeeSaw	Chat being used inappropriately between children	Children	Low	<p>Children are not to chat to each other on the zoom chat unless part of a group chat directed by the teacher.</p> <p>Parents to supervise during live session.</p> <p>SeeSaw Blog will be monitored by a member of staff with posts being pre-approved</p>	Low
<b>Content Management and Suitability</b>						
Advertisements	Youtube links/use of websites at children's homes.	Children watching an inappropriate advert for their age	Children	Low	<p>Youtube video links precursor explaining that we cannot guarantee what advertisement will be shown.</p> <p>If staff are showing a Youtube video as part of a live session, any sign of inappropriateness and the screen should be immediately minimised and the staff member ready to do so. Ideally- the staff member should use this way to cut out Youtube adverts:</p>	Low Teachers to send reminders to parents that they cannot guarantee the advertisements on youtube links.

					<ol style="list-style-type: none"> <li>1. copy the youtube link as normal</li> <li>2. open up this website <a href="https://video.link/">https://video.link/</a></li> <li>3. Paste the youtube link into the bar on the website</li> <li>4. use the new link provided to share with children</li> </ol>	
Inappropriate content	<p>Videos and materials shared on SeeSaw/E-mail</p> <p>SeeSaw uploads, e-mailed work, videos played.</p> <p>Zoom Live backgrounds and environments</p>	Content is inappropriate	Children	Low	<p>Staff to ensure that background area is free from personal items like family photographs, links to address. Staff will be asked to: double check that any tabs they have open in their browser would be appropriate for a pupil to see, if they're sharing their screen</p> <p>Address issues with any child's background if needed by turning the camera off.</p> <p>Children must take part in the zoom in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).</p> <p>All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Virtual backgrounds can be used.</p> <p>Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.</p> <p>We have clear procedures in place for reporting concerns during partial closure, and these are set out in our child protection policy. We support pupils and their families to spot signs and report concerns of abuse by reminding them how to keep children safe online and letting them know to contact <a href="mailto:slt@east-stour.kent.sch.uk">slt@east-stour.kent.sch.uk</a> if they have concerns about a child, even if they're unsure.</p> <p>Teachers to always check age appropriateness of any material uploaded and if unsure- do not use it- check with SLT if not sure.</p> <p>We'll make sure all staff have read and understood annex C of <a href="#">Keeping Children Safe in Education</a>.</p>	Low

					If any staff are deemed at risk for behaving inappropriately, there will be two members of staff on the meeting and SLT will drop in to monitor the lessons.	
Moderation of site/content	SeeSaw posts and uploads  Future blog	Quality of content is low	Children	Low	Remote learning staff constantly monitoring SeeSaw.  PTLS monitoring content.  Backgrounds of zoom sessions and recordings appropriate.  Household members made aware when a live session is happening- respectful behaviour.  Zoom remote sessions held in school with doors open in communal areas.	Low
Safety and support- continue to follow the statutory safeguarding and child protection guidance, Keeping children safe in education (DfE, 2021d).						
Functions for reporting abuse or content	<a href="https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely#heading-top">https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely#heading-top</a>  Cpoms	Staff or parents not knowing how to report abuse or content	Children	Medium	Parents to be in the room during meeting. Check once sessions starts that an adult is present in the room CPOMS report process for all staff- all trained. Parents report direct to schools.  We have clear procedures in place for reporting concerns during partial closure, and these are set out in our child protection policy. We support pupils and their families to spot signs and report concerns of abuse by reminding them how to keep children safe online and letting them know to contact <a href="mailto:slt@east-stour.kent.sch.uk">slt@east-stour.kent.sch.uk</a> if they have concerns about a child, even if they're unsure.	Low- remind parents in next newsletter how to keep safe online.
Parents and/or pupils not knowing how to keep safe online	NSPCC website	Parents and/or pupils not knowing how to keep safe online	Children	Medium	Our home-school communication includes materials that help parents keep their children safe online.  We monitor staff lesson plans to ensure that they regularly remind pupils of online safety principles.  Internet safety week activities.  We'll direct parents to the DfE's <a href="#">guidance for parents and carers to keep children safe online</a> .	Medium

