

St Thomas Becket Catholic Primary School

Remote Learning Risk Assessment

January 2021

RISK RATING	Slightly harmful Causes physical or emotional discomfort.	Harmful Causes physical injury or illness requiring first aid or emotional support	Extremely harmful Causes major physical/emotional injury, harm or ill- health
Highly Unlikely	Low Risk	Medium Risk	High Risk
Unlikely	Low Risk	Medium Risk	High Risk
Likely	Low Risk	Medium Risk	High Risk

“Schools have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). The Department for Education is providing further support for schools so that they are able to do so. The Direction requires that where a class, group of pupils, or individual pupils need to self- isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide immediate access to remote education. The expectations on the quality of remote education expected of schools remain those set out in the guidance for full opening published in July 2

Area for Concern	Risk Rating prior to action Low/Medium or High	Control measures – reducing the risk	Who implements the control measures? Is it in place?	Risk rating
<i>The responsible body of the school is required to provide remote education to pupils- where a class, group of pupils, or individual pupils need to self-isolate, or there are</i>	M	<ul style="list-style-type: none"> • Remote Learning Offer in place and published on website. • Teachers trained on use of Gsuite and Google Classroom • School letter to parents offering laptops on loan • School ordered 40 new Chromebooks • School made available 25 mini-laptops 	SLT	L

<i>local or national restrictions requiring pupils to remain at home.</i>				
<i>Pupil, parent and staff need to stay safe online.</i>	H	<p>Resources to understand more about how to ensure online education is safe:</p> <ul style="list-style-type: none"> • Acceptable user IT policies and Esafety policies already in place and updated <p>Acceptable user EYFS and KS1</p> <p>Acceptable user KS2</p> <p>Acceptable user - Parents</p> <ul style="list-style-type: none"> • Protocols on use of online devices (for staff and children) produced and shared <p>Lockdown policy- KS1</p> <p>Lockdown policy – KS2</p> <p>Child protocols for online devices</p> <p>NB: Children must not have access to online devices at break times but should only be using these in lesson time when supervised by staff.</p> <p>In event of online safety incident</p> <p>Teacher live session protocols</p> <ul style="list-style-type: none"> • School Website <p>Online safety curriculum</p>	<p>Policies and protocols on website</p> <p>Reminders to staff in Staff Meeting</p> <p>Teachers’ reminders to children</p>	M

Reporting of Safeguarding Concerns	H	<ul style="list-style-type: none"> • Parents and Staff should follow the Safeguarding Policy <ul style="list-style-type: none"> – Online DSL deals with safety concerns – Staff complete CPOMS info. • Class Teaching Assistants to call children every 2 weeks. • SLT to call vulnerable children as required (most vulnerable children in school) 	SLT / DSLs	M
Poor Access through lack of devices/Broadband	M	<ul style="list-style-type: none"> • Letters and newsletters to highlight that the school can loan devices. • Staff to identify those children who do not log into Google Classroom and don't submit work – TAs to follow up through phone call. • Paper packs available if needed. • Follow up with home visits where no contact has been had and no response to voicemails, texts or emails. • Laptops set up and ready to loan • Applied for and received 20 DFE chrome books • Made available 25 mini-laptops and 20 new chrome books purchased by school 	Class teachers, SLT and Office staff.	L
Loan of devices	L	<ul style="list-style-type: none"> • Loan Agreement in place to safeguard school and loanees. 	Admin office	L
Communicating with parents, carers and pupils	M	<ul style="list-style-type: none"> • Parents, pupils and staff will communicate through the school channels approved by the senior leadership team- the school email accounts, Google classroom message facility and Tapestry as outlined in the online learning guidance shared with parents and staff. <ul style="list-style-type: none"> • The school will communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff) <p>Complaints should be addressed in line with the Complaints Policy and the Leadership Team must be informed</p> <ul style="list-style-type: none"> • Concerns about E-Safety should be reported to the SLT 	All staff	L

Live sessions online:

All children using video communication must:

- Communicate in groups – one-to-one sessions are not permitted. Teachers will terminate the session immediately if for any reason only 1 pupil is present.
- Set their username as their full name (first name / surname) to ensure only pupils in the class are admitted to sessions. Pupils who cannot be readily identified by username will not be admitted to sessions.
- Mute themselves on entry to the meeting (and only unmute when invited to do so) so everyone can get the chance to be heard
- Wear appropriate clothing – this includes others in their household. Uniform is not necessary.
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household who may be audible in the background.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ideally wear headphones to maximise the audio quality in shared sessions, although this is not essential.
- Always remain aware that they are visible and audible (when not muted).
- Parents should settle the children and then leave them to the live session. Parents should not need to sit with their child through any video sessions unless by prior agreement.
- Parents should not attempt to engage the class teacher directly during live video teaching. This may result in the

		session being terminated, or that pupil having their link to the session terminated. A report to the SLT will be made for follow up.		
<i>Personal data and GDPR</i>	M	The school will continue to follow the guidance outlined in the schools' GDPR policy Need to consider: <ul style="list-style-type: none"> • being careful when sharing usernames and other personal data for access to online resources • providing access to school data systems safely • do not share contact details when emailing or responding to parents 	All staff	
<i>School Equipment having technical issues</i>	L	<ul style="list-style-type: none"> • Staff can email Openair: they are in on Tuesdays for physical support and can be contacted remotely at any time. 	SLT / online safety lead	L
<i>Misuse of log ins.</i>	L	<ul style="list-style-type: none"> • Children have been told not to share logins or use chat functions during lessons unless invited to do so by teacher. • Staff have been advised that if sharing devices in class the children must log out of Google Classroom / check their device is not logged in to another child's account. 	Staff	L
<i>Loss of pupil progress and assessment information for tracking and standards upon return to school.</i>	L	<ul style="list-style-type: none"> • Staff at home and school monitoring work, marking and providing feedback as outlined in remote learning offer. 	All staff	L