



Risk Assessment and Risk Management Record

Establishment: Caldecote Primary School Location/Purpose: **Connecting with Children Remotely using Zoom**

Event Leader: Rebecca Snelling Date: 22nd June 2020 – Updated January 2021

Zoom sessions: Important disclaimer: By accessing the zoom meeting, parents will be agreeing to share personal information and data within the controlled school group. Parents will also be agreeing to **'The Code of Conduct'** (emailed to all families on Parentmail Prior to meeting)

Identify Significant Hazards – Assessing the Risk	Control Measures – How you manage the risk
1 Children exposed to other adults (not family members).	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.• The Zoom page will be password protected. Households will need the details via ParentMail for the username and the password• Parents are not permitted to attend a Zoom session if they are in a different location to their child (ie; at work, at home while their child is in school)
2 Children giving out sensitive information e.g. where they live.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
3 Other adults not connected with school attending meetings.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Host to control waiting room area and monitor (as much as practically possible) individuals using the chat.• The Zoom page will be password protected. Households will need the details via ParentMail for the username and the password



4 Children being able to chat in private without the host monitoring.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Private chats are not permitted – only chats with whole group
5 Recording of sessions at home and video used inappropriately.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Sessions are NOT to be recorded
6 Allegations against staff using zoom with children at home.	<ul style="list-style-type: none">• Make sure the adult you see is a staff member• No 1:1 sessions should take place, groups only• Staff and pupils will wear suitable clothing, as should anyone else in the household.• Language must be professional and appropriate, including any family members in the background.• Be conscious of background environments and others in the room.
7 Video sessions in an inappropriate area of the home. E.g. bedroom or other adults inappropriate behaviour.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Pupils and other adults in household will wear suitable clothing, as should anyone else in the household.• Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.• Be conscious of background environments and others in the room.• Children to be removed by host if deemed inappropriate
8 Inappropriate behaviour of children whilst on zoom.	<ul style="list-style-type: none">• A grown up must oversee their child/ren on the zoom meeting• Be yourself and respect others – Think about what you are going to say.• Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live• Think before you write• Any behaviour deemed not appropriate, pupils will be warned once then the next time removed from the chatroom.• Focus on what is being taught or said, rather than distracting others.• Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.• Children to be removed by host if deemed inappropriate.



Caldecote Primary School

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