

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
Teams 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 ensure only the school email address is used for the child. No other e mail addresses will allow access. 			

<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. Only those who are set up as a user within the class group can access the Teams. This is limited to school children in that class (who have a school e mail address and should have an adult present). Teachers and TAs linked to that class. 2. Meetings are scheduled by the teacher only. The ability to schedule a meeting by a child is turned off. Parent and child must be present and teacher verifies the child is the child we are expecting and that an adult is present. 3. School e mail addresses are used. 4. The meeting is closed at the end by the teacher/adult. 			

<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 Teams			
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. Share protocol with parents and children. 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 Teams			
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 Teams calls – in safeguarding role and they host the meeting. 2. Children will be muted and unmuted as controlled by the teacher who controls the permission 3. The teacher will remove any child from the meeting if the child acts inappropriately. They will then speak to the parent and log this in C poms. 4. 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 Teams calls – in safeguarding role and they host the meeting. 2. Children will be muted and unmuted as controlled by the teacher who controls the permission 3. The teacher will remove any child from the meeting if the child acts inappropriately. They will then speak to the parent and log this in C poms. 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 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 – Teams feature 2. Parents suggested to ensure nothing in the background they do not want others to see – blank wall 3. Protocol states that parents should ensure children are in a appropriate learning space/room. 			

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	
By making staff and parents aware of potential hazards and actions this should minimise any incidents.			

Making parents aware of e-safety considerations when using Zoom and agreeing supervision should minimise risk.

Explaining to parents that children's access on Teams is on the understanding that they have read, understood and accepted the Teams Protocol.

Access to Teams out of hours needs to be switched off either via Teams, BTLS or the children's email addresses, the technician is looking in to this.

Name of assessor	Signature of assessor	Date
Zoe Mabbott, Andrew Smith DSLs Patrick Costello – computing technician. Zoe Mabbott		6.1.21 Updated 10.1.22

Manager's comments	Insert comments relevant to assessment as appropriate
	Parents sent the Protocol via Dojo and email. It is also on the school website. It is assumed that parents allowing children to access Teams have agreed to this. Teachers to check with any parents if this does not appear to be the case or if parents or children do not understand or follow the Protocol.

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Risk assessment review 1	
Date – 7.1.21	After first day of use
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 and Patrick Costello – computing technician.	
Signature of those involved in the Review	

Risk assessment review 2	
Date 10.1.22	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Read through Risk Assessment and no changes required. Katrina Harkin – EYFS Teacher.	

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

Risk assessment review 3
Date
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 fourth 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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Expectations, Safeguarding and Protocol for Microsoft Teams at SSMJ

Points to Note: Year Group Staff and the Head teacher have been assigned to each child's class.

Pupils must behave in a respectful, considerate and kind manner when they are in 'classrooms'.

They should listen to and take direction from their teacher.

If a child demonstrates behaviour that the teacher deems to be unacceptable or inappropriate the teacher will follow the school behaviour policy and/or log the incidents on our secure school system (C Poms).

If pupils are accessing the Teams session they are expected to participate actively in lessons and complete tasks to the best of their ability.

Teachers will provide encouragement and we expect pupils to try their very best.

Pupils, supported by an adult, should only access the lesson using their school email address. Other email addresses will not be accepted.

Usual safeguarding protocols will be followed if a teacher notices anything inappropriate during the video.

Pupils need to be appropriately dressed and in an appropriate space for teaching via TEAMS e.g. Kitchen/Dining Room etc.

Protocols that staff will follow during a video call with your children:

A register of attendance for each video call will be kept.

Video meetings will be recorded and saved

Logs of pupil access will be kept

Parental presence needs to be accounted for during the call with a 'hello' and 'wave' in to the webcam.

Pupil 'chat' function has been DISABLED for safety purposes.

All pupils will be asked to remain on 'mute' during the Video Call and only 'unmute' when asked to speak and/or share their task.

The teacher will lead the dismissal of the children at the end of the 'Video Call'. Staff members will have a quick review of the meeting afterwards.

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

Information from Patrick (technician)

Patrick Costelloe <p.costelloe@live.co.uk>

Wed 06/01/2021 16:51

To: Mabbott, Zoe

Cc: Andrew Smith; jackson, emma; jonkav@globalnet.co.uk

5 attachments (1,000 KB)Download allSave all to OneDrive - St Michael and St John's R.C. Primary School
Hi Zoe,

As discussed today I've applied a new set of polices to the student accounts which brings in a number of restrictions. The students will no longer be able to schedule meetings, make outgoing video/audio calls and open private chats amongst other things. As requested I have also turned off and removed all chat functions from Teams for students. If you find any of these restrictions are limiting teaching and learning and would like certain restrictions relaxing please let me know and I can do this for you. Please also find attached screenshots of some of the new polices as requested. If you would like to query any of the technical elements in the polices please feel free to call me. I have also added new students to Teams today, these have been emailed to Kathryn.

