



Live Streaming Risk Assessment

Subject Area:	Online Learning		
Area / Activity to be assessed:	Live Streaming		
Name of person carrying out the assessment:	M Sangster		
Others imputing to the assessment:	TT/DK		
Date of assessment:	24.02.21	Review date: March 2022	

Description of Hazards	Persons at risk from harm and how	Existing control measures	L	S	R	Further actions / control measures required, by whom and when	L	S	R	Complete
<p>Inappropriate behaviour or conduct from adults during live streaming</p> <ul style="list-style-type: none"> Inappropriate language in chat function Inappropriate dress, conduct, or location Unauthorised sharing of content Unauthorised people invited into the video call Unauthorised 	<p><u>Who:</u> Staff / Pupils / Adults</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> Safeguarding GDPR Mental/Verbal harm for adults/pupils Bullying/threatening behaviours 	<ul style="list-style-type: none"> School staff online to monitor behaviours Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) SLT/ Safeguarding team random and scheduled lesson monitoring Staff must wait / hold pupils in waiting area until more than one person/child is online. Appropriate clothing by adults and pupils 	3	3	9	<p>Zero tolerance of inappropriate behaviour: Staff to control/turn off/remove inappropriate behaviour</p> <p>Follow behaviour policy- re-share and remind adults/pupils</p> <p>Only exception to waiting room is 1:1 SEND staff. In this instance, staff and parents are briefed separately and there is a requirement that parents must be present and visible during remote session.</p> <p>Staff, Parents and Pupils are reminded about appropriate clothing (via Policy, telephone,</p>				<p>MS/TT/DK</p> <p>11.2.21</p>

sharing of inappropriate content via share screen <ul style="list-style-type: none"> • Unauthorised recording by parents 						Parent mail and/or during meetings).				
Inappropriate behaviour or conduct from children during live streaming <ul style="list-style-type: none"> • Inappropriate language in chat function • Inappropriate dress, conduct, or location • Unauthorised sharing of content • Unauthorised people invited into the video call • Unauthorised sharing of inappropriate content via share screen • Unauthorised recording by pupils 	<u>Who:</u> Pupils/ staff <u>Harm:</u> <ul style="list-style-type: none"> • Safeguarding • GDPR • Mental/Verbal harm for adults/pupils • Bullying/ threatening behaviours 	<ul style="list-style-type: none"> • School staff online to monitor behaviours • Remote learning policy shared • AUP signed • Reporting system (inc. Safeguarding Procedures and Contact.us@) • SLT random and scheduled lesson monitoring 	3	3	9	Zero tolerance of inappropriate behaviour: Staff to control/turn off/remove inappropriate behaviour Follow behaviour policy- re-share and remind adults/pupils				MS/TT/DK 11.2.21
Unauthorised recording and images by	<u>Who</u> Pupils, parents, staff	<ul style="list-style-type: none"> • Remote learning policy shared • AUP signed 	3	3	9	Regular reminders about expected behaviours online				MS/TT/DK

<p>pupils, adults or staff</p>	<p><u>Harm:</u></p> <ul style="list-style-type: none"> Safeguarding GDPR Mental/Verbal harm for adults/pupils 	<ul style="list-style-type: none"> Reporting system (inc. Safeguarding Procedures and Contact.us@) 								11.2.21
<p>Inappropriate contact with pupils outside lesson time by parents, pupils or staff</p>	<p><u>Who:</u> Pupils/ staff/ parents</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> Safeguarding Mental/Verbal harm for adults/pupils Bullying/ threatening behaviours 	<ul style="list-style-type: none"> Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) 	2	2	4	<p>Zero tolerance of inappropriate behaviour. Follow behaviour policy- re-share and remind adults/pupils</p>				MS/TT/DK 11.2.21
<p>Unauthorised access to the live streaming by staff, pupils or adults</p> <ul style="list-style-type: none"> People entering/joining into video call Unauthorised streaming to another platform Unauthorised streaming to the wider 	<p><u>Who:</u> Pupils/ staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> Safeguarding GDPR 	<ul style="list-style-type: none"> Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) SLT random and scheduled lesson monitoring School based IT restrictions for unauthorised staff. 	2	3	6	<p>Regular reminders about expected behaviours online</p>				MS/TT/DK 11.2.21

