

Z. G. W. A. L. 25/1/24



## Live Streaming Risk Assessment

Subject Area:	Online Learning – School YouTube Channel to promote writing (Pobble)				
Area / Activity to be assessed:	Live Streaming				
Name of person carrying out the assessment:	T Flanagan				
Others imputing to the assessment:	TT/DK/HJ				
Date of assessment:	15.01.24			Review date: January 05	

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	Staff to Complete
<b>Inappropriate behaviour or conduct from audience (adult) during live streaming</b> <ul style="list-style-type: none"> <li>Inappropriate language in chat function</li> <li>Unauthorised sharing of content</li> </ul>	Who: Staff / Pupils / Adults Harm: <ul style="list-style-type: none"> <li>Safeguarding</li> <li>GDPR</li> <li>Mental/Verbal harm for adults/pupils</li> <li>Bullying/</li> </ul>	<ul style="list-style-type: none"> <li>School staff online to monitor behaviours</li> <li>Remote learning policy shared</li> <li>Acceptable Use Policy in place</li> <li>Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> <li>SLT monitoring</li> <li>Groups only</li> </ul>	3	3	9	Zero tolerance of inappropriate behaviour: Staff to control/turn off/remove inappropriate behaviour  Expected conduct shared with parents.  Follow behaviour policy- re-share and remind adults/pupils  Meet with offending persons.				TF/HJ/TT /DK

<ul style="list-style-type: none"> <li>• Unauthorised people invited into the video call</li> <li>• Unauthorised sharing of inappropriate content via share screen</li> <li>• Unauthorised recording by parents</li> </ul>	<p>threatening behaviours</p>				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>Children to work with pastoral and safeguarding team to address behaviour.</p> <p>Team to assess level of risk or harm.</p>				TF/H/J/TT / DK
<p><b>Inappropriate behaviour or conduct from children during live streaming</b></p> <ul style="list-style-type: none"> <li>• Inappropriate language in chat function</li> <li>• Inappropriate dress, conduct, or location</li> <li>• Unauthorised sharing of content</li> <li>• Unauthorised people invited into the video call</li> <li>• Unauthorised sharing of inappropriate content via share screen</li> <li>• Unauthorised</li> </ul>	<p><u>Who:</u> Pupils/ staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> <li>• Mental/Verbal harm for adults/pupils</li> <li>• Bullying/ threatening behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• Clear guidelines about online behaviour shared with children at the start of each session</li> <li>• Limited access to chat functions</li> <li>• Acceptable Use Policy</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> </ul>	3	3						

recording by pupils																				
<b>Unauthorised recording and images by pupils, adults or staff</b>	<p><u>Who</u> Pupils, parents, staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> <li>• Mental/Verbal harm for adults/pupils</li> </ul>	<ul style="list-style-type: none"> <li>• AUP</li> <li>• Guidance to families via parent communication</li> <li>• Additions in safeguarding policy 2023</li> <li>• Risk assessment</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> </ul>	3	3	9	<p>Regular reminders about expected behaviours online.</p> <p>Expected conduct shard with parents.</p> <p>Timely report from staff member hosting live stream to TF/HJ.</p> <p>Team to investigate and assess level of risk or harm. Appropriate actions to be taken.</p>														TF/HJ/TT /DK
<b>Inappropriate contact with pupils outside lesson time by parents, pupils or staff</b>	<p><u>Who:</u> Pupils/ staff/ parents</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Mental/Verbal harm for adults/pupils</li> <li>• Bullying/ threatening behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessment shared with staff involved</li> <li>• Safeguarding policy</li> <li>• AUP</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> </ul>	2	2	4	<p>Zero tolerance of inappropriate behaviour.</p> <p>Follow behaviour policy- re-share and remind adults/pupils.</p> <p>Investigate. Consider need for a low-level concerns report or safeguarding need. LADO.</p>														TF/HJ/TT /DK
<b>Unauthorised access to the live streaming by staff, pupils or adults</b>	<p><u>Who:</u> Pupils/ staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> <li>• SLT random and scheduled lesson monitoring</li> <li>• School based IT restrictions</li> </ul>	2	3	6	<p>Regular reminders about expected behaviours online.</p> <p>DSL investigate breach.</p> <p>Support required to safeguard the security features of the channel.</p>														TF/HJ/TT /DK and Network IT staff



