Remote Learning risk assessment

Paxman Academy

Assessment conducted by: Kate Steele	Job title: Assistant Headteacher	Covered by this assessment: Remote and online learning during national lockdown
Date of assessment: 04/01/21	Review interval: Half Termly	Date of next review: 15/03/21

Related documents
Remote Learning Policy, E safety Policy, Code of Conduct Policy, Safeguarding and Child Protection Policy, Behaviour for Learning Policy, Acceptable Use Agreements, Data Protection Policy, Records Management Policy, Health and Safety Policy, Special Educational Needs and Disabilities Policy, Attendance Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	**Major** Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

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Area for concern	Risk rating prior to action H/M/L	Control Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Awareness of policies and procedures	H	● All staff and pupils are aware of all relevant policies and procedures including, but not limited to, the following:
		  - **Safeguarding and Child Protection**
		  - **Data Protection Policy**
		  - **Code of Conduct**
		  - **Behaviour for Learning**
		  - **Remote Learning Policy**
		  - **Special Educational Needs and Disabilities (SEND) Policy**
		  - **Attendance Policy**
		
		● Senior Staff have due regard for relevant guidance and legislation including, but not limited to, the following:
		  - Data Protection Act 2018
		  - The General Data Protection Regulation (GDPR)
		  - Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
		  - DfE (2020) 'Guidance for full opening: schools'
		  - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
		  - DfE (2020) 'Keeping children safe in education'
		  - DfE (2015+) 'Special educational needs and disability code of practice: 0 to 25 years'
		  - DfE (2020) 'School attendance: guidance for schools'
		  - DfE (2020) 'Remote education good practice'
		
		● Addendums are added to relevant policies underpinned by the guidance and legislation above
		
		● The headteacher and assistant headteacher (QofE) review this risk assessment half termly to ensure it addresses Paxman Academy's circumstances and remote learning approach.
			Y	Headteacher	04/01/21	M

		● The Local Governance Committee ensures that online safety training for staff is integrated, aligned and considered as part of Paxman Academy's overarching safeguarding approach. ● Parents and pupils are made aware of the risks associated with live online lessons and the measures in place to mitigate them. ● Paxman Academy provides parents and pupils with online safety information via the website, newsletters and headteacher mailings. ● The SENDCO is consulted to aid the live online lesson provision for pupils with SEND. ● The Headteacher ensures that Paxman Academy's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and Paxman Academy's Remote Learning Policy.			
Systems and technology	H	● Staff and pupils are told to only use websites for learning linked from lessons uploaded to Classcharts and Google classroom. These providers are approved by Paxman Academy and include MathsWatch, Seneca, Oak National Academy etc. ● Teachers review the online education tools provided by the Assistant Headteacher QofE and utilise these as appropriate ● Paxman Academy ensures that the live and recorded online lesson provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who suffer from disabilities that impact their ability to access these formats (eg Migraines, impaired vision etc.) ● Staff ensure privacy settings are adjusted appropriately on the provider's site or application. ● Paxman Academy ensures that the google account used for their live lesson is monitored by Paxman Academy. Staff are required to record Live Lessons. ● Staff have training in undertaking live lessons prior to their first lesson. Staff ensure they understand how to mute the microphone and turn off the camera before their first live online lesson.	Y	Assistant Headteacher QofE	04/01/21	M

		● Paxman Academy ensures all pupils due to attend live online lessons have access to equipment which will enable them to participate, e.g. a laptop and internet access. Where Paxman Academy is notified that a student does not have access Paxman Academy will provide equipment for them to use. ● For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers consider using video demonstrations accompanied by supporting explanation. ● Pupils are encouraged to take regular physical exercise to maintain fitness and well-being. This is supported by Live and online/recorded PE lessons and Assemblies.					
Safeguarding	H	● Staff always have due regard for Paxman Academy's Child Protection and Safeguarding Policy whilst carrying out live online lessons. ● Paxman Academy uses google classroom for live and recorded online lessons which does not have a minimum age requirement above the age bracket of pupils attending the lesson. ● Pupils are reminded not to share private information through the live online lesson system. ● Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons. They are provided with the contact details email to report any concerns. ● Staff ensure all student and staff cameras are off and that students are muted until invited to contribute to the lesson verbally. All Live lessons are recorded. ● Additional staff are on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson. ● Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with Paxman Academy Child Protection and Safeguarding Policy. ● Parents are informed of what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use	Y	**Assistant Headteacher Pastoral** **Assistant Headteacher QofE** **E-Safety Co-ordinator** **Network Manager**	**04/01/21**	**M**

