

Zoom Risk Assessment for children and adults

Potential Risk/ Hazard description	Who might be harmed? How might that harm be brought about	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
Security/privacy issues related to the use of Zoom software	Meeting links are made 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	On going		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 Zoom platform against the list of those expected to be in attendance at 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 the Zoom meeting. One of the tabs is 	Leader/ organiser	On going		Low

		'participants' and if you press that, the full list of all those logged into the meeting are visible.				
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. • This will be a teacher's email address 	Leader/organiser	On going		Low
Inadvertently providing access to personal information	Using Facebook to log in – access to personal information. Intellectual property rights issues. Adverts that are not in keeping with the content and meaning of course	<ul style="list-style-type: none"> • Parents to ensure they have set up the zoom account via their email address not Facebook. Sign in through email account 	Leader/organiser	On going		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 teachers are aware and will raise with participants. • Ensure all participants are aware that the session must not be recorded by any person. 	Leader/organiser	On going		Low
Unintentional	Files can be	Switch off in account settings	Leader/	On going		Low

transfer of additional information	transferred		organiser			
Annotating of inappropriate images or words during meeting	Attendees can annotate during the meeting	Switch off in account settings	Leader/ organiser	On going		Low
Risk of inappropriate online contact/grooming or allegations	Inappropriate use of Zoom platform or contact on other electronic platforms. There is a facility to private message during the meeting.	All meetings are group ones rather than 1:1. No join before host setting enabled. All parties will be made aware that 1 to 1 session are prohibited. The 'host' of the meeting is an adult who is a teacher who has signed and agreed the risk assessment. Second adult who has also gone through the same process will always be present. In the unlikely event that one of the two adults is called away from the session, the session will cease early. There must be two adults present and visible within the session at all times. These are familiar with CSAS safer use of technology guidelines. Ensure Screen sharing is restricted to host. Chat is turned off.	Leader/ organiser	On going		Low
Inappropriate sharing of personal information/contact	Sharing of personal information	Scripted starter to the meeting advising against oversharing of personal information ie addresses, etc.	Leader/ organiser	On going		Low

details	verbally, through messaging or through details visible in background of camera	Adults should ensure that they are in a neutral space without personal information visible. Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc Parents to ensure that the background area is free from personal items like family photos, links to addresses etc.				
Lack of parental presence/consent		Obtain email consent from parents prior to commence of the course. Ensure an adult is present in the room with the child during the session.	Leader/ organiser	On going		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	On going		Low

ZOOM CLASS MEETING INSTRUCTIONS AND REQUIRMENTS FOR PARENTS

- **Read the following safety guide for parents concerning ZOOM**
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
- Set up Zoom on your device and if using the APP ensure it has been recently updated. (pls see info at end of document for more info re the APP)
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- Receive the meeting details of class ZOOM meeting via email (school email service)
- Receive the password for class ZOOM meeting via text (school text service)
- Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Change attendees name to your child's name – we know it is you then in the waiting room. Ensure you are present for the whole meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
- Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.
<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school 😊
- Explain to your child they will be in a waiting room at first until the HT or SLT member invites them. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE RECOGNITION! 😊
- Please ensure you have logged on 5 minutes before the scheduled time and entered the waiting room as the meeting will be closed 5 minutes after the scheduled time and no one can enter the meeting or the waiting room once the meeting is closed.
- Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
- Explain that the teacher will send anyone out of the meeting who is behaving inappropriately, without any warnings.
- Explain to your child that they will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the class teacher or one person at a time will be muted.