Hope this helps and if you need anything please get in touch.

Many thanks,

Patrick

This screenshot shows the Microsoft Teams admin center interface for editing a Broadcast policy. The page title is "Education_PrimaryStudent_RemoteLearning". Below the title, it states "This is an Education_PrimaryStudent_RemoteLearning TeamsBroadcast policy". The configuration table is as follows:

Allow scheduling	<input type="checkbox"/> Off
Allow transcription for attendees	<input type="checkbox"/> Off
Who can join scheduled live events	Everyone in the organization
Who can record an event	Organizer can record

At the bottom of the configuration area, there are "Save" and "Cancel" buttons. The left-hand navigation pane includes options like Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, and Policy packages (which is currently selected).

This screenshot shows the Microsoft Teams admin center interface for editing a Calling policy. The page title is "Education_PrimaryStudent_RemoteLearning". Below the title, it states "This is an Education_PrimaryStudent_RemoteLearning Calling policy". The configuration table is as follows:

Make private calls	<input type="checkbox"/> Off
Call forwarding and simultaneous ringing to people in your organization	<input type="checkbox"/> Off
Call forwarding and simultaneous ringing to external phone numbers	<input type="checkbox"/> Off
Voice mail is available for routing inbound calls	Disabled
Inbound calls can be routed to call groups	<input type="checkbox"/> Off
Allow delegation for inbound and outbound calls	<input type="checkbox"/> Off
Prevent toll bypass and send calls through the PSTN	<input type="checkbox"/> Off
Busy on busy is available when in a call	<input type="checkbox"/> Off
Allow web PSTN calling	<input type="checkbox"/> Off

At the bottom of the configuration area, there are "Save" and "Cancel" buttons. The left-hand navigation pane is similar to the previous screenshot, with "Policy packages" selected.

This screenshot shows the 'Content sharing' settings page in the Microsoft Teams Admin Center. The left-hand navigation pane includes options like Dashboard, Teams, Devices, Locations, Users, Meetings, Messaging policies, Teams apps, Voice, Policy packages, Analytics & reports, Assignments, Org-wide settings, Planning, and Call quality dashboard. The main content area is titled 'Content sharing' and includes a sub-header 'Content sharing settings let you control the different types of content that can be used during Teams meetings that are held in your organization. Learn more'. Below this, there are several settings:

- Screen sharing mode: Entire screen
- Allow a participant to give or request control: On
- Allow an external participant to give or request control: Off
- Allow PowerPoint sharing: On
- Allow whiteboard: On
- Allow shared notes: On

Below the 'Content sharing' section is the 'Participants & guests' section, with a sub-header 'Participant and guest settings let you control access to Teams meetings for people that dial in using a phone. Learn more'. Its settings include:

- Let anonymous people start a meeting: Off
- Roles that have presenter rights in meetings: Organizers, but users can override
- Automatically admit people: Organizer only
- Allow dial-in users to bypass the lobby: Off
- Allow Meet now in private meetings: Off
- Enable live captions: Disabled but the user can override
- Allow chat in meetings: Disabled

At the bottom right of the page, there are buttons for 'Need help?' and 'Give feedback'.

