

RISK ASSESSMENT

SERVICE AREA / TEAM	Lime Academy Ravensbourne
ACTIVITY / TASK	Class Zoom, Zoom with individual children / small groups
COMPLETED BY & DATE	Teneille Dardis – 21.01.21
REVIEW DATE	As required

What are the hazards?	Who might be harmed and how?	What are you doing already?	Risk Level	What further action is necessary?	Action by whom and by when?
Zoom bombing – where a person enters a Zoom without invitation, in order to share inappropriate material / language or disrupt the meeting	Children, their families, and staff, as strangers could enter the chat with ill intent to show inappropriate materials, use inappropriate language, threaten or intimidate.	Whole class 'Live' Teaching sessions on Zoom: <ul style="list-style-type: none"> • Link generated from Teacher's school account. • Link sent out to the smallest number of people possible to run the meeting. The link will be shared via class email accounts. The link will not be posted in a public place • Meetings are password protected and the waiting room is enabled • Class teachers will let children in from the waiting room one at a time, not using the 'Admit all' function • Class teachers will not admit children to the Zoom unless they recognise the account name • Virtual learning procedures and protocols sent to families and staff in advance • Only 1 meeting link will be set up for each meeting, class teachers pass hosting to each other or co-host to avoid multiple meeting links. 	low		

RISK ASSESSMENT

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		<ul style="list-style-type: none"> If a meeting is infiltrated, the host staff member will end the meeting immediately and make contact with families through their class email account. SLT will make a follow up phone call. The zoom link will not be used again. 1:1 'Live' Teaching sessions on Zoom: <ul style="list-style-type: none"> Sessions will follow the same format as Whole Class sessions. 			
Leaked links	Children, their families, and staff, as strangers could enter the chat with ill intent to show inappropriate materials, use inappropriate language, threaten or intimidate.	<ul style="list-style-type: none"> Zoom link sent out to the smallest number of people possible to run the meeting. The link will be shared via class email accounts. The link will not be posted in a public place Meetings are password protected and the waiting room is enabled Class teachers will let children in from the waiting room one at a time, not using the 'Admit all' function Class teachers will not admit children to the Zoom unless they recognise the account name Virtual learning procedures and protocols sent to families and staff in advance 	low		
Inappropriate background area used in chat by staff member or child	Children, families and staff through inadvertent disclosure of	<ul style="list-style-type: none"> Staff to ensure that background area is free from personal items like family photographs, links to address. Backgrounds to be blurred if required Address issues with any child's background if needed 	low		

