



Risk Assessment-Remote Learning

School Activity	The school has identified the following risk of harm	The school has the following procedures in place to address risk identified in this assessment
Home Learning in General	<ul style="list-style-type: none"> -Child Protection issues -GDPR issues 	<ul style="list-style-type: none"> -Teachers to inform DLP/DDLP if they have any concerns for child safety based on their communication with the home -Schools email addresses (not personal email addresses) to be used in correspondence with parents -Individual emails to be sent or emails Bcc'd -Staff must block their number when phoning a parent -Data Protection Policy Addendum created and shared with school community -ICT and Expected Use Policy updated and shared with school community
Video Calls with pupils	<ul style="list-style-type: none"> -GDPR issues -Consent -Risk of inappropriate behaviour -Risk of photos/screenshots being taken 	<ul style="list-style-type: none"> - Information sent to parents to read -A permission form to fill out to consent to their child engaging in video calls -A poster of Zoom rules created and shared with pupils -Two staff members on every call -Teacher to be the first and last person on the

		<p>call</p> <ul style="list-style-type: none"> -A waiting room will be enabled for every call -Family name must be displayed for the child to be admitted to the call -When ending the call, teacher should 'end call for all' -Microphones to be muted by pupils unless a question is being asked/answered -Call should take place in a common home area -Background should not have passing traffic -Other family members should not appear on screen -Appropriate dress essential -Parents/pupils informed not to take recordings/screenshots/photos -Regular class rules apply as does the school Code of Behaviour and ICT Expected Use Policy -Rules to be discussed at the start of each call
<p>Online Platform: Seesaw</p>	<ul style="list-style-type: none"> -GDPR issues -Consent -Risk of inappropriate behaviour 	<ul style="list-style-type: none"> -Parental sign up required -Pupils can only see their own work, teachers have to approve work -Commenting will be closely monitored and any inappropriate comments will be immediately deleted and this will be followed up by the teacher