

SYRESHAM ST JAMES CE PRIMARY SCHOOL AND NURSERY
Zoom/Teams Risk Assessment

Date completed: 15 th January 2021	Assessed by: Katherine Clough	Authorised by: Katherine Clough/Chair of Governors
Review date: 12 th February 2021	Identification of those at risk: Pupils School staff Parents	

Possible risks/hazards	Measures put in place	Who is responsible for measures?	What is the risk now?
Leaked link to chat	<ul style="list-style-type: none"> Date and time of chat only shared in secure message sent by teachers via seesaw Link to chat only shared in secure message sent by teachers via seesaw Staff to set up Zoom accounts using their professional email address only 	Staff setting up meeting and overseen by headteacher	Low
Use of personal devices to stream	<ul style="list-style-type: none"> School laptops/iPads are the only equipment which can be used to stream Teams or Zoom sessions with class/pupils by the teaching staff. Teachers will be the last people to leave the session once all children have left. To comply with GDPR and to protect all children and staff, there must be no adult or child filming or taking photographs during the session. 	Staff setting up meetings and headteacher	Low
Area used in chat by staff member and child	<ul style="list-style-type: none"> Staff to ensure that background area is free from personal items like family photographs, links to address. Address issues with any child's background if needed Children's microphones to be muted when not needed – they should be invited to speak rather than a free for all 	Staff setting up meetings	Low
Children to not be in room being used alone	<ul style="list-style-type: none"> Where possible there are to be two adults present for zoom meetings. Any 1:1 sessions must be approved by the Headteacher/DSL. Parents to be aware of guidance and be in the room during meeting. They do not have to stay by their child for the meeting but must be in the room. Teacher sets expectations for the meeting. 	Staff setting up meetings	Low

	<ul style="list-style-type: none"> • Check once sessions starts that an adult is present in the room • Whole class zoom - Supporting staff member to also monitor the chat (if on Zoom) and raise any issues immediately – children may be removed from the session if any inappropriate behaviour as deemed by the teaching team. • High expectations for meeting: children must be in a quiet environment and appropriately dressed – top and bottom part of the body must be covered, children sat up and listening to the teacher/TA. • Everyone in the household should be made aware of the session taking place and that they are suitably dressed and do not use inappropriate language in the background. • No use of funny backgrounds that could cause offence for whatever reason. 		
Parents not using a secure email and password for their Teams or Zoom account – eg logging on through Facebook	<ul style="list-style-type: none"> • Parents to ensure they have set up a Zoom account through their email address. • Parent Zoom accounts to have a secure password • Children should enter the session with their first name as their username (if on Zoom) and it should not be unknown e.g. iPad or Samsung Galaxy... 		Low
If Zoom: Parents passing on Zoom Meeting Details to others	<ul style="list-style-type: none"> • Parents told that they must not give meeting details to others. They must direct other parents to school staff to gain information. • Any unknown users in the session will be removed if they cannot reveal themselves in time 	Staff to inform parents. Parents to follow advice.	Low