

Hallmoor Risk Assessment – Use of Microsoft Teams Online Platform

Date completed: 18/1/2021	Assessed by: Elizabeth Bradley-Adams (AHT Teaching, Learning & Assessment)
Review date: 18/01/2022	Identification of those at risk: Pupils School staff Parents Outside agencies wishing to zoom into school setting for training or pupil contact

Possible risks/hazards	What is the risk?	Measures put in place	Who is responsible for measures?	What is the risk now?
1 Safeguarding issue arises from unexpected /operational or online safety event creating a need for changes to practise	Medium	<p>All remote learning opportunities and sessions should take place during normal school hours to allow for immediate DSL support if required and to maintain clear boundaries and familiar daily routines, which are vital to pupils from our school community.</p> <p>If severe technical/ GDPR / Safeguarding Risk then cancel all planned Microsoft Teams sessions until risk is resolved.</p> <p>Communications regarding all serious concerns from staff/ parents or other stakeholders must immediately be communicated directly SLT and DSL</p> <p>Direct contact will be made by telephone with the family to discuss the incidents and find ways forward to avoid this happening.</p> <p>Update and alert staff of changes via Risk Assessment - or other means if the situation is of medium to high risk.</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>SLT and DSL to oversee</p>	Low

		Any issues arising should inform a re-assessment of the risk assessment and update if required.		
2. GDPR Breaches	Medium	<p>When needed pupils will have a consenting adult from home to support them to carry out the activities.</p> <p>Declaration of Consent - This is stated in Disclaimer to all users (parents/ carers/ staff and pupils) on the first slide of any Microsoft Teams presentation. The leading adult/host/ teacher will share the disclaimer with guests as they enter the meeting. "By joining the meeting from home, you are consenting to the your child being on the live video".</p> <p>'Live' teaching sessions online will <u>not</u> be recorded.</p> <p>Share some direction / "housekeeping" introduction - about use of Mute, etc - to support the parents/pupils - this will increase as session leaders form relationships.</p> <p>Teachers must only use Class DoJo from a work laptop/device and will not download Class DoJo to their personal mobile devices for teaching and parent messaging. They must not share screen shots of messages or sessional content to any other personal devices</p>	Leader of meeting and supporting staff 'spotter'.	Low
3. Leaked link to chat (phishing)	Medium/ high	<p>Date, time and link to Microsoft Teams only to be shared in secure email and /or on Class Dojo.</p> <p>Remote Learning Group, IT technician/s- to ensure all security measures are set to the highest level to allow us to interact with families as effectively and interactively as possible.</p> <p>Host to monitor waiting room - parents informed they need to join with their child's name or initials and class name to support security and taking of</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>SLT</p> <p>Remote Learning Group</p>	Low

		registers.		
4. Use of personal devices to stream	Medium / high	<p>Ideally School laptops are to be used to host Microsoft Teams sessions with class/pupils and this must be associated with a school email address.</p> <p>Staff must accredit school email to any Microsoft Teams sessions hosted and initiated by them, parents are consenting by joining any meeting.</p> <p>For your own safeguarding, any photographs shared with you by parents should only be stored on school approved devices or be internet based i.e., School email/ SharePoint/ OneDrive.</p> <p>School Class Dojo account to be accessed through a web browser and not on personal devices.</p> <p>Staff may access Microsoft Teams meeting through personal mobile devices but not share record or save any messages, work, photos or personal details.</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>SLT</p>	Low
5. Chatroom used by staff member and pupils at home displaying inappropriate or illegal content	Medium	<p>Staff and parents advised to ensure that background area is free from personal items like family photographs, links to addresses etc.</p> <p>Address issues with any child's background if needed.</p> <p>Inform DSL if safeguarding concern arise, record on CPOMS and report to DSL immediately.</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>SLT</p> <p>DSL as required</p>	Low
6. Children unsupervised on Microsoft Teams	Medium/ high	<p>Parents/Carers should be aware of guidance sent by letter via parent mail and or on Class Dojo school story.</p> <p>Some of the pupils will be able to access Microsoft Teams without the support of an adult.</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>DSL as required</p>	Low

