Yox Valley Partnership

Academy Head - Gail Jerman
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Website: www.yoxvalleypartnership.org

Risk Assessment for Livestreaming School Content

Risk	Mitigation
Inappropriate behaviour or conduct from adults	Pupil/adult will be removed from the meeting. Contact will be made with offending parent. If inappropriate behaviour/conduct continues pupil may be requested not to access live sessions
Inappropriate behaviour or conduct from children	Behaviour conduct/Lesson etiquette letter shared with all parents/carers 27.1.21 Behaviour expectations reinforced by teachers at start of sessions 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. A letter will be sent by DSL & AH reminding of safe use of devices. Parent permission must be sought by staff memebrs to record a live stream. Where permission is not given, pupil cameras must be off during the recording
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	G-suite used (single platform) Parents asked to communicate via email

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Inappropriate language in chat function	Letter sent on Lesson Etiquette 27.01.2021 Inappropriate use result in chat box turned off
Inappropriate dress, conduct, or location	Letter sent on Lesson Etiquette 27.01.2021 Pupils removed from lesson if dressed inappropriately and contact made with parents by DSL or AH
Unauthorised people invited into the video call	Access via pupil emails Requests for names not recognised will not be admitted to sessions
Unauthorised people crushing into video call	Access via pupil emails Requests for names not recognised will not be admitted to sessions
Unauthorised streaming to another platform	Access via pupil emails Requests for names not recognised will not be admitted to sessions
Unauthorised streaming to the wider public	Access via pupil emails Requests for names not recognised will not be admitted to sessions
Data breach. For example, showing pupils on camera without permission, sharing personal data	Pupil data not shared on live stream Any data breach is reported in line with GDPR policy and procedures Pupils able to turn camera off if no permission – parental support from home
Data breach showing confidential information whilst online	Pupil data not shared on live stream Any data breach is reported in line with GDPR policy and procedures Pupils able to turn camera off if no permission – parental support from home
Unauthorised sharing of inappropriate content via share screen	Incidents reported to DSL/AH and recorded on My Concern DSL/AH makes contact with parent to inform them of inappropriate content shared by their child If continues child will be removed from lesson unless accompanied by adult
Unauthorised lessons that SLT are unaware of	Lessons are timetabled SLT have access to GC at all times
Accidentally being online early or afterwards without being aware	Live lessons only accessible when host is on line
Unauthorised chats or video whilst monitoring adult is offline	Live lessons only accessible when host is on line
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 wherever possible during live streaming.
What action is to be taken if a disclosure or concern is raised by pupil whilst online?	Live lesson stopped to follow up disclosure confidentially Incident reported to DSL and recorded on My Concern

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How will concerns be raised about any livestream issues by pupils, parents or staff?	Immediate via email to AAH/AH or phoning school
Errors, mistakes, or concerns should be self-reported. How should this be done?	Concerns raised with DSL/AH/AAH Recorded on My Concern Relevant policy and procedures followed – GDPR/Safeguarding

Date: 28.01.21

Signed:

Name: Gail Jerman
Position: Academy headteacher

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