



## Ffurflen Asesiad Risg Sesiynau Dysgu Byw/ Live Session Risk Assessment Form

Adran/Department	Live Streaming – Remote Learning for pupils	Rhif Asesu / Assessment No:	1
Adain /Section	Ysgol Hafan y Môr	Dyddiad /Date:	January 2021
Asesydd/Assessor:	VG	Swydd/Position:	HT

<i>Gweithgaredd / Proses</i> Activity / Process	<i>Nifer a Phobl mewn Perygl</i> Number & Persons at Risk		
	<i>Gweithwyr</i> Employees	<i>Eraill</i> Others	<i>Disgyblion</i> Pupils
	1		
	2-5		
	6-9		
	10+	x	x
	x	x	
	<i>Gweithiwr / Employee</i>		<i>Gweithiwr unigol / Lone Worker</i>
	<i>Yn trin arian / Handles Money</i>		<i>Contractwr / Contractor</i>
	<i>Oriau anghymdeithasol / Unsociable hours</i>	x	<i>Ymweld â safle / Visit Premises</i>
	x		<i>Staff ifanc sy'n agored i niwed / Young vulnerable staff</i>
	<i>Person Ifanc / Young Person</i>	x	<i>Cyhoedd/Client / Public / Client</i>
	x	x	<i>Disgybl Ysgol Babanod / Infant School Pupil</i>
	<i>Disgybl Ysgol Uwchradd / Secondary School Pupil</i>		
	x		

When schools are closed during national lockdowns across the country the majority of school aged children within Pembrokeshire are taught remotely (at home). There are many formats which can be used, but when live streaming sessions are undertaken from the member of staff's home they need to ensure that they either record the session or have a co-pilot present.

If the member of staff conducts the live streaming session from the school site, this can be done without a co-pilot. It is recommended that the session is recorded.

The recording will only be available to the class teacher, the support assistant within the class and the head teacher. This is in line with new GDPR regulations shared by H.Benbow on 26.1.2021.



*Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*

**Hazard Involved In the Activity / Process**

There are elements of online child grooming/ child exploitation that cause grave concerns to school staff and parents, and the purpose of this risk assessment in conjunction with the 'Acceptable Use Policy' is to protect school staff and pupils across the county.

*Mesurau / Rheolaethau Diogelwch Presennol*

**Existing Safety Measures / Controls**

All school staff have received training relating to Child Protection and Safeguarding protocols, they are aware of their responsibilities and how to raise any concerns. Parents and pupils should also be aware of the procedures and protocols in place should they need to communicate any concerns.

Recording live streaming sessions offers a level of protection to staff members and pupils alike. The recording will only be available to the class teacher, the support assistant within the class and the head teacher. This is in line with new GDPR regulations shared by H.Benbow on 26.1.2021.

It is advised that groups of no less than 2 pupils should be present during live streaming sessions.

Live streaming does not allow for direct messages to occur between parties – all messaging/ chats are visible to all participants.

Should the internet drop out or a technical problem arise the session should be ceased, this may also be the case if a pupil were to act or speak inappropriately repeatedly.

School staff should refer to the 'acceptable use policy' for further information/ guidance relating to remote learning.

Where possible, sessions should have a lobby activated and pupils are only admitted once 2 or more are awaiting entry. In a similar vein, sessions should be ended using "End Meeting" to ensure that the session ends at the same time for all participants.

All private channels must have two or more members of staff and again a minimum of 5 pupils present with the members of staff added before pupils.

Break out rooms functions Teams or other Apps will not be used during any live sessions due to the safeguarding risk posed.

Monitoring of live lessons will take place on a regular basis between the head teacher and class teacher.



**Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli) / The Residual Risk(s) (After control measures).**

Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.

If there are none, write "Controls adequate" below. If risks still exist, detail below and rate the residual risk(s)

	<b>Tebygolrwydd Likelihood</b>	<b>x</b>	<b>Difrifoldeb Severity</b>	<b>=</b>	<b>Graddfa Rating</b>
Control adequate		x		=	
		x		=	
		x		=	
		x		=	

**Adolygiad asesu / Assessment review**

<i>Dyddiad gweithredu</i> Date implemented:	11.1.2021	<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
<i>Sylwadau / Comments:</i>			
<i>Dyddiad yr adolygiad asesu:</i> Assessment review date:	29.3.2021	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	Vicky Griffiths