



**Marlborough Primary School**

**RISK ASSESSMENT & CONTROL MEASURES FOR LIVE STREAMING LEARNING**

Marlborough Primary School follows the Welsh Government procedures set out in “Live-streaming and video-conferencing: safeguarding principles and practice” published 29<sup>th</sup> July 2020. In addition the following risk have been identified.

Post Control Measure Risk

Green	<b>Low Risk</b> No further actions required. Reviewed in line with guidance
Amber	<b>Medium Risk</b> Controls required to reduce the risk rating. If not possible to reduce further, then consideration of risk vs benefit. Monitor risk assessment at this rating more regularly.
Red	<b>High Risk</b> This activity must not take place at all. Further controls required to reduce rating.

Clarity of expectations			
<i>Risk description</i>	<i>Risk management</i>	<i>Action to be taken:</i>	<i>Status</i>
It is critically important to give stakeholders, especially children, opportunities where they can develop their e-safety knowledge. For the digital space, this includes educating them about how to	Published expectations include details of the activities and safeguards being put in place.	<ul style="list-style-type: none"> <li>The consent agreement includes a code-of-conduct for pupils and parents to safeguard pupils and staff members and provides etiquette for online learning.</li> <li>Teachers will set-out rules for synchronous learning at the start of the lesson.</li> </ul>	

<p>recognise and report things which concern them, and areas such as privacy and risky behaviour. They can then reap the benefits of the digital age and keep themselves safe online.</p>		<ul style="list-style-type: none"> <li>• Pupils, or family members in their home, who do not adhere to the code of conduct will be contacted by the teacher. Persistent offenders may be prevented from taking part in live lessons.</li> </ul>	
<b>Moderation</b>			
<b>Risk description</b>	<b>Risk management</b>	<b>Action to be taken:</b>	<b>Status</b>
<p>Moderation is an activity or process whereby persons are responsible for reviewing content posted by users. It is used to try and help keep interactive services safe for children and provide a positive user experience by removing unsafe or inappropriate and offensive posts.</p> <p>Although the fact that a service is moderated is not a guarantee of a child's safety, it does provide an important service to improve the online environment.</p>	<p>Content posted by a user may be reviewed by the moderator who can, for example, remove inappropriate posts or even bar a user from using the service.</p> <p>Human moderation can be done in different ways, and these different ways have implications for the level of safety.</p>	<ul style="list-style-type: none"> <li>• Staff will have access to the chat function in all classes.</li> <li>• Where the chat function has been used by pupils, staff will moderate the content.</li> <li>• Pupils should not use the chat function for any reason other than participation within lessons as instructed by a staff member.</li> <li>• Reporting procedures for inappropriate or concerning use of the chat function are known by all staff members, pupils and parents.</li> <li>• Teachers must put pupils back to the waiting room if they have to leave the meeting for any reason and must end the meeting for all when the lesson finishes.</li> </ul>	
<b>Privacy and controls</b>			
<b>Risk description</b>	<b>Risk management</b>	<b>Action to be taken:</b>	<b>Status</b>
<p>Privacy tools and controls are crucial for keeping children safe on digital platforms.</p>	<p>Ensure privacy settings are enabled to the most secure setting. Children should be</p>	<ul style="list-style-type: none"> <li>• Pupils will be expected to follow the school's code-of-conduct and the synchronous learning rules set out by the teacher.</li> <li>• Teachers should use video conferencing</li> </ul>	

<p>Children are often excited to display personal information such as their name and contact details, or pictures or items in their home.</p>	<p>instructed not to share photos, addresses or other personal information when on screen.</p> <p>One-to-one contact between teachers and children is not allowed. It should be made clear that teachers should never contact pupils privately, and there should be measures in place to enable moderation of communications, including random spot checks.</p> <p>All users should be made aware of how to report concerns regarding the misuse of digital/online platforms.</p>	<p>platforms that are named in Welsh Government guidance and have been agreed for use in the school. Namely, Google Meet and Microsoft Teams.</p> <ul style="list-style-type: none"> <li>• Staff members must ensure that they are not in a one-to-one live session with a pupil at any time. Particular care should be taken at the start and end of live lessons. The senior leadership team will individually sign off any 1-2-1 sessions.</li> <li>• Pupils and staff members must use only their school Hwb email addresses (i.e. @hwbcymru.net) for live video conferencing.</li> <li>• Staff members have received training in the use of Google Meet and Microsoft Teams.</li> <li>• Staff members to use their school laptop or a school device for all synchronous learning sessions.</li> </ul>	
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**Child sexual abuse content or illegal contact**

