

USE OF ONLINE DELIVERY FOR CHILDREN/YOUTH RISK ASSESSMENT POLICY

Assessment by (Name/ Role): Eira Culverwell

Session: Various (Zoom/ Teams/ online/ DofE/ TAT)

Date of assessment: 20/01/ 2021

Date for periodic review (annual): July 2021

Potential Risk / Hazard description	Who might be harmed How is that harm brought about?	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
Security/privacy issues related to use of Zoom software.	Meeting links are public.	<ul style="list-style-type: none"> Avoid publishing on social media or in public forums. Date and time, together with link to meeting to be shared only in secure email. Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. Other interested parties must be directed to Activity leader as appropriate. 	Leader / Organiser	Prior to commencement of meeting then Ongoing		Low
Uninvited / unknown person gaining access to the meeting	Unintentional facilitation of access to students of meeting	<ul style="list-style-type: none"> The leader with the list of participants within the platform checks this against the list of those expected to attend the start of every meeting. Any discrepancy must be resolved before the meeting can progress/. There is a ribbon running along the bottom of the screen when you're in 	Leader / Organiser	Ongoing		Low

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Using Personal Meeting ID to host public events	This creates a continuous meeting – anyone can access, switch off in account settings.	<ul style="list-style-type: none"> Stream sessions using a professional link rather than personal. Ideally this would be a @RESOLVEit email address. 	Leader / Organiser	Ongoing		Low
	Allowing access to your computer	<p>Switch off in account settings</p> <p>Never give access to or request access from their respective computer through the Remote Desktop Control function.</p>	Leader / Organiser	Ongoing		Low
Unauthorised recording of sessions	Host and potentially participants may record meeting	<ul style="list-style-type: none"> No consent for data to be recorded, switch off in account settings. All leaders are aware and will raise with participants. Ensure all participants are aware that the session must not be recorded by any person. 	Leader / Organiser	Ongoing		Low

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Unintentional transfer of additional information	Files can be transferred	Switch off in account settings	Leader / Organiser	Ongoing		Low
	Attendees can annotate during meeting	Switch off in account settings	Leader / Organiser	Ongoing		Low
Risk of inappropriate online contact/grooming or allegations	Inappropriate use of Zoom platform or contact on other electronic platforms	All meetings with young people should be in groups rather than 1:1. Where possible. No joining the room before host . If 1:1, RESOLVEit will have a staff member present, with their video off ,to observe and show presence and to adhere to safeguarding rules.	Leader / Organiser	Ongoing		Low
	There is a facility to private message during a meeting	<p>Leaders must complete online NSPCC Safeguarding Courses. They are also aware of the procedure to be followed should a child make an unexpected disclosure.</p> <p>Ensure Screen sharing is restricted to host.</p>				

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Inappropriate sharing of personal information/contact details	Sharing of personal information verbally, through messaging or through details visible in background of camera.	<p>Scripted starter to the meeting advising against oversharing of personal information i.e. addresses, etc.</p> <p>Adults should ensure that they are in a neutral space without personal information visible.</p> <p>Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc.</p> <p>Parents to ensure that the background area is free from personal items like family photos, links to address etc.</p>	<p>Leader / Organiser and</p> <p>Parents of Participants</p>	Ongoing		Low
Lack of parental presence/consent		Obtain consent from session. Ensure an adult is present in the room with the child during the session or within school time.	Leader / Organiser	Ongoing		Low
Inappropriate clothing/setting for sessions	Participation in meeting while wearing inappropriate clothing or in inappropriate location e.g. bedroom.	Clear guidelines to all students on wearing suitable clothing and suitable location for accessing meeting.	Leader / Organiser	Ongoing		Low