**Risk assessment – Use of Zoom Online Platform**

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| Date completed: 12-1-21 | Completed by L Crew |
| Review date: 12-1-22 | Identification of those at risk:  Pupils  School staff  Parents |

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| Possible risks / hazards | Measures put in place | Who is responsible for measures? | What is the risk now? |
| Leaked link to Zoom meeting | * Date and time of meeting only shared in e-mail to parents * Link to meeting only shared in e-mail to parents * Staff to set up Zoom accounts using their school e-mail address | Staff setting up meeting | Low |
| Use of personal devices to stream | * School laptops and computers are the only equipment which can be used for Zoom sessions with children | Staff setting up meeting | Low |
| Area used by staff member and children for the meeting | * Staff to ensure that background area is free from confidential/personal items * Address issues with any child’s background if needed | Staff setting up meeting | Low |
| Supervision for the children during the meeting | * Parents to be aware of the guidance and expectations from school | Staff setting up meeting | Low |
| Parents not using a secure e-mail and password for their Zoom account | * Parents to ensure that they have set up a Zoom account through their e-mail address * Parent Zoom accounts to have a secure password | Parents who are receiving the meeting invitations | Low |
| Parents passing on Zoom meeting details to others | * Parents told that they must not give meeting details to others. They must direct other parents to school staff to gain information | Staff to inform parents.  Parents to follow advice | Low |
| Adult / child behaving inappropriately during the meeting | * Meeting to be recorded in case of such event * Staff will remove any person from the meeting if they act inappropriately or return them to the waiting room for 5 minutes * Follow up conversation with parents from staff in the first instance * Incident to be reported to Headteacher or Senior Teacher | Staff setting up the meeting and parents to follow advice | Low |
| Members of the public attending – non invited guests | * Waiting room used – staff to ensure that they recognize all those being accepted * Screen name to be pupils name or Parent/Carers name, as appropriate * The meeting ID and password sent via email | Staff setting up the meeting | Low |
| Parents not being aware of the risks of using Zoom | * Send parental internet guide specifically concerning Zoom <https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works> * Set out clear expectations for parents concerning their role in keeping the children safe | Staff setting up the meeting and parents to follow advice | Low |