<b>Risk description</b>	<b>Risk management</b>	<b>Action to be taken:</b>	<b>Status</b>
<p>To a child sex offender, online platforms represent an opportunity to gain virtual access to children to sexually exploit them and/or to share child sexual abuse content with others. By using digital platforms with children, we have a vital role to play in</p>	<p>Ensure all of the standards of the risk assessment are in place and the risk around child sexual abuse content and illegal contact should be significantly reduced. It is essential, however, that children know how to report any concerning activity they</p>	<ul style="list-style-type: none"> <li>• Teachers should use video conferencing platforms that are named in Welsh Government guidance and have been agreed for use in the school.</li> <li>• Staff members will receive training in the use of Google Meet and Microsoft Teams.</li> <li>• When setting up a live lesson, the staff member must activate the waiting room so that pupils are prevented from joining before</li> </ul>	

protecting them.	encounter and that such reports are escalated in line with school policy.	<p>they are let in.</p> <ul style="list-style-type: none"> <li>• Pupils must use their Hwb email account to access live lessons. Pupils will not be permitted access to a lesson if they attempt to join using a family member's email address.</li> <li>• Where there are concerns about a pupil's conduct during a live lesson, this pupil should be placed in the waiting room. Details of the behaviour/incident should then be shared with an SLT member.</li> <li>• At the end of the lesson, the teacher/TA must end the lesson for all participants.</li> </ul>	
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### Managing Content

<b>Risk description</b>	<b>Risk management</b>	<b>Action to be taken:</b>	<b>Status</b>
Lesson rules allow users to interact in a safe environment which protects them from inappropriate material and abuse.	Set lesson rules with pupils at the beginning of the activity which clearly outline what is acceptable and not acceptable conduct and what sanctions will be enacted if these rules are broken.	<ul style="list-style-type: none"> <li>• The teacher or TA leading the live lesson will set-out expectations at the outset. Information shared will include consequences for pupils who do not adhere to the rules.</li> <li>• Lesson rules will be shared with pupils who are new to synchronous learning and periodically for all participants.</li> </ul>	

### Safeguarding Staff

<b>Risk description</b>	<b>Risk management</b>	<b>Action to be taken:</b>	<b>Status</b>
Synchronous learning using video-conferencing platforms is a recent innovation which provides challenges and opportunities for staff members and adequate safeguarding	School guidance will adhere to Welsh Government guidance and will also be informed by identified best practice.	<ul style="list-style-type: none"> <li>• Where possible two members of staff will be present for live sessions. Where this is not possible, the session will be recorded.</li> <li>• Staff members will adhere to the professional conduct expectations included in the Welsh Government guidance for synchronous learning.</li> </ul>	

procedures must be in place.			
<b>Staff, pupil/parent consent &amp; recordings</b>			
<b><i>Risk description</i></b>	<b><i>Risk management</i></b>	<b><i>Action to be taken:</i></b>	<b><i>Status</i></b>
Ensuring clarity and transparency about the recording of live sessions.	School guidance will adhere to Welsh Government guidance and will also be informed by identified best practice.	<ul style="list-style-type: none"> <li>• Every learner in maintained schools in Wales can access Hwb Additional Services.</li> <li>• Therefore, schools no longer need to rely on consent and can provide these additional services as part of their public task</li> <li>• Parents, carers or learners who have serious data protection concerns have a right to object and should contact their school explaining why the provision of these Hwb services infringes on the learner's rights and freedoms. In this situation, school will weigh up whether providing access to Hwb Additional Services is outweighed by the gravity of the objection – further details can be found here</li> <li>• If practicable, parents' nearby presence to be secured for the duration of live sessions or at least require parents to be present at the start of every session.</li> <li>• When recording sessions, the school will comply with its data protection policy and GDPR</li> <li>• Staff will ensure that any recordings made of sessions cannot be downloaded by pupils, are not made public and are deleted after a required period.</li> <li>• In line with Welsh Government guidance, live-streaming sessions may be recorded. When</li> </ul>	

		<p>recording sessions, the purpose and retention will be clear:</p> <ul style="list-style-type: none"><li>○ Recording for Safeguarding purposes – Recordings will be automatically saved for 21 days in Hwb. The recording must remain in the Hwb Cloud (Microsoft Stream, OneDrive or GDrive)</li><li>○ All parents and pupils will be advised or made aware that live-streaming sessions may be recorded and tacit consent will be presumed. Signed consent will not be necessary.</li></ul>	
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