7. Child not being identifiable by Microsoft Teams name	Medium/ high	<p>Identifying people when joining - "join names need to be pupil's first name and class.</p> <p>Lead person should verify the attendee before admitting to the meeting from the waiting room or admit before other attendees to confirm identity. Remove from meeting if unable to do this.</p> <p>Lead person to have access to class lists to verify initials or name.</p>	<p>Parents who are receiving meeting invitations</p> <p>Leader of meeting and supporting 'spotter'.</p>	Low
8. Unintended mis-use of photographs shared by families with staff via email	medium	<p>All staff to be made aware that if photographs are to be shared as a motivational tool in a group teaching session, parental consent for this must be sought and their feedback and wishes followed.</p> <p>Staff to record consent on contact sheets or have in email form from families. Photographs should not be saved on personal devices.</p>	<p>Teachers</p> <p>Hosts of sessions</p> <p>Teams Meeting organiser</p> <p>PowerPoints</p>	low
9. Persons present (pupil or adult) clothing being absent or displaying inappropriate messages	medium	<p>When admitted into the meeting, the host and support adults should check that all participants are appropriately clothed (ie/ top and bottoms worn). Clothing worn should be monitored for inappropriate words.</p> <p>In both cases, the parent or responsible adult will be advised to switch off video until appropriate clothing is present.</p> <p>Report any indecencies to DSL.</p>	<p>Host of sessions</p> <p>DSL</p>	low
10. Someone recording through Microsoft Teams	Medium/ high	<p>Microsoft Teams has a function that alerts the host if anyone chooses to record, but our default setting is to block other users from being able to record any 'live' session</p>	<p>Leader of meeting and supporting 'spotter'.</p>	Low
11. Internet dropping out and "hosting" control jumping to a pupil	Medium/ high	<p>This is very unlikely if the host and supporting staff member are working in two separate locations but is inevitable if any internet failure occurs in the connection. There currently is no setting to stop the passing on of host controls in the event of Internet dropping it will randomly assign a host from all guests.</p>	<p>Leader of meeting and supporting 'spotter'.</p>	Low

		<p>Settings have been explored and locked down as tightly as possible.</p> <p>Staff should re-join the meeting as soon as possible. Post message to parents on Class Dojo if possible.</p>	Parents informed of actions to take	
12. Safeguarding - inappropriate behaviours for others to be exposed to Pupils using vocabulary or demonstrating antisocial behaviour.	Medium/high	<p>Host will share strategies for this, and it will be addressed in the disclaimer/welcome declaration. First slide will make parents/ pupils aware to turn video and audio off if anything occurs. Pupil rules will also be included on the first slide of every presentation.</p> <p>Host and spotter will place any family displaying antisocial behaviours on mute. Where necessary, they will be removed from the session entirely. This will be recorded and brought to the attention of SLT/ DSL. Follow up to be done with the parent to discuss how to resolve the issue.</p> <p>A supporting member of staff can monitor participants of the meeting and deal with any issues arising.</p>	<p>Leader of meeting and supporting 'spotter'.</p> <p>SLT and DSL to oversee</p>	Medium
13. Background and pupils' noises can impact the efficacy of the session and can cause negative behaviours. This needs to be managed and having good sound quality for all	Medium	<p>Mute participants when song or audio is playing, as to not disrupt this.</p> <p>Encourage parents/pupils to 'mute/ unmute' on request rather than keep microphone on where appropriate.</p> <p>Host should be aware that participants can turn their own microphone back on and should be mindful of this.</p>	Leader of meeting and supporting 'spotter'.	Low
14. Amount of time pupils are expected to	Medium/high	Staff/ parents to monitor pupil behaviours and impact of this style of teaching to their mood and/ or sensory difficulties.	Leader of meeting and supporting 'spotter'.	Low

