

VIDEO GROUP CONTACT WITH CHILDREN
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Location / Site	Insert location and site where activity taking place
St Michael and St John's RC Primary School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
ZOOM MEETING WITH CLASS	
Assessment date	Insert date when assessment is being carried out
10/1/22	
Assessment serial number	Insert local serial/identification number for future reference

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of supervision on the internet by parents			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents ask to make themselves known to the host and asked to stay near to child for the meeting. 2. Parents asked to login for the child using the two stage authentication 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Members of the public attending – non invited guests			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents asked to change the name of the attendees to the child's name when joining the meeting 2. Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and teacher verifies the child is the child we are expecting 3. The meeting ID link is sent via school communication – e.g. email/ dojo/ to the parent 4. The meeting is closed 5 mins after the start time of the meeting 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Parents not being aware of the risks of using Zoom			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. 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 2. Set out clear expectations for parents concerning their role in keeping the children safe 3. Parents asked to ensure children are dressed appropriately. 4. Parents told to ensure meeting is taking place in shared space i.e. the living room / dining room – not child's bedroom 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Children acting inappropriately whilst on Zoom call			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Teaching staff members present on all class Zoom calls – in safeguarding role and they host the meeting. 2. Children will be muted and unmute permission removed for all users teacher will remove any child from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes 3. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Adult or other children acting inappropriately by accident or deliberately.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Teacher present on all class Zoom calls – in safeguarding role and they host the meeting. 2. Children will be muted and unmute permission removed for all users 3. Teacher will remove any person from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes 4. Parents contacted by head teacher after event 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Illegal or inappropriate content in the houses of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Teacher is the host of every meeting and will remove any family from the meeting if this is necessary 2. Check will be made when accepting children into the meeting and message sent to parent via chat box if necessary. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Parents making judgement about each other's homes			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents given information concerning using a background – Zoom feature 2. Parents suggested to ensure nothing in the background they do not want others to see – blank wall 			

OVERALL level of risk		Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK		REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments		Insert comments relevant to findings as appropriate	
<p>By making staff and parents aware of potential hazards and actions this should minimise any incidents.</p> <p>Making parents aware of e-safety considerations when using Zoom and agreeing supervision should minimise risk.</p>			

Name of assessor	Signature of assessor	Date
Zoe Mabbott Zoe Mabbott		17.1.21 10.1.22 - updated

Manager's comments	Insert comments relevant to assessment as appropriate
Parents asked for consent via dojo message and will be sent parent guide via class pages	

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Risk assessment review 1	
Date 17.1.21	After session one (C4)
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Share risk assessment with staff & Zoom instructions and requirements with parents	
Who was involved in the Review - Andrew Smith (DHT/Curriculum Lead) DSL trained.	
Signature of those involved in the Review	

Risk assessment review 2	
Date 10.1.22	After session 2 (C3)
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Read through and adapted to reflect current situation – no changes necessary. K. Harkin – EYFS Teacher	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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ZOOM CLASS MEETING INSTRUCTIONS AND REQUIRMENTS FOR PARENTS

- **Read the following safety guide for parents concerning ZOOM**
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
- Set up Zoom on your device and if using the APP ensure it has been recently updated. (pls see info at end of document for more info re the APP)
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- **Test with friends and family before using with school**
- Receive the meeting invite details of class ZOOM meeting via class page
- Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Change attendees name to your child's name – we know it is you then in the waiting room. Ensure you are present for the whole meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
- Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.
<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school ☺
- Explain to your child they will be in a waiting room at first until their teacher accepts them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE & VOICE RECOGNITION! ☺
- Please ensure you have logged on 5 minutes before the scheduled time and entered the waiting room as the meeting will be closed 5 minutes after the scheduled time and no one can enter the meeting or the waiting room once the meeting is closed.
- Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
- Explain that the teachers will send anyone out of the meeting who is behaving inappropriately, without any warnings.
- Explain to your child the teacher will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the class teacher or one person at a time will be muted.

Please let us know if you do or do not want your child to be included in these Zoom Class Meetings (they are not compulsory ☺)