public										
Data breach both accidental and intentional <ul style="list-style-type: none"> showing pupils on camera without permission sharing personal data showing confidential or personal information whilst online 	<u>Who:</u> Pupils/ staff / parents <u>Harm:</u> <ul style="list-style-type: none"> Safeguarding GDPR 	<ul style="list-style-type: none"> School staff online to monitor behaviours Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) Data breaches to be reported as per ICO guidelines. SLT random and scheduled lesson monitoring 	3	2	6	Regular reminders about expected behaviours online				MS/TT/DK 11.2.21
Unauthorised lessons that SLT are unaware of	<u>Who:</u> Pupils/ staff <u>Harm:</u> <ul style="list-style-type: none"> Safeguarding GDPR 	<ul style="list-style-type: none"> SLT random and scheduled lesson monitoring 	2	2	4	Staff Code of Conduct policy. Staff to request permission from SLT for any extra-curricular lessons.				MS/TT/DK 11.2.21
Accidentally being online early or afterwards without being aware by pupils, staff and adults	<u>Who:</u> Pupils/ staff <u>Harm:</u> <ul style="list-style-type: none"> Safeguarding GDPR Mental/Verbal / Physical health for adults/pupils Bullying/ threatening	<ul style="list-style-type: none"> School staff online to monitor behaviours Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) 	3	2	6	Closure of chat (once chat ended)	2	2	4	MS/TT/DK 11.2.21

	behaviours									
Use of livestream platform by unauthorised staff or untrained staff	<u>Who:</u> Pupils <u>Harm:</u> <ul style="list-style-type: none"> Safeguarding GDPR 	<ul style="list-style-type: none"> SLT random and scheduled lesson monitoring School based IT restrictions for unauthorised staff 	3	3	9					MS/TT/DK 11.2.21
Disclosure or safeguarding concern is raised by pupil whilst online by or about pupils <ul style="list-style-type: none"> Safeguarding policy Normal Safeguarding procedures My concerns Reporting system (Errors, mistakes) to HT/DSL 	<u>Who:</u> Pupils/ staff <u>Harm:</u> <ul style="list-style-type: none"> Safeguarding GDPR Mental/Verbal harm for adults/pupils Bullying/ threatening behaviours	<ul style="list-style-type: none"> School staff online to monitor behaviours Remote learning policy shared AUP signed Reporting system (inc. Safeguarding Procedures and Contact.us@) <ul style="list-style-type: none"> SLT random and scheduled lesson monitoring 	3	2	6	Zero tolerance of inappropriate behaviour: Staff to control/turn off/remove inappropriate behaviour immediately. Investigate incidents and put in place appropriate sanctions. Follow behaviour policy- re-share and remind adults/pupils	2	2	4	MS/TT/DK 11.2.21

L: Likelihood, S: Severity, R: Risk Rating.

Likelihood (Probability)

5. Almost Certain: More likely to occur than not
4. Probable: Likely to occur
3. Possible: Reasonable chance of occurring
2. Unlikely to occur
1. Very unlikely: Will only occur in exceptional circumstances

Severity (consequences)

5. Fatality: 1 or more persons
4. Major injury or illness: more than 3 days absence
3. Moderate injury or illness: up to 3 days' absence
2. Minor injury or illness: requiring first aid
1. Insignificant: No injuries or illness

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
Risk Matrix		1	2	3	4	5
		Severity				

High risk: Score between 16 and 25.

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

Medium risk: Score between 9 and 15.

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

Low risk: Score between 1 and 8.

Low Risks are acceptable to adequate: ensure controls are maintained and keep it subject to review periodically, or after significant changes etc. Make improvements where possible.