



General Details

Assessor	Helen Ward
Assessment Date	08/01/2021
Assigned Reviewer	Helen Ward
Next Review Date	31/03/2021
Operation Assessed	Remote Learning

Associated with specific area

- Education
- Academy Schools
- North Cornwall Learning Trust
- Otterham CP School

Description of work area and/or activity assessed

Use of remote learning tools for live class teaching.






Overall Current Risk


Medium









Persons Affected






- Children / Students
- Employees


Current Rating	Hazard Information	Task Status
Low 	Safeguarding  Consider the location of those accessing teaching online and what can be seen or heard.	  
	Measures Currently in place to prevent risk of injury	
	Issue guidance to ensure that staff and pupils are considering their surroundings whilst accessing online teaching sessions using a camera and microphone. Consider what can be seen in backgrounds. Is it personal/ compromising? Who can over hear discussions? Staff should ensure that there are no breaches of GDPR on these sessions.	



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Safeguarding  Staff member has a safeguarding concern regarding child during remote session.	  
	Measures Currently in place to prevent risk of injury	
	Staff should be aware of usual safeguarding procedures. If there is a general concern, this should be reported to the DSL and recorded using CPOMs. If there is an immediate concern, staff member should consider contacting the police/ parent or MARU directly.	



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	Safeguarding  Use of photographs/ screenshots/ recording.	  
	Measures Currently in place to prevent risk of injury	
	No staff or pupils should take photographs of their screen. This should be highlighted to pupils at the beginning of sessions. If staff choose to record a session, this should be communicated clearly to pupils at the beginning of sessions. This should only be done in rare circumstances, discussed with headteacher, and should not be shared publicly.	



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Safeguarding  Pupils accessing inappropriate material or receiving inappropriate contact through online learning sites.	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	<p>Staff should only use those sites directed by the the school for online. At the moment, this is Google Classroom. Teachers should not be directing pupils to other sites for video conferencing or chats.</p> <p>Staff should ensure that groups are secure and that no unknown users are admitted.</p>	



Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	Safeguarding  Poor behaviour.	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	<p>Teachers should set clear expectations of behaviour for online learning sessions that would reflect expected behaviours in the classroom. Teachers should be familiar with how to expel a child from a taught session should behaviour deteriorate or be potentially damaging or upsetting for other pupils.</p>	



Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	Safeguarding  Unknown costs	<div>000</div>
	Measures Currently in place to prevent risk of injury	
	<p>Ensure that staff and pupils are not hit by unforeseen costs for accessing online learning. If staff do not have free broadband access through their own home, a safe environment should be provided for them to deliver their taught sessions in school. If pupils do not have unlimited data or wifi access, schools have a small number of sim cards with free data on that can be given out. Pupils without access can be considered vulnerable and invited to be part of the vulnerable and key worker provision in school.</p>	

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	 Safeguarding Images of pupils being used inappropriately.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Staff should only ever use school devices to deliver online teaching. No images or video should be created or shared on a personal device.	

Potential Rating	Additional Controls Required
Medium 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	 Safeguarding Sharing of personal data.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Some facilities can involve the using of personal data, such as email addresses and passwords to invite students. It is advised that only school generated emails and logins are used for online teaching.	

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.