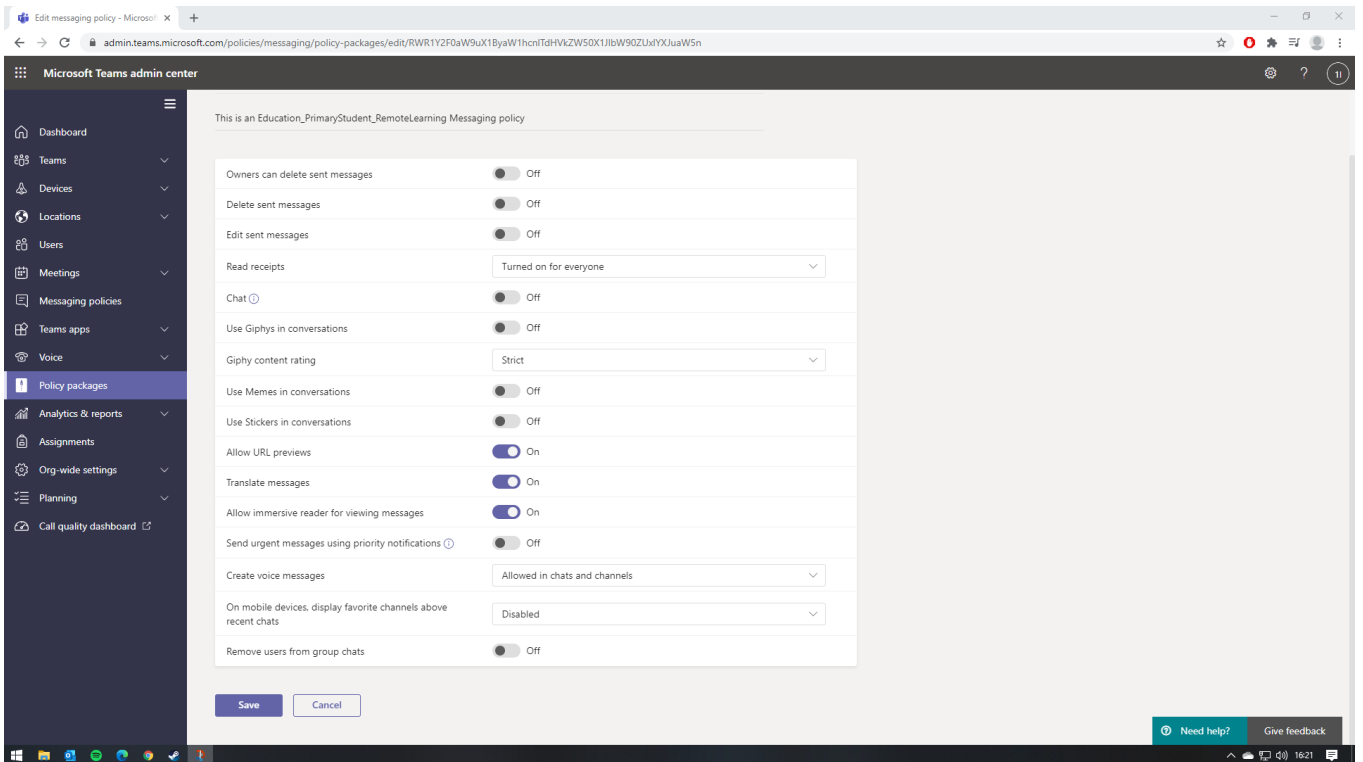
This screenshot shows the 'General' and 'Audio & video' settings pages in the Microsoft Teams Admin Center. The left-hand navigation pane is identical to the previous screenshot. The main content area is titled 'General' and includes a sub-header 'These are the general settings for meeting policies. Learn more'. Its settings include:

- Allow Meet now in channels: Off
- Allow the Outlook add-in: Off
- Allow channel meeting scheduling: Off
- Allow scheduling private meetings: Off

Below the 'General' section is the 'Audio & video' section, with a sub-header 'Audio and video settings let you turn on or off features that are used during Teams meetings. Learn more'. Its settings include:

- Allow transcription: On
- Allow cloud recording: Off
- Mode for IP audio: Outgoing and incoming audio enabled
- Mode for IP video: Outgoing and incoming video enabled
- Allow IP video: On
- Allow NDI streaming: Off
- Media bit rate (Kbs): 50000

At the bottom of the page, there are buttons for 'Need help?' and 'Give feedback'.



From:Patrick Costelloe <p.costelloe@live.co.uk>

Sent:07 January 2021 21:28

To:Andrew Smith <asmith@ssmj.lancs.sch.uk>; jackson, emma <ejackson@ssmj.lancs.sch.uk>; Mabbott, Zoe <head@ssmj.lancs.sch.uk>; John Kavanagh <jonkav@globalnet.co.uk>

Subject:RE: Teams risk assessment

Good evening all,

I've looked through your risk assessment and I've nothing further to add to that. I've logged into Teams tonight as one of your children and I can confirm that the restriction policies have successfully applied to the student accounts, meaning:

- Students cannot private message other students
- Students cannot make audio calls to other students
- Students cannot make video calls to other students
- Students cannot insert "memes" into text chat
- Students cannot schedule meetings
- Students cannot start a "New Conversation" in the Teams general feed (this was your setting Zoe)
- Students cannot install "apps" into the class Team
- Students cannot remove other students from the Team

I've added screenshots showing the restrictions from the child's perspective. If you have any more issues please let me know.

Hope this helps,
Patrick