		and interact with online. Parents are provided with student timetables. ● Paxman Academy communicates the importance of online safety to parents, and encourages parents to set-appropriate parental controls on digital devices and use internet filter to block malicious websites. Paxman Academy posts up to date information on online safety on its website and in the newsletter ● Staff are sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons and report any concerns that may arise. ● For the purpose of providing pupils with school-owned ICT equipment, the Assistant Headteacher T&L is responsible for liaising with the ICT technician to ensure that all devices provided to pupils are suitable for their purpose. ● The ICT technician checks all devices for security issues and installs suitable anti-virus software and enables the device for home use prior to devices being loaned to pupils. ● Parents are provided with online safety information via the website and telephone calls to support their children when using school-owned devices at home. ● Parents sign for the school device before taking it home.				
Personal data	M	● Staff have due regard for Paxman Academy Data Protection Policy at all times whilst conducting live online lessons. ● Paxman Academy obtains consent from parents if any images or identifying information about any pupil may be used during the live online lesson via letter, email or telephone call ● Paxman Academy communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents. ● Pupils are provided with a school email address and login for the chosen google classroom and Classcharts to ensure no personal email addresses or usernames are used. ● Parents are informed that the recording of Live Lessons is an expectation in order to protect pupils, staff and become a later	Y	Headteacher	04/01/21 and ongoing	L

		resource. All members of the class are reminded once they have joined the live online lesson before recording commences.				
Pupil conduct	M	● Paxman Academy provides an updated Behaviour for learning policy to ensure that pupils are aware of the expectations of behaviour during online, live and recorded lessons. ● Pupils are reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with the camera turned off ● Pupils are unable to record Live lessons but are reminded that the recordings will be available for them in their secure google classroom area to view later ● Pupils are reminded not to speak during live online lessons unless they are prompted to do so. They are reminded that the chat function is monitored and is available for the purpose of asking questions ● Pupils are reminded that they should report any technical issues to their teacher as soon as possible, using a parent's device if they cannot access their own technology. ● Pupils who breach the code of conduct will be disciplined in line with Paxman Academy Behaviour for Learning Policy	Y	Assistant Headteacher QofE	25/01/21	L
Staff conduct	M	● Staff are aware of the requirements set out in the Code of Conduct and ensure they understand their responsibilities with regard to conduct during live online lessons. ● Staff only use school-provided email addresses and phone numbers to communicate with pupils. ● Staff only use school-owned devices for conducting live online lessons, where possible. Teaching staff are provided with a school laptop. ● Staff do not share personal information whilst conducting live online lessons.	Y	Headteacher	04/01/21	L

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		● Staff conduct live and recorded online lessons from an appropriate location – either the classroom or from a quiet area in their home with the camera switched off. ● Staff communicate with pupils within school hours as far as possible (or within hours agreed with Paxman Academy to suit the needs of staff). ● Staff only communicate and conduct live online lessons through google classroom. ● Staff begin their Live lesson several minutes ahead of the start time and turn off the quick access function in the settings. ● Staff do not commence online until more than one student has been admitted to the lesson. No student will be admitted to the lesson until at least two are in the waiting room.				
Pupils with SEND	H	● Paxman Academy ensures pupils with SEND receive additional support with live and recorded online lessons where appropriate. Any additional support is agreed and managed through the SENDCO. ● All children with an Education, Health and Care Plan are invited to attend the in-school provision. Those remaining at home are supported through additional measures and receive weekly contact from the pastoral or inclusion team. Some students with SEND may be accessing additional support on site as part of the provision for children who are vulnerable or are children of critical workers. ● Staff are sensitive to the needs of any pupils with SEND that may be affected by having the live and recorded online lesson online, e.g. not having live access to their usual support. ● Additional measures are considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g additional resources sent home to support	Y	SENDCO	25/01/21	M

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		● Students who would normally receive interventions in school e.g. extra literacy support, SEMH support are either given logins for remote access to intervention materials, or given support remotely through additional contact with home. For some students scheduled therapy sessions have continued.				
Device maintenance and safety	**M**	● Visual checks of school-owned devices are carried out by the ICT technician prior to loaning them to pupils. ● Thorough checks of school-owned devices are carried out termly. ● A list of all equipment loaned is kept on Google Drive and is shared with staff. ● All superficial damage is noted by the ICT technician prior to the device being loaned to pupils. ● Younger pupils and pupils with medical conditions who require more frequent screen breaks are known to pastoral and SEND teams. Amendments are made to their provision accordingly. ● Devices which are broken or not in working order are not offered to pupils for use. ● Devices are updated upon the release of new system updates. Paxman Academy may require equipment to be returned in order for this to take place.	**Y**	**Assistant Headteacher QofE** **Network Manager**	**Ongoing**	**L**
Lost or damaged devices	**M**	● Pupils and parents are informed that they are liable for any missing or damaged items prior to receiving devices on loan from the school. ● The ICT technician tests returned devices and carries out visual checks. ● Parents' responsibilities to pay for any potential damages or lost devices are agreed in the sign out procedure. In the case that parents do not agree, their child is not permitted to loan devices from the school. ● Any damage to school-owned devices is assessed by the ICT technician and next steps are determined. The Assistant Headteacher decides whether the school needs to ask for a contribution from parents for the cost of repairs to school-owned devices.	**Y**	**Assistant Headteacher QofE** **Network Manager**	**Ongoing**	**L**

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		● The cost of repairs to any school-owned devices is reflective of the damage caused. ● Parents report stolen devices to the Deputy Headteacher who informs the police and ensures a crime reference number is obtained.			