

**Risk Benefit Assessment online video meetings and lessons Reviewed 10.02.22**

Generic Benefits	Generic Safeguards
<ul style="list-style-type: none"> <li>Increased engagement from pupils</li> <li>Ability to 'teach' new content</li> <li>Safeguarding – ability to see individual children in their home setting</li> <li>Support for parents at home</li> </ul>	<ul style="list-style-type: none"> <li>Staff to follow WPS Safeguarding Policy guidance</li> <li>Staff to follow Government Online provision guidance</li> <li>Staff to follow “Guidance for safer working practice for those working with children and young people in education settings Addendum April 2020”</li> <li>Application for Disadvantaged laptops for eligible families</li> </ul>

Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions
Weekly Zoom Meetings	<ul style="list-style-type: none"> <li>Attendance of non-invited individuals</li> <li>Pupils making inappropriate comments</li> <li>Safeguarding of pupils</li> <li>Safeguarding accusations against staff</li> <li>Non-access for Disadvantaged pupils</li> <li>Pupils in school missing out on lessons</li> </ul>	<ul style="list-style-type: none"> <li>Increased engagement from pupils</li> <li>Ability to 'teach' new content</li> <li>Safeguarding – ability to see individual children in their home setting</li> <li>Support for parents at home</li> </ul>	<ul style="list-style-type: none"> <li>See Zoom Meeting Protocol for further details</li> <li>Passwords to be used for all meetings (changed each meeting)</li> <li>Disable join before host</li> <li>Participants to be held in a waiting area to be admitted by the staff</li> <li>Mute pupils on entry and throughout the meeting unless teacher unmutes pupil for a question or response</li> <li>Disable written chat between participants</li> <li>Record sessions as default</li> <li>Follow up phone call to pupils not in attendance or in onsite provision</li> <li>Teachers and pupils to be in a 'public' location in their house – not bedrooms. If staff have to use a bedroom, they should use a 'virtual background' to blank this out</li> <li>Use of iPads in classrooms for onsite pupils to access the sessions regularly (although not guaranteed weekly)</li> <li>Letter to parents to re-emphasise the importance of password security and the need to not share links or passwords with others</li> </ul>	Go ahead with activity with the safeguards in place

<p>Use of Loom to create lessons with new content</p>	<ul style="list-style-type: none"> <li>• Sharing of WPS content widely on the internet – Teacher wellbeing</li> <li>• Pupils not able to access content</li> <li>• Non-access for Disadvantaged pupils</li> <li>• Accidental sharing of content in the background of video</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement from pupils</li> <li>• Ability to ‘teach’ new content</li> <li>• Support for parents at home</li> </ul>	<ul style="list-style-type: none"> <li>• Disable comments on Loom site</li> <li>• Weekly phone calls for pupils not accessing work to ‘check-in’ and support</li> <li>• Teachers to ensure that all other apps and sites are closed and notifications are turned off before recording</li> <li>• Videos to be reviewed for accidental content by creator before uploading and sharing</li> <li>• Upload to Teams for greatest security</li> </ul>	<p>Go ahead with activity with the safeguards in place</p>
<p>Uploading of staff videos to YouTube</p>	<ul style="list-style-type: none"> <li>• Staff not happy about being on YouTube</li> <li>• Footage of staff and their home environment shared on the internet</li> <li>• Inappropriate comments seen by pupils/staff about the videos</li> <li>• Inappropriate adverts seen by pupils</li> <li>• Non-access for Disadvantaged pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement from pupils</li> <li>• Ability to ‘teach’ new content</li> <li>• Safeguarding – ability to see individual children in their home setting</li> <li>• Support for parents at home</li> </ul>	<ul style="list-style-type: none"> <li>• Staff choice of whether to feature in videos</li> <li>• Ability for people to comment on videos to be turned off in publisher’s account settings</li> <li>• Videos to be set as ‘made for kids’ by default to remove advertising</li> <li>• Teachers to consider carefully the filming of their videos to avoid any personal information being shared</li> </ul>	<p>Continue with activity with the safeguards in place although with use of MS Teams, the need for YouTube sharing should not be great</p>
<p>Recorded lessons/assemblies</p>	<ul style="list-style-type: none"> <li>• Footage of children shared on the internet</li> <li>• Inappropriate comments seen by pupils/staff about the videos</li> <li>• Inappropriate adverts seen by pupils</li> <li>• Poor behaviour seen by parents</li> <li>• Non-access for Disadvantaged pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement from pupils</li> <li>• Ability to ‘teach’ new content</li> <li>• Support for parents at home</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-recorded lesson footage reviewed before uploading – any footage that is deemed to put any pupil or the school ‘at risk’ not to be used</li> <li>• Use of Teams to share through MS Stream or within Class Teams</li> <li>• Parents able to remove pupil from any video footage recording and request that they do not appear on published videos</li> <li>• ‘Live’ lessons/assemblies to not include pupils in the room – to use Zoom and follow the ‘zoom protocol’</li> </ul>	<p>Go ahead with activity with the safeguards in place</p>

<p>Use of MS Teams to share work and content</p>	<ul style="list-style-type: none"> <li>• Chat between pupils in Teams</li> <li>• Non-access for Disadvantaged pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement from pupils</li> <li>• Ability to 'teach' new content</li> <li>• Support for parents at home</li> <li>• Provides pupils with access to MS Office 365 applications</li> <li>• Ability to share content, including videos less publicly than YouTube</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Direct chat/call facility turned off for pupils</li> <li>• Ensure password reset is enabled for pupil</li> <li>• Ensure Outlook is turned off for pupils</li> </ul>	<p>Go ahead with activity with the safeguards in place</p>
<p><i>Shared with Governing body on: 06.01.21</i></p>			<p>Shared with Staff on: 06.01.21</p>	