

2020

Ysgol Bryn Alyn

RA Written by: JME

Use of 'Zoom' for video conferencing (delivery of online lessons).

Faculty Involved: Science and Technology

SLT/HoF: JME/JG/SP

Date: March 2020



RISK ASSESSMENT FOR TRIAL OF ONLINE LEARNING USING VIDEO CONFERENCING

Perceived level of risk-

1 = Highly unlikely, 2 = Unlikely to occur, 3 = May occur, 4 = Likely to occur, 5 = Highly likely to occur.

*Control measures should be in place and emergency procedures revisited on a regular basis. Any change to this risk assessment must be followed by all named persons agreeing to the changes and re-signing the final sheet.

* Changes should be highlighted.

Outcomes reduced level of risk following control measures-

1 = Highly unlikely, 2 = Unlikely to occur, 3 = May occur, 4 = Likely to occur, 5 = Highly likely to occur.

Hazard	Risk	Perceived level of risk	Control Measure	Emergency Procedure	Outcome Reduced level Of risk
Parental awareness of online learning platform	Parents unaware of students interaction with YBA staff and wish to restrict meetings	2	Students invited through Google Classroom so that only students with consent to use G Suite can join meetings. Parents informed of the trial through Facebook & website and asked to contact the school if they wish to remove their student from the trial.		1
Inappropriate sharing of images.	Students are inappropriately dressed or have inappropriate/personal images in their background.	3	Instructions regarding appropriate dress and background placed on google classroom as part of every assignment with link to video conferencing	YBA staff member to disconnect student from the online learning platform immediately	1
Child Protection - Children behaving inappropriately	Students using chat or audio to negatively influence or bully others or send inappropriate material Taking a screenshot of others in the group and distributing it.	3	Teacher to disable private chat at beginning of video conferencing.. Online Learning Rules to be distributed to all users.	Digital Champion to remove access for student to Gsuite	1
Child Protection - Staff monitoring	Teachers using platform inappropriately / not representative of Teacher Standards	1	ACS and JME added to any google classroom that will be used with zoom so that they can access. When allowed by device, sessions should be recorded.	Any concerns to be reported to CC and AS. AS to take appropriate action.	1

			<i>If trial successful, school to investigate group subscription to allow meetings to be monitored by admin staff.</i>		
Unauthorised use	Individuals other than students joining meetings	1	Links shared through Google Classroom. Students to use their own name to join meetings. Students briefed not to share link.		

Appendix:

Online Learning Rules (To be posted with all links to video conferencing)

“Please remember that this online lesson should be treated in the same way as a face to face lesson in school. You are not required to wear school uniform, but make sure that you are dressed appropriately. You are responsible for what happens on your screen; remember that this includes objects/images behind you and the behaviour of anyone else who may be around you during the lesson.

You must use your own name when joining meetings and must not allow anyone else to access the meeting.

Your teacher will make video and sound recordings of this session (where possible), and any chat comments that you make will be seen by your teacher. The recording might be made available to other staff and students (e.g. via Google Classroom).

You should not take screenshots of anything from this lesson unless you are specifically told to by your teacher.

If a teacher feels you (or someone near you) is behaving or dressed inappropriately, you will be removed from the class and could have all your digital learning access removed.”

Signed (Headteacher):

Signed (Head of Faculty - Science & Technology):

Signed (Teacher deliverer):