

Risk Assessment for Livestreaming school content

Borders Primary Partnership V:1

21.1.21

V2: 26.1.21

Live lessons will be conducted within the school. Staff will not be expected to conduct live sessions in their home settings.

| Risk | Mitigation |
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| Inappropriate behaviour or conduct from adults | Pupil/adult will be removed from the meeting. Contact will be made with offending parent. Where this continues, pupil may be requested not to access live sessions. |
| Inappropriate behaviour or conduct from children | Behaviour conduct letter shared 12.1.21 Behaviour expectations reinforced by teachers/ use of Golden rules continues Pupil will be removed from meeting. Where this continues, pupil may be requested not to access live sessions. |
| Unauthorised recording by pupils, parents, or staff | Parent will be requested to remove recording – witnessed by staff member. A letter will be sent by DSL & AH reminding of safe use of devices Staff must request parent permission to record a live stream. Where permission is not given, pupil cameras must be off during the recording or pupils access recorded session. |
| Unauthorised sharing of content | Recipients will be requested to remove recording from devices – witnessed by member of staff. A letter will be sent by AH & DSL reminding safe use of devices Where this continues, pupil may be requested not to access live sessions. |
| Inappropriate contact with pupils outside lesson time | All meetings are invitation only and can only be accessed using a specific code. |
| Inappropriate contact with pupils in a different account or a different platform | Single platform –G-suite used. Stream is checked by class teachers for appropriate use. Parent are requested to communicate via email. |

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| Inappropriate language in chat function | Chat function is not used. 26.1.21 – where the chat function is used this is used for educational purposes. Staff monitor the content and save contributions prior to logging off the platform. |
| Inappropriate dress, conduct, or location | Letter sent 12.1.21 – pupil conduct made clear. Reminders of appropriate dress will be issued. Where this continues, pupil may be requested not to access live sessions. |
| Unauthorised people invited into the video call | Access is via pupil email account, coded secure. Unrecognised requests will be rejected. |
| Unauthorised people crashing into video call | Access is via pupil email account, coded secure. Unrecognised requests will be rejected. |
| Unauthorised streaming to another platform | Access is via pupil email account, coded secure. Unrecognised requests will be rejected. |
| Unauthorised streaming to the wider public | Access is via pupil email account, coded secure. Unrecognised requests will be rejected. |
| Data breach. For example, showing pupils on camera without permission, sharing personal data | Pupil data is not to be shared via live stream. Any data breach is reported via our Data breach process. Pupils are supported by parents and are able to disconnect use of camera if preferred. |
| Data breach showing confidential information whilst online | Pupil data is not to be shared via live stream. Any data breach is reported via our Data breach process. |
| Unauthorised sharing of inappropriate content via share screen | Incidents will be reported to SLT/My concern and followed up. Where this continues, pupil may be requested not to access live sessions. |
| Unauthorised lessons that SLT are unaware of | All lessons are timetabled. All SLT have access to Google Classroom at all times. Weekly monitoring of use completed by SLT |
| Accidentally being online early or afterwards without being aware | Live lessons are only accessible when the host is logged into the lesson. |
| Unauthorised chats or video whilst monitoring adult is offline | Live lessons are only accessible when the host is logged into the lesson. |

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| Use of livestream platform by unauthorised staff or untrained staff | Live stream platform is by invite only. Ongoing Staff training is in place. Additional adult available during live streaming. |
| What action is to be taken if a disclosure or concern is raised by pupil whilst online? | The live lesson will be stopped to follow up any immediate concern. Disclosure is recorded via My Concern and regular safeguarding procedures take place. |
| How will concerns be raised about any livestream issues by pupils, parents or staff? | Concerns can be raised via immediate communication with the school via telephone or email to class teacher or SLT. |
| Errors, mistakes, or concerns should be self-reported. How should this be done? | Concerns should be reported to SLT or recorded on My Concern. Any data breaches must be reported immediately to the Academy Head. |

Completed by L.Scott Academy Head 21.1.21