

Risk Assessing Remote Learning - Oxford Cluster (Windale, Orchard Meadow and Pegasus)- 2020-21

Author	KGH, AC, HPWC
Date for review	Feb 13 th 2021

Area/Faculty	Risk Title	Risk Details	Raw Likelihood	Managed Likelihood	Impact	Controls/Actions	Lead
Information Technology – Devices	Camera use on chrome books	Cannot force background blur on a chrome book :(tools absent)- risk is in appropriate images and backgrounds being seen. Leading to possible safeguarding concerns.	M	M	M/H	<p>Staff to be trained to be aware of scanning backgrounds of children. Be vigilant to children’s environment.</p> <p>TA to link in where possible to support teachers with this process. (scanning and monitoring)</p> <p>Manage call – camera closed immediate if high risk exposed in a home.</p> <p>Staff (Teacher) to report immediately, using CPOMS and DSL communication.</p>	Teacher /TA
Devices Management	Students being able to see each other- inappropriate contact through cameras	Possible inappropriate images shared or messages.	M	M	L/M	<p>Pupils to be taught on how to use system and expectations around usage.</p> <p>Parent guide shared for expectations.</p> <p>Staff to be trained to be aware of scanning backgrounds of children.</p>	Teacher /TA

						<p>Be vigilant to children's environment. TA to link in where possible to support teachers with this process. (scanning and monitoring)</p> <p>Manage call – camera closed immediate if high risk exposed in a home. Staff (Teacher) to report immediately, using CPOMS and DSL communication.</p>	
On line Devices	Adults leave the lesson leaving it live for the children to communicate in unsupervised environment	Teachers and TAs leave the channel before seeing all pupils off the link.	M	L	L	Teacher training and guidance on how to set up and use remote learning tools.	Leaders Teacher /TA
On Line	Screen shot of children from remote learning being misused.	Pupil/ Parent screen shot the live teaching with pupil images on the screen for misuse and sending out through media.	L	L	L	<p>Careful awareness and selection of a group / class so teachers are aware of possible 'at risk' pupils (Safeguarding concerns)</p> <p>If needed camera off for any pupil that has vulnerability- in this case 1:1 – home visit from DSL team to ensure pupil safe or 1:1 session from lesson after closure to make face to face contact with child- TA/additional adult to remain in the meeting, where possible to safeguard adult.</p> <p>If not possible seek agreement from adult (Parent) of child that any 1:1 session is recorded, to ensure safeguarding of the school adult.</p>	DSL Teacher /TA

On Line	Link for the TEAM calls will be misused if the incorrect platform for invites is used.	Links to the remote classroom being used on TEAMS and not on Class Teams. This could mean that the link is shared.	L	L	L	Class Teams to be used only from Jan 21. Lobby to be assessed for invites that present as 'rogue' by TA/Teacher on attendance duty (Number of invites cross checked)	Network Manager HT Teacher /TA
	Inappropriate language exposure to team classroom	Unmuted mic allows pupils to misuse the session	L	L	L	Pupils to be taught on how to use system and expectations around usage. Parent guide shared for expectations.	Teacher /TA
	Pupil password use- this can be done by the pupil/home.	Shared passwords or re-set passwords can mean that pupils misuse systems	L	L	L	Pupils to be taught on how to use system and expectations around usage. Parent guide shared for expectations.	Teacher /TA
E -Safety	Chat facilities misused	Pupils use the chat facility during lessons for inappropriate discussions with each other.	M	L	L	Turned off and continue to monitor and update.	Teacher /TA
Remote device	Time zone changes – this can be done by pupil/home	Pupil change time zones on device and therefore miss lessons.	L	L	L	Attendance officer will make contact Guidance followed to parents	Teacher to inform attendance officers
Personal Well-being	Self-image and body consciousness limiting impact of pupil engagement	Pupils reluctant to share images on TEAMS and participate due to low self-esteem and concerns on self-image over device.	M	L	L	Teachers to report pupils that fail to show up and share images or have a perceived low mood to DSL team. Supporting pupils 1:1 that are struggling with mental health through safeguarding team.	Teacher s/TAs. DSL team

E-Safety – Searching on devices	Pupil use devices for inappropriate searching putting them at risk of exploitation or personal well-being,	Pupil use search engines to access inappropriate sites whilst at home or school.	H	M	L	Filter Alerts – Lightspeed Relay-DSL are informed of inappropriate searching	DSL Teacher Network Manager
E-Safety	Children unable to keep them self-safe on internet and WWW	Pupil use search engines to access inappropriate sites whilst at home or school.	H	M	L	PSHE Curriculum – clear curriculum sequenced through year groups appropriateness on E-Safety and keeping safe.	SLT Teacher TAs
Device Use	Damage of hardware from misuse/accidently water damage	Water damage from drinks and other items whilst devices are in use.	H	L	L	Pupils / Parents guidance on not having drinks round devices when being used for lessons.	Teacher /TAs
On Line Lessons	Pupils and Parents in inappropriate dress code.	Over exposure of body parts, in appropriate clothing image e.g pyjamas	M	L	L	Parent and Pupil guidance on etiquette for remote learning	Teacher /TAs
On Line lessons	Recording of lessons by Teachers/TAs	Teacher records lessons without users being aware and parent/siblings exposed on recording to other class groups / classes.	M	L	L	If recording is needed to support learning of other pupils- teacher must inform pupils that the session is being recorded and that it is for sole use for educational purposes e.g another class group.	Teacher /TAs