Risk Assessment – Online learning provision
Felixstowe International College
Last updated by Rebecca Mainprice
November 2022

What are the hazards?	Who might be harmed and how?	What are we already doing?	Action by who?	Monitored by
Safeguarding issue of children being live on camera in a skype/zoom meeting	Staff, pupils Parents or other adults who are present in the home during live lessons would have access to images of the children while they are online.	Training delivered to staff and pupils on the safe use of Skype/Zoom. Remote learning provision policy in place and shared on the school website Pupils to be ejected from meeting immediately if safeguarding issues arise and DSL/SLT informed then normal school procedures followed Online-safety programme in place in school to prepare children for working safely online. Online-safety policy in place and shared on the school website Staff always have due regard for the school's Child Protection and Safeguarding Policy whilst carrying out live online lessons. Staff, pupils and parents consistently adhere to every point on the remote learning provision policy Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school's Child Protection and Safeguarding Policy.	All staff	SLT
Safeguarding issue of teachers presenting live from their homes on personal equipment	Staff Staff may leave themselves open to issues if their teaching space is not prepared correctly and their	Training delivered to staff on the safe use of skype/zoom. Staff to use a virtual back ground if the wish as extra precaution or if not, a neutral background. Staff know how to ensure that personal internet tabs/e-mails/information is not displayed during lessons on their computers.	All staff	SLT

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	computer not set up.				
Risk of pupils using Teams for cyber bullying or to share inappropriate materials	Pupils, staff Pupils may be exposed to materials shared by other pupils. Pupils may use the platform to bully or harass other children	Online safety programme in place to ensure children know how to work online safely. Children are aware of what to do if they find themselves being bullied online or are uncomfortable with something they have seen. Teachers are moderators of chat area on skype/zoom School's reporting procedure is followed for safeguarding/bullying or any other concern. School's PSHE curriculum supports good online behaviours. Staff do not commence online lessons until at least one other child is present in the meeting (or if 1:1 – follow the procedure set out in the remote learning provision policy) Staff keep a register of all pupils who were present in the meeting	All staff	SLT	
Risk of personal data being compromised	Pupils, staff Pupils or staff may have personal data shared or exposed.	Staff have due regard for the school's Data Protection Policy at all times when conducting live online lessons. The school communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents.	All staff	SLT	