<p>g into video call</p> <ul style="list-style-type: none"> <li>• Unauthorised streaming to another platform</li> <li>• Unauthorised streaming to the wider public</li> </ul>		<p>for unauthorised staff.</p>				<p>Work with NetworkIT24 to secure network.</p>				<p>TF/HJ/TT /DK</p>
<p><b>Data breach both accidental and intentional</b></p> <ul style="list-style-type: none"> <li>• showing pupils on camera without permission</li> <li>• sharing personal data</li> <li>• showing confidential or personal information whilst online</li> </ul>	<p><u>Who:</u> Pupils/ staff / parents</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• School staff online to monitor behaviours</li> <li>• Safeguarding Policy</li> <li>• AUP</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> <li>• Data breaches to be reported as per ICO guidelines.</li> <li>• SL T random and scheduled lesson monitoring</li> </ul>	3	2	6	<p>Regular reminders about expected behaviours online.</p> <p>SLT investigate and report breach.</p> <p>Safeguarding team to provide support for children affected.</p> <p>Work with IT provider to secure network.</p>				<p>TF/HJ/TT /DK</p>
<p><b>Unauthorised lessons that SLT are unaware of</b></p>	<p><u>Who:</u> Pupils/ staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• SL T monitoring</li> <li>• Reviews with presenting staff</li> <li>• Risk assessment</li> <li>• Expectations</li> </ul>	2	2	4	<p>Staff Code of Conduct policy.</p> <p>Staff to request permission from SL T for any extra-curricular lessons.</p> <p>Investigation – possible low-level concern.</p>				<p>TF/HJ/TT /DK</p>
<p><b>Accidentally being online</b></p>	<p><u>Who:</u> Pupils/ staff</p>	<ul style="list-style-type: none"> <li>• School staff online to monitor behaviours</li> </ul>	3	2	6	<p>Closure of chat (once chat ended)</p>	2	2	4	<p>TF/HJ/TT /DK</p>

early or afterwards without being aware by pupils, staff and adults	<p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> <li>• Mental/Verbal / Physical health for adults/pupils</li> </ul> <p>Bullying/ threatening behaviours</p>	<ul style="list-style-type: none"> <li>• Risk assessment and expectations</li> <li>• AUP</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> </ul>				Edit recording.  Review security and filming procedures.				TF/HJ/TT /DK
Use of livestream platform by unauthorised staff or untrained staff	<p><u>Who:</u></p> <p>Pupils</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> </ul>	<ul style="list-style-type: none"> <li>• SLT monitoring</li> <li>• School based IT restrictions for unauthorised staff</li> </ul>	3	3	9	Report to SLT.  Investigate incident with appropriate outcome.				TF/HJ/TT /DK
Disclosure or safeguarding concern is raised by pupil whilst online by or about pupils	<p><u>Who:</u></p> <p>Pupils/ staff</p> <p><u>Harm:</u></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• GDPR</li> <li>• Mental/Verbal harm for adults/pupils</li> </ul> <p>Bullying/ threatening behaviours</p>	<ul style="list-style-type: none"> <li>• School staff online to monitor behaviours</li> <li>• Policy</li> <li>• AUP</li> <li>• SLT monitoring</li> <li>• Reporting system (inc. Safeguarding Procedures and Contact.us@)</li> </ul>	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.  Investigation and support completed by safeguarding team.				TF/HJ/TT /DK
or about pupils	<ul style="list-style-type: none"> <li>• Safeguarding policy</li> <li>• Normal</li> </ul> <p>Safeguarding procedures</p> <p>My concerns</p> <ul style="list-style-type: none"> <li>• Reporting system</li> </ul> <p>(Errors, mistakes) to HT/DSL</p>									

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		Severity				
		1	2	3	4	5
Risk Matrix	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

**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.