Jeanne Fairbrother
ASSOCIATES

RA 031 Remote Learning	**RISK ASSESSMENT RECORDING FORM**

Location or address Calday Grange Grammar School	Date assessment undertaken 12.06.2020	Assessment undertaken by : Jeanne Fairbrother and CGGS
Activity or situation **Delivering remote learning**	Review date : **Review monthly**	Signature: S Gray

Background
Delivering remote learning to pupils: This medium is likely to be a major form of delivery for teaching staff moving forwards. This risk assessment has been conducted with this in mind.

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan on overleaf
Policies- staff, pupils and parents unaware of the school policy with regard to remote learning, e-learning and online safety		● Calday Grange Grammar School's e-safety policy and remote learning protocol has been shared with staff, students, parents and carers. It applies to all online platforms, including social media and online games. ● Code of conduct read by all staff ● All staff, pupils, parents and careers are expected to adhere to it. ● All complaints must be directed in the first case to the school@calday.co.uk	2x2=4	Place on website All staff
Safeguarding -pupils not safe using remote learning		● All staff have attended safeguarding training ● Remind all your staff of your safeguarding and child protection policy and procedures ● Check that everyone can contact your nominated child protection lead and deputy if they have any concerns about a child. This may be because:	2x2=4	VS has details

ISSUE 3 REVISION 2
DEC 2009

		o a staff member sees or hears something worrying during an online lesson o a pupil discloses abuse during a phone call or via email		
It Safety & Data Protection- software and systems that are inadequate for remote learning		School has strong IT infrastructure and data protection practices. The school: ● manages data in compliance with the Data Protection Act 2018 ● uses a firewall and robust antivirus software ● uses a recognised internet service provider ● actively monitors and filters any inappropriate websites or content ● uses an encrypted and password protected WiFi network. ● Staff trained to use online platform for remote learning e.g. Google Meet ● Pupils trained to use online platform for remote learning e.g. Google Meet	2x2=4	ICT Technicians - Infrastructure in place
E-safety education - pupils unaware how to keep themselves safe online and using remote learning		● Pupils are taught about staying safe online – both in and outside of school (UK Council for Child Internet Safety, 2018a). ● teachers have ongoing conversations with pupils about the benefits and dangers of the internet ● staying safe online messages are embedded throughout the curriculum helps ensure that pupils of all ages are taught online safety skills.	2x2=4	All staff
SEND pupil safety online- pupils unaware how to keep themselves safe online and using remote learning		Children and young people with special educational needs and disabilities (SEND) may require different teaching methods to learn about online safety, such as: ● tailored teaching materials, including visual, verbal and multi-media resources ● more detailed explanation of complex issues ● continuous reminders and reinforcement of e-safety messages ● a slower, smaller-step approach to building online resilience	2x2=4	VS

Livestreaming – disruption of livestream event, inappropriate behaviour or safeguarding issue		● Before starting each livestream, pupils will be reminded not to share private information ● not to respond to contact requests from people they don't know ● Remind pupils who they should tell if they see or hear anything upsetting or inappropriate. ● Consent will be obtained from parents and carers and pupils if any images of or identifying information about the pupil may be used.	3x2=6	All staff
Staff hosting livestream event - disruption of livestream event, inappropriate behaviour or safeguarding issue		● familiarise yourself with the privacy settings and know how to report any offensive or abusive content ● the stream should take place in school time and be supervised by appropriate adults ● be sensitive to the needs of individual students, including: ○ SEND ○ deaf and disabled pupils pupils who may be sensitive to certain topics or issues that may arise during the livestream	3x2=6	All staff
Staff working with pupils using remote learning – inappropriate behaviour from pupil, allegation, pupil able to see staff personal details eg home, family, threat to staff or family		● All staff have read policies and Code of Conduct ● Staff aware of behaviour expectations ● Always make sure the platform you are using is suitable for the pupils' age group. ● Set up school accounts for any online platforms you use (don't use teachers' personal accounts). ● Check the privacy settings ● Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background ● Anonymous backgrounds should be used by teachers not in school. Pupils must avoid personal details being seen. ● All meetings are recorded – only by staff not pupils ● More than 1 pupil at a time ● School invites pupils to attend meeting and advise parents of meeting times and dates ● Staff are required to be dressed casually, no head wear, ● Staff should only contact pupils during normal school hours, or at times agreed by the school leadership team	3x2=6	All staff SLT Google meet IT IT All staff All staff

		● Any one-to-one sessions, for example pastoral care meetings, should be risk assessed and approved by the school's leadership team (DfE, 2020[3]). Make sure staff know what safeguarding measures to take if they are having a one-to-one conversation with a child ● Use parents' or carers' email addresses or phone numbers to communicate with pupils, unless this poses a safeguarding risk. Use school accounts to communicate via email or online platforms, never teachers' personal accounts ● Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible If staff members are accessing families' contact details at home, ensure they comply with the Data Protection Act 2018		
Teachers working from home		● The live streaming will only relate to delivering curriculum material unless specifically agreed by the Head teacher. ● The lesson streaming should occur in the normal timetabled lesson slot ● Other live streaming meetings may occur but this will be communicated to parents well in advance.	2x2=4	

Risk Rating	Action Required
17 - 25	**Unacceptable** – stop activity and make immediate improvements
10 – 16	**Tolerable** – but look to improve within specified timescale
5 – 9	**Adequate** – but look to improve at review
1 – 4	**Acceptable** – no further action but ensure controls are maintained

INCREASING CONSEQUENCE ↑

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

INCREASING LIKELIHOOD →

(1)   List hazards **something with the potential to cause harm** here
(2)   List groups of people who are especially at risk from the significant hazards which you have identified

.   List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

Likelihood:
5 – Very likely
4 – Likely
3 – Fairly likely
2 – Unlikely
1 – Very unlikely

Consequence:
5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

(5) **ACTION PLAN**

Action required:	Responsible person	Completion date
a) Engage professional associations regarding this risk assessment b) Ensure documentation is distributed to staff c) Risk assessment and School Protocol on website d) Monitor feedback from subject areas and highlight any issues which arise	SG SG DE HoFs	12-6-20 17-6-20 17-6-20 Ongoing
Action plan agreed with: S Gray Date 16 June 2020		