Deleting and controlling of accounts	Zoom SeeSaw Reading Eggs	Account and/or work deleted	Children Staff	Low	Management by ICT leader of accounts on SeeSaw  Management by headteacher of Zoom accounts.  Management of assistant headteacher of ReadingEggs accounts	Low
False Accusations	Zoom	Child or parent accused of inappropriate content	Staff/ School	Medium	Zoom lessons that are delivered from home will always have another staff member on the call.  Zoom lessons that are delivered in school will be in an open, communal area with doors open and links will be shared with line managers. Line managers or SLT may drop in regularly for check-ins.  We'll only use our school's chosen digital education platform for all video lessons and video calls- Zoom.  We'll keep a record of the date and time of any 1-to-1 sessions, and we'll make sure that staff let another member of staff know if they're going to have a 1-to-1 call with a pupil.  The Zoom link will be shared with line managers and/or SLT.	Low
Confidentiality	Phone calls if not from school-phone line  E-mails  Zoom Links  SeeSaw settings  Devices that are loaned out to pupils	Work shared without permission  Lessons shared without permission  E-mail addresses shared without permission	Children  Staff  Parents	medium	Phone calls made with 141  Emails use Bcc line- use of SeeSaw to communicate prevents this risk.  Zoom links not shared Parents must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices. Individual logins for SeeSaw  Data wiped and chromebook reset from devices returned to school before being passed on.  We will not record any sessions and if we do, this will be communicated clearly to all staff, pupils and families and permission obtained.	low

					Staff and pupils will sign our zoom protocols and understand that no material should be shared online without consent.	
Online bullying or harassment	Zoom chat box On Zoom sessions Children on laptops at home. Future blog posts	Bullying of children during Zoom live sessions or in blog posts or SeeSaw comments	Children	Medium	Parents in room with child on live zooms to supervise. Future blog posts pre-approved by staff lead. SeeSaw monitored consistently. E-Safety websites shared on Remote Learning Policy E- Safety content in lessons Chat in zoom monitored. No direct chats between pupils allowed.  Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed. Zero tolerance policy.	low - e-safety to be taught ongoing. Reminders sent to staff
Reputational risk/damage	Staff reputation School reputation	Material shared or delivered that may damage a staff member's or school reputation- e.g. low quality or accidental embarrassment.	Staff or school	Medium	No screenshots ,recording or sharing of videos or zooms. Staff code of conduct very recently updated- Jan 21-shared with staff for consultation period. To be ratified at govts. Parent code of conduct expectations include behaviour on social media. Complaints procedure in place.	low Code of conduct shared with staff for consultation period. To be ratified at govts mtg.
Up-to-date setting policies e.g. acceptable use of technology	ICT acceptable use Policy, Code of Conduct, Data Protection Policy	Policies not updated in line with covid pandemic	All stakeholders	Low	<a href="#">Up to date online safety and acceptable use policy shared.</a> Code of conduct and data protection policy up to date and on Gdrive.	Low
Up-to-date training for those involved	Use of SeeSaw Use of Zoom - including protocols	Inappropriate use of online platforms	Staff, children and parents	Low	SeeSaw Training delivered for all staff Zoom guidance shared with all staff Zoom protocols shared with staff Online Learning risk assessment shared with staff	Low Look into other online learning training to improve quality and cpd further

# Appendix: Zoom Protocols

## Use of Video Conferencing technologies (Zoom)

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. In order to participate in any Zoom Call, a consent form will need to be completed. To protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- **Children should enter the session with their first name as their username and it should not be unknown e.g. iPad or Samsung Galaxy...**
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- **When joining any school Zoom meeting you will need to briefly be on screen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.**
- **Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).**
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Seesaw. If you need to contact staff for any reason you will do so through Seesaw or e-mail as normal.
  
- Please contact [slt@east-stour.kent.sch.uk](mailto:slt@east-stour.kent.sch.uk) if you have concerns about a child, even if you're unsure.
  
- **Screenshots, photos or recordings of Zoom meetings must not be made and the links must not be shared with others.**

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using SeeSaw or e-mail or telephone.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.
- Staff Members will hold the zoom call in a communal area on-site at the school or will have another staff member attending the meeting.



