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| **VIDEO GROUP CONTACT WITH CHILDREN**  |

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| **Location / Site** | Insert location of activity |
| St Albert’s Catholic Primary School |
| **Activity / Procedure** | Insert name/type of activity or procedure being assessed |
| ZOOM meeting with class groups |
| **Assessment date** | Insert date when assessment is being carried out |
| 15/06/2020 |
| **Assessment serial number** | Insert local serial/identification number for future reference |
| V1 |

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| **Hazard 1**  | 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/carers** |
| **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 |
| 1. Parents asked to make themselves known to the host and asked to stay in the same room whilst the meeting is on.
2. Parents asked to login for the child using the two stage authentication – text and email
3. All parents issued with the School Video Conferencing Acceptable Use Guidance.
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| **Hazard 2** | 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 |
| 1. Invites sent viaT2P text and email addresses
2. Parents asked to change the name of the attendees to the child’s name when joining the meeting
3. Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and teacher verifies the child is the child we are expecting
4. The meeting ID and password is sent via text/email to the parent
5. Once all children are in the meeting, the session is locked to all new users (by clicking the padlock in the top corner).
6. All staff to use complex passwords for the account they use to host Zoom meetings. (Minimum of 8 characters, including a number, capital and lowercase letters.)
7. The meeting is closed promptly at agreed end of meeting time (teacher to agree time with HT/SLT prior to meeting)
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| **Hazard 3** | 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 |
| 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>1. Set out clear expectations for parents concerning their role in keeping the children safe
2. Parents asked to ensure children are dressed appropriately
3. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child’s bedroom
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| **Hazard 4** | 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 |
| 1. Meeting hosted by Class Teacher and TA to monitor behaviour and children’s safety
2. All children and their parents will be issued with the School’s acceptable use guidance.
3. HT or member of SLT made aware of any inappropriate/concerning behaviour
4. Children will be muted and unmute permission removed for all users
5. Class Teacher will remove any child from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes
6. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately
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| **Hazard 5** | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| **Adult or 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 |
| 1. Class Teacher and TA to monitor behaviour and children’s safety
2. HT or member of SLT made aware of any inappropriate/concerning behaviour
3. Children will be muted and unmute permission removed for all users
4. Class Teacher will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes
5. Parents given information concerning using a background – Zoom feature
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| **Hazard 6**  | 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 |
| 1. Parents given information concerning using a background – Zoom feature
2. Parents suggested to ensure nothing in the background they do not want others to see – blank wall
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| **Hazard 7** | 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 |
| 1. Teacher is the host of every meeting and will remove any family from the meeting if this is necessary
2. Check will be made when accepting children into the meeting and message sent to parent via T2P if necessary
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| **Hazard 8** | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| **Attendance of additional parents on roll (for those who are separated and share childcare)**  |
| **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 |
| HT/SLT and teacher to discuss this in terms of individual pupils |

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| **Hazard 9** | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| **Children record sessions and share them on social media/other sites.** |
| Exisiting 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 |
| 1. Teacher is the host of every meeting and will remove any child from the meeting if this is necessary.
2. School Acceptable User Guidance issues.
3. All staff to remind children that they are not allowed to record the sessions without permission using either their laptops or a third party device.
4. Staff to monitor sessions and if they have any concerns to report them immediately to SMT.
5. SMT to act upon any concerns and where necessary children excluded from sessions.
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| **OVERALL level of risk** | Consider level of risk following use of control measuresHIGHLIGHT 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 |
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| **Name of assessor** | **Signature of assessor** | **Date**  |
| **Kirsty Ashdown** | **K.Ashdown** | **15.6.20** |

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| **Manager’s comments** | Insert comments relevant to assessment as appropriate |
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| **Name of manager** | **Signature of manager** | **Date**  |
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| **Risk assessment review 1** |
| **Date**  | After session one  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS  |
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| Who was involved in the Review  |
| Signature of those involved in the Review  |

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| **Risk assessment review 2** |
| **Date**  | After session 3 |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS  |
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| Who was involved in the Review  |
| Signature of those involved in the Review  |

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| **Risk assessment review 3** |
| **Date**  | After session 5  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS  |
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| Who was involved in the Review  |
| Signature of those involved in the Review  |

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| **Risk assessment review 4** |
| **Date**  | After all classes / groups have completed one session |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS  |
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| Who was involved in the Review  |
| Signature of those involved in the Review  |

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| **Risk assessment review 4** |
| **Date**  | After all classes / groups have completed two sessions |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS  |
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| Who was involved in the Review  |
| Signature of those involved in the Review  |

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| **Assessor’s comments** | Insert comments relevant to findings as appropriate |
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| **Name of assessor** | **Signature of assessor** | **Date**  |
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| **Manager’s comments** | Insert comments relevant to assessment as appropriate |
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| **Name of manager** | **Signature of manager** | **Date**  |
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| **Risk assessment reviews** | Set future review dates & sign/comment upon completion |

**ZOOM CLASS/GROUP MEETING RULES FOR PARENTS/CARERS**

* 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>

* If possible, test with friends and family before using with school
* Receive the meeting details of class ZOOM meeting via email/text (school email service)
* Receive the password for class ZOOM meeting via text (school text service)
* Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
* Change attendees name to your child’s name so that we know it is you in the waiting room. Ensure you are present for the whole meeting, in the same room – 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, if there is anything behind your child, ensure that you are happy for others in the group to see it

<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 that they will be in a waiting room at first until Miss Ashdown invites them in. 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. Ensure your child is present when invited from the ‘waiting room’ and video is switched on – we will be using old style face recognition! ☺
* Please ensure you have logged on 5 minutes before the scheduled time and entered the waiting room as the meeting will begin 5 minutes after the scheduled time and no one can enter the meeting or the waiting room once the meeting has begun
* 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 that Miss Ashdown will send anyone out of the meeting who is behaving inappropriately
* Explain to your child the teacher in charge will monitor 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 class teacher or one person at a time will be muted

**Please let us know whether or not you want your child to be included in these Zoom Class Meetings by contacting school.**

By agreeing to your child attending, parents/carers will be adhering to all instructions sent to them by the school, to keep everyone safe.

Many Thanks,

Miss Ashdown