Risk Assessment – Using Zoom to communicate with staff, parents and children

This risk assessment has been completed with reference to government guidance: Safeguarding and remote education during coronavirus (COVID-19) - GOV.UK (www.gov.uk). It should be read alongside the COVID Safeguarding Addendum.

Possible risk	Person responsible	Measures put in place to minimize risk	What is the risk now?
Link to meeting leaked to others	Staff initiating meeting	• Links to all meetings to be sent from school email address to parents directly. • Parents directed to not share the link with anyone else, including parents. • Staff to use paid for Zoom accounts. • If paid for Zoom accounts are all in use, staff are to use Zoom account linked to their school email address only. • Staff member initiating the meeting to enable 'waiting room' where they can oversee who is attending and 'admit' participants to attend. Ensure that this is restricted to the host. • If participants total is known before, lock the meeting once all are admitted. • At the end of the meeting, staff initiating the meeting to 'end meeting for all' to ensure participants are not left unsupervised on the call.	Low
Use of personal devices to stream	Staff initiating meeting	• School laptops/ipads/IT equipment to be used where possible for all Zoom calls with pupils and parents. SLT to approve use of personal devices where necessary to ensure continuity of remote learning. • Videos involving children/images of children will not be stored on personal devices.	Low
Location and area used by staff member and child	Staff initiating meeting	• Where Zoom calls take place outside the school building, the meeting should be recorded if a 1:1 or if staff feel more comfortable doing so. All participants should be made aware of this at the start of the meeting. • Logs will be kept of all live Zoom sessions led from home and handed to SLT. • If conducting Zoom meetings at home, staff should ensure that all personal items are removed from the background including photographs and links to address/location. • Staff member to check the background of all participants and ask parents/children to move if there is anything inappropriate. • Staff member to wear appropriate clothing for the call and check that all participants are too.	Low
Children alone on the Zoom call	Staff initiating meeting	• Parents to be made aware prior to each Zoom call that they should be present in the room.	Low

		• Staff member to ensure that a parent/adult are accessible at the start of each Zoom call. • All communication to set up the meeting to be made to parent's email address.	
Participants behaving inappropriately in the Zoom call	Staff initiating meeting	• Set expectations at the start of the chat for behaviour and remove any participants who do not follow the rules set. • Set expectations for the 'chat' and monitor to ensure appropriate comments only. • Monitor the 'renaming' ability for participants and remove the ability if this is not appropriate. • Ensure children are visible on the session and remove children who are not. • Disable the ability for children to annotate screens during live sessions.	Low
Sharing of information/data from computers/ipads	Staff initiating meeting	• Staff to only have Zoom open on their laptop and any documents they wish to share within the call. All emails and other documents to be closed. • When using the 'Share screen' option, staff to ensure that they are sharing the right document and that it is suitable for the audience. • Ensure that screen sharing is restricted to the host.	Low
Safeguarding concerns	Staff initiating meeting	• Any safeguarding concerns identified during a Zoom meeting to be communicated immediately to the DSL or DDSL. • Concerns to be recorded in the usual way.	Low

Updated by Louise Brown 14/1/2021