



Risk Assessment for Livestreaming school content

Risk	Mitigation
Inappropriate behaviour or conduct from adults	<ul style="list-style-type: none">• Acceptable Usage Documents shared with Parents/carers and signed – made aware of the need for appropriate behaviour• Staff AUP to be amended and disseminated• But all staff have read the Blended Learning policy, which also addresses behaviour expectations
Inappropriate behaviour or conduct from children	<ul style="list-style-type: none">• Acceptable usage agreement shared in class prior to closure, all pupils signed agreement• Behaviour policy continues to be used• Blended learning policy states inappropriate behaviour could result in removal from a live session – parents would be contacted• Regular communication with parents to share behaviour concerns – calls & emails from SENDCO, Class Teacher and SLT if needed
Unauthorised recording by pupils, parents, or staff	<ul style="list-style-type: none">• Zoom settings in place – recording disabled• If a session is required to be recorded, teachers must first seek parental permission.• Any recordings will only be shared in school for CPD
Unauthorised sharing of content	<ul style="list-style-type: none">• Zoom settings in place to restrict sharing of content
Inappropriate contact with pupils outside lesson time	<ul style="list-style-type: none">• Blended Learning policy, Safeguarding policy & staff code of conduct shared with all staff – expectations around professional conduct and communication.• Email communication with pupils is only through school Gmail accounts
Inappropriate contact with pupils in a different account or a different platform	<ul style="list-style-type: none">• All Gmail (G suite) and other platforms are monitored by SLT
Inappropriate language in chat function	<ul style="list-style-type: none">• Zoom settings in place – chat function is limited to private message to the host only.• Behaviour policy will be followed if inappropriate language is used & parents will be informed
Inappropriate dress, conduct, or location	<ul style="list-style-type: none">• AUP/Agreements shared with all• Staff code of conduct shared• Parents may be contacted if there is persistent inappropriate conduct or the home learning environment is not appropriate
Unauthorised people invited into the video call	<ul style="list-style-type: none">• Zoom settings in place – waiting room enabled, no unauthorised people will be allowed to enter; links required to join meetings (these are only shared through pupil emails)
Unauthorised people crashing into video call	<ul style="list-style-type: none">• Zoom settings in place
Unauthorised streaming to another platform	<ul style="list-style-type: none">• Zoom settings in place



Unauthorised streaming to the wider public	<ul style="list-style-type: none">• Zoom settings in place
Data breach. For example, showing pupils on camera without permission, sharing personal data	<ul style="list-style-type: none">• GDPR compliant. Permission sought in advance with regard the use of zoom for live sessions• Data protection officer contacted prior to setting up Gmail accounts – GDPR compliant
Data breach showing confidential information whilst online	<ul style="list-style-type: none">• Staff only share their screen to show lesson planning/google classroom or web links.• Staff should be cautious of having other windows open when in a live session• Data Breaches will be reported in line with GDPR policy
Unauthorised sharing of inappropriate content via share screen	<ul style="list-style-type: none">• Zoom Settings in place to limit screen share
Unauthorised lessons that SLT are unaware of	<ul style="list-style-type: none">• Staff code of conduct shared, alongside blended learning policy and timetable• All sessions timetabled• SLT can monitor live sessions at any time
Accidentally being online early or afterwards without being aware	<ul style="list-style-type: none">• Zoom settings in place – waiting room enabled, participants cannot join before the host. The host ends the meeting
Unauthorised chats or video whilst monitoring adult is offline	<ul style="list-style-type: none">• Zoom settings in place – waiting room enabled, participants cannot join before the host. The host ends the meeting• Other platforms monitored
Use of livestream platform by unauthorised staff or untrained staff	<ul style="list-style-type: none">• All staff trained on using the basic zoom functions• Staff can only access using school Gmail account
What action is to be taken if a disclosure or concern is raised by pupil whilst online?	<ul style="list-style-type: none">• Safeguarding policy to be followed – Cpoms to be used to log concern.• If needed staff can leave the zoom, if adequate supervision is available (1 staff member online), to immediately inform the DSL
How will concerns be raised about any livestream issues by pupils, parents or staff?	<ul style="list-style-type: none">• Cpoms to be used to log any concerns• Parents are advised to contact class teachers by email with any concerns
Errors, mistakes, or concerns should be self-reported. How should this be done?	<ul style="list-style-type: none">• GDPR policy shared- explains the procedures to follow if a data breach• Staff aware to inform SLT of any concerns