

Activities Covered by this Assessment	Recording live lessons		
Site Address / Location	Birch Wood School	Department / Service / Team	Education
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity Homeworking and DSE risk assessments are completed separate to this risk assessment			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Recording / sharing images / video of children	Risk that images / video of children during recorded lessons could be shared outside of the school arena.	<ul style="list-style-type: none"> - Recording of lessons should only occur if 2 members of staff are not available within the lesson, or when Breakout rooms are being used where 1 member of staff may be working with a small group of students. These videos are not for release but are to support safeguarding. - If it is being recorded for a pre-prepared lesson, it should be focused on the teacher only and other student cameras should be switched off. 			L	<ul style="list-style-type: none"> - If video is to be released it should be reviewed by other members of the class team to ensure other students are not visible. -Videos should only be stored on school electronics. 						

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| | | <ul style="list-style-type: none"> - If other students visible parental consent must be given before images shared. - Ensure that a senior member of staff is aware that the online lesson is taking place and that it is being recorded, and for what precise purpose. - All staff and children must be wearing appropriate clothing during the lesson - Background of the video must be appropriate, care taken if videoing in bedroom, blur background? Shared space should ideally be used. - Make sure background space is child-friendly, ensuring nothing inappropriate is on display. - Audio mute should be used by staff and children when not speaking to minimize risk of background sound. - No screenshotting or recording on third party device is permitted | | | | | | | | | | | | |
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		<ul style="list-style-type: none"> - Video must be turned off if suitable background cannot be found. - Use of blurred background feature to be used if a neutral background cannot be found. - No alcohol/tobacco/vaping consumed/used or visible during the video. - Staff must not; Conduct a remote lesson with pupils outside of the operating times defined by senior leaders and vice versa. Take or record images of pupils for their personal use. Record virtual lessons or meetings using personal equipment (unless agreed). Engage online while children are in a state of undress/semi-clothed. - All staff and children must be made aware of and agree to the acceptable use policy. - If age/SEN need required, Parent/carer supervise 												
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		<p>accessing the collaboration platform and remain nearby during the video (younger children will require closer supervision)</p> <p>-</p>												
Recording and sharing of inappropriate behaviour	<p>Video / images /audio of inappropriate behaviour could be captured on video or mic and shared. Inappropriate behaviour could include confidential conversations, child/adult in a state of undress, swearing etc.</p>	<ul style="list-style-type: none"> All staff and children must be made aware of and agree to the acceptable use policy, which covers issues such as dress code and background. It is the responsibility of the staff member to act as a moderator; to outline acceptable behaviour at the outset, raise any issues or suitability with the child / parent immediately and end the online interaction if necessary. If inappropriate behaviour is captured teacher must stop recording/mute video immediately. Video must be deleted to ensure inappropriate behaviour is not shared and inappropriate images/audit must be reported and deleted. 												

<p>False allegation of inappropriate behaviour.</p>	<p>Risk that teacher could be subject to a false allegation.</p>	<ul style="list-style-type: none"> • Staff to consent to Acceptable use policy • Only scheduled lessons to be recorded. • Staff not to take part in video conferencing with children or parents on personal devices. • If lessons cannot occur with 2 members of staff available within the lesson, or when Breakout rooms are being used where 1 member of staff may be working with a small group of students, lessons should be recorded. These videos are not for release but are to support safeguarding. • Incidents must be reported following local procedures. • Prevent one to one situation unless approved by SLT in specific circumstances. Request that a parent is present in the room for the duration or ask a colleague or member of the SLT to join the session. 												
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Recording images of looked after children	Risk that an image or video of a looked after child (who should not be found) could be shared which identifies their location.	<ul style="list-style-type: none"> • School to be aware of who must not be identified on camera and video if a child must not be recorded. • Consent must be gained before sharing images of any child. • All staff and children must agree to the acceptable use policy. 	Red	Green	Yellow	<ul style="list-style-type: none"> • If the above is not possible, school must ensure the looked after child/children is not visible on the recording. 								
GDPR	Risk that data protection laws are breached. Personal and physical security may be compromised.	<ul style="list-style-type: none"> • Privacy notice to be put in place and made available to parents / carers to make their own decision on whether they are comfortable for their child to take part • Recording is only kept for as long as it is necessary. • Recording is kept secure and password protected. • Recording must not be shared on public networks. • Control who has access to the recording. • Collaboration platform aligns to GDPR principles described in the School's privacy policy. 						L						

		<ul style="list-style-type: none"> • Make sure that no personal details are displayed, including information that may identify your home address or contact details. • Report any GDPR breaches. 												
Poorly organised invitation and meeting set up	Uninvited or unwanted visitors to the recording	<ul style="list-style-type: none"> • Microsoft Teams allow only students invited and those who are part of the school to enter. • Operate a waiting room to prevent unexpected or unwanted persons joining • Do not allow screen sharing by pupils/students • Ensure that suitable and sufficient software settings are applied 			L									
Unsafe or unintended uploading of videos and photos	Chance that inappropriate material is shared leading to complaints and/or disciplinary action and investigation	<ul style="list-style-type: none"> • Make parents/carers aware that children can upload videos/photos and make sure young people have parent/carer permission before uploading content • Be sure to triple check that the video/photo is suitable to display before uploading to make sure it is the correct video or photo. • Report any cases of inappropriate material being shared. 			L									

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Information and data could be shared in breach of schools' policies and procedures, safeguarding rules and regulations.
How could this emergency situation be prevented / controlled?	Acceptable use policy to be followed. Staff to use only approved devices.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Close the video immediately. Tell parents/those concerned that an incident has occurred. Report to the police locally if incident is of a criminal nature. Report to [safeguarding team/insert team/s] to log the incident and the team to arrange to provide support to those affected. Staff to follow safeguarding training and local procedures where required.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Staff must ensure they are familiar with the equipment and collaboration software they are using to prevent any mishaps.

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	Initial
Date Conducted:		Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	

Date of Review:

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.

High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.