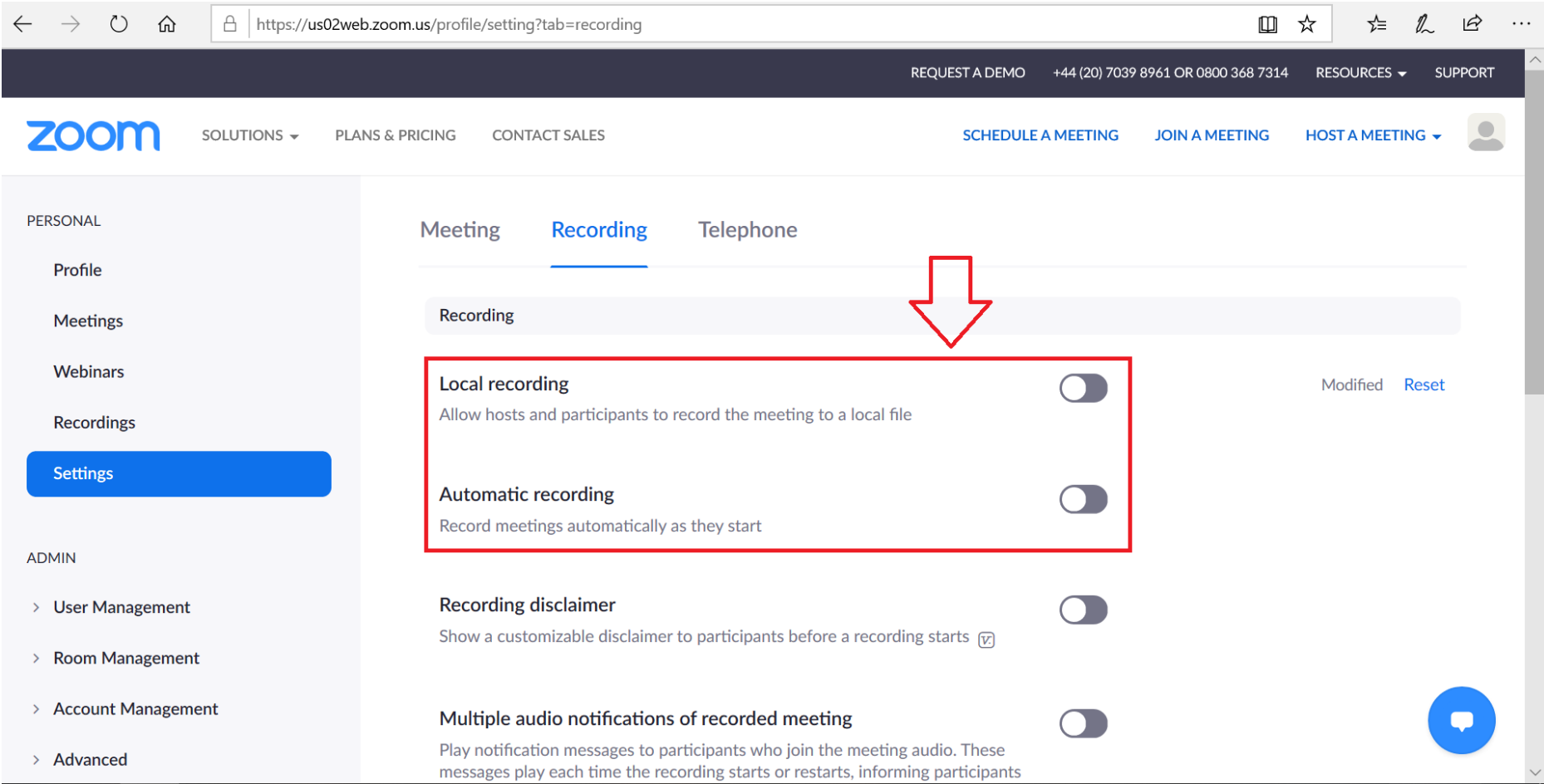
RISK ASSESSMENT

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	personal information available in the background picture	<ul style="list-style-type: none"> Families asked to consider the background where their child will be during Zoom calls 			
Children being unsupervised during Zoom	Children and staff – risk of allegations of inappropriate comments / behaviour	<ul style="list-style-type: none"> Parents to be aware of virtual sessions guidance and be in the room during meeting. Check once sessions starts that an adult is present in the room If child is left unattended the class teacher will stop the session and report this to SLT 	low		
Parents passing on Zoom Meeting Details to others	Infiltration of meetings by people with ill intent	<ul style="list-style-type: none"> Parents told that they must not give individual meeting details to others. They should direct other parents to school staff to gain information. If nay unauthorised person join the meeting the class teacher will end the session and report the issue to SLT 	low		
Session being recorded	Staff / pupils recorded without their knowledge	<ul style="list-style-type: none"> Staff should to log in to their Zoom settings on their browser to turn off the screen recording permissions when scheduling meetings – see screenshot below. Class teachers will only record the session if all parents have given consent. Sessions would only be 	low		

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		recorded for purposes of evidencing learning taking place.			

RISK ASSESSMENT



The screenshot shows the Zoom profile settings page for recording. The browser address bar displays <https://us02web.zoom.us/profile/setting?tab=recording>. The top navigation bar includes links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. The Zoom logo and main navigation menu are visible, with 'Settings' highlighted in the left sidebar. The 'Recording' tab is selected, and a red arrow points to the 'Recording' sub-tab. A red box highlights the 'Local recording' and 'Automatic recording' settings, both of which are currently disabled (toggle switches are off). The 'Recording disclaimer' and 'Multiple audio notifications of recorded meeting' settings are also visible and disabled. A 'Modified' status and a 'Reset' link are present next to the 'Local recording' setting.

Meeting **Recording** Telephone

Recording

Local recording Modified [Reset](#)
Allow hosts and participants to record the meeting to a local file

Automatic recording
Record meetings automatically as they start

Recording disclaimer
Show a customizable disclaimer to participants before a recording starts [v](#)

Multiple audio notifications of recorded meeting
Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants

RISK ASSESSMENT

User protocols:

- A parent / carer should be present in the room for the duration of the Zoom meeting. Please support your child's engagement and interaction in the session
- Please do not try to join the meeting early. Your child's teacher will let you in from the 'waiting room' as the scheduled time.
- Please, where possible, organise for your child to be in a quiet room / area for the meeting to reduce background noise to allow all participants to focus without distractions .
- Consider the background as everyone in the meeting will be able to see it– you can add a virtual background (see tips).
- It is essential that you make sure that your Zoom name (that appears on the screen with the video) is either your child's first name or your surname so that teachers can see who they are letting in to the meeting. If you cannot do this, then we ask you to email your child's teacher with the Zoom name on your account in advance of the meeting.

School procedures:

- The Zoom meeting will be scheduled by a member of the school staff, using the class email address.
- The link and password to access the class Zoom will be sent to the smallest number of people possible to run the event.
- The meeting will be password protected – you will be asked to enter this password before you can join the meeting.
- Class teachers will operate the 'waiting room' function and let children into the meeting as they arrive but not before the time allocated for their class. The 'admit all' function will not be used – staff will identify children from their account name and click 'admit'.
- Class teachers may use the 'mute' function at times during the meeting to allow everyone to hear / be heard.