engage with 'live' teaching and maintain attention from home and school		<p>Advice to parents should reflect this and inform that attendance is not compulsory. Alternative learning opportunities will be available e.g., Class Dojo activities and home learning resource packs.</p> <p>Information will be shared with class teachers. Parents will have opportunities to discuss any issues with class teacher or other staff members.</p>	<p>Class teachers</p> <p>SLT to oversee</p>	
15. Parent training	Low/medium	<p>Put guides and directions on the school website and Class Dojo.</p> <p>Disclaimers highlight all foreseen risks and offer suggestions that significantly reduce any risks if adhered to.</p> <p>A YouTube videos, explaining Class Dojo and Microsoft Teams can be found on the School Website: https://youtu.be/ZGsKw_rXnJg https://youtu.be/v1OD89OTb2A</p>	<p>Website manager</p> <p>SLT to oversee</p>	Low
16. Staff training	Medium	<p>Ensure all staff hosting, leading or supporting Microsoft Teams sessions have read and signed to say they understood the risk assessment and have a basic understanding of how to mute and remove a participant from the session in the event of a safeguarding alert.</p> <p>Staff should have the opportunity to seek out a colleague to complete a 'dummy run' and practice delivering their lesson prior to the timetabled session.</p> <p>Youtube videos are available for Microsoft Teams teaching.: https://youtu.be/_nHeFu32aUQ</p>	<p>Individual adults to flag a need for training</p> <p>SLT</p>	Low
17. Lone working to host a formal meeting with external	Medium	<p>Ensure meetings with multidisciplinary or unfamiliar professionals are verified by the Office team and in the school diary. SLT should be aware.</p> <p>All Professionals, including the host will be asked to show ID to verify them (VITAL if not met face to face prior to the 'live' Meeting</p>	<p>Host / Chair of meeting</p> <p>attendee of meeting</p>	Low

professionals, and colleagues via Microsoft Teams eg EHCP		Ensure professionals join with recognised professional name Adhere to GDPR guidance about individual's confidentiality	Office staff	
18. Teachers / TA's Lone working on Microsoft Teams to connect with one family at a time in place of phone call	Medium	Face to face contact for keeping in touch is very powerful especially for pupils with SEND. Adhere sections 1 - 5 on this Risk assessment - Never set up Teams meeting contact 1 child on your own without another member of staff present for 'live' sessions or without parent/guardian for EHC Plan meetings. You may request another member of staff to be present in EHC Plan pre-scheduled meetings. . Report any GDPR or Safeguarding concerns immediately to DSL.	Staff Leader of meeting Parents DSL	Low
19. Lone working with small group of pupils who are under supervision of own parents	High	Facilitating social opportunities between mutually agreeable families can be initiated by school staff but families will then be encouraged to arrange this themselves. Group sessions with pupils and families will always have an educational or pastoral purpose Supporting adult (school staff) need to be made aware of the responsibilities attached to this role prior to undertaking it.	SLT Individual staff host	Low
20. Joining Microsoft Teams classroom groups for in-house assemblies,	Medium	This is a useful tool and will be widely recommended. Host should ensure that an appropriate number of supporting adults are on the meeting of these live streams, to ensure supervision of pupils and facilitate the needs of pupils as they arise.	Host of meeting SLT Classroom staff	Low

<p>21. Joining Microsoft Teams meetings into classroom groups with a "visitor" e.g assemblies.</p>	<p>Medium</p>	<p>Any visitors leading 'guest sessions' should be either DBS checked OR fully supported by school staff and approved by SLT and recorded in school diary and an event.</p> <p>The host of the meeting will be a school staff member who is fully aware of the risk assessments and protocols in line with our visitors and safeguarding policy. This risk assessment will be available for the visitor to read and opportunity given for questions arising.</p> <p>Opening up a Teams meeting to families at home whilst pupils in school are visible or audible is not acceptable. Pupils at the hub should not be on camera or heard without the relevant parent/ guardian permissions.</p> <p>All access protocols will be followed, with the same vigilance applied to small group sessions.</p>	<p>SLT Host of Meeting Leader of session Visitor DSL</p>	<p>Low</p>
<p>23. Staff working at home have sessions interrupted by "home life" or children</p>	<p>Medium</p>	<p>This is a real possibility in times of working from home and educating our own children at home too. If staff children appear on screen, they may say hello.</p> <p>Staff will be advised to handle the situation as positively as possible for all involved, as these are challenging times and home teaching and learning does have its challenges.</p> <p>Staff will follow advice relating to minimising this risk outlined in Section 5.</p> <p>If staff feel what has happened in any way impacts on safeguarding or appropriateness of what our pupils have visually or auditorily been exposed to/ or are made aware pupils or parents have any concerns, report the incident immediately to SLT or DSL.</p> <p>If staff find this is a frequent or repetitive issue then they must discuss solutions with the Phase Lead.</p>	<p>Host and support staff Parents</p>	<p>Medium</p>

24. Pre-recorded sessions using YouTube/ Inappropriate advertisements.	Medium	Staff who create these videos must un-list the video so outside viewers do not have access. Turn comment box off. Warning to be sent on Class Dojo about the limited control over advertisements. Make the YouTube account education based. Alert SLT and or DSL if pupils have been exposed to inappropriate content.	Video creator Parents	Medium
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