

VIDEO GROUP CONTACT WITH CHILDREN

Location / Site	Insert location and site where activity taking place
SUTTERTON FOURFIELDS CE PRIMARY / SWINESHEAD ST. MARY'S CE PRIMARY	
Activity / Procedure	Insert name/type of activity or procedure being assessed
ZOOM MEETING WITH CLASS	
Assessment date	Insert date when assessment is being carried out
12/6/2020	

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures.

Multiply (S x L)

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing risk.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) = Risk Rating (with controls).

Severity (S)	Likelihood (L)	Risk Ratings (R)	
Fatality = 5	Likely = 5	20 +	High Risk
Injury (Specified injury / RIDDOR reportable) = 4	Probable = 4	15 - 19	Medium Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3	Possible = 3	9 – 14	Low Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2	Unlikely = 2	4 – 8	Negligible Risk

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of supervision on the internet by parents			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Parents ask to make themselves known to the host and asked to stay close to child for the meeting. Parents asked to login for the child using the two-stage authentication 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Members of the public attending – non invited guests			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and staff verifies the child is the child we are expecting The meeting ID is sent via email and the PASSWORD is sent via Dojo to the parent 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Parents not being aware of the risks of using Zoom			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

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<ol style="list-style-type: none"> 1. Send parental internet guide specifically concerning Zoom https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works 2. Set out clear expectations for parents concerning their role in keeping the children safe 3. Parents asked to ensure children are dressed appropriately. 4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child’s bedroom 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Children acting inappropriately whilst on Zoom call			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Executive Headteacher (EHT) / Head of School (HoS) / Designated Safeguarding Leader (DSL) present on all class Zoom calls 2. Children will be muted and unmute permission removed for all users 3. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Adult or other children acting inappropriately by accident or deliberately.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. EHT / HoS / DSL present on all class Zoom calls – in safeguarding role 2. Children will be muted and unmute permission removed for all users 3. Staff will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes 			
Remaining level of risk		Consider level of risk following use of control measures	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Parents making judgement about each other’s homes			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Parents given information concerning using a background – Zoom feature https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users Parents suggested to ensure nothing in the background they do not want others to see – blank wall https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Illegal or inappropriate content in the houses of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> EHT / HoS / DSL is the host of every meeting and will remove any family from the meeting if this is necessary Check will be made when accepting children into the meeting and message sent to parent via Dojo 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Attendance of estranged parents on email system			
Existing level of risk		Consider current level of risk	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. List of estranged parents to be given to office – DSL to be consulted to create the list			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk		
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date

Risk assessment review	
Date	After day one/week one/ on-going
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

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ZOOM CLASS MEETING INSTRUCTIONS AND REQUIREMENTS FOR PARENTS

- **Read the following safety guide for parents concerning ZOOM**
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
- Set up Zoom on your device and if using the APP ensure it has been recently updated. (pls see info at end of document for more info re the APP)
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- **Test with friends and family before using with school**
- Receive the meeting details of class ZOOM meeting via Dojo
- Receive the password for class ZOOM meeting via Dojo
- Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Change attendees name to your child's name – we know it is you then in the waiting room. Ensure you are present at the start of the meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
- Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.
<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school
- Explain to your child they will be in a waiting room at first until the staff member invites them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Please go onto Zoom 15 minutes before so we can admit each child. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE RECOGNITION!
- Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
- Explain to your child the staff member will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the member of staff / EHT/ HoS/ DSL or one person at a time will be muted.

Many thanks, Mrs Collett