



## Norton College ‘Live Lessons’ Risk Assessment - January 2021 (updated 21.01.21)

This exciting opportunity can be a safe and highly effective tool for teaching and learning, having become an essential part of educational provision in much of the world and in further education. This risk assessment seeks to protect both staff and learners, to allow them to share excellent teaching & learning safely and in full confidence.

Source of Risk	Potential Hazards	Safety Measure
Live Video	<ul style="list-style-type: none"> <li>● Student intentional breach</li> <li>● Student unintentional breach</li> <li>● Environmental exposure</li> <li>● Teacher breach</li> <li>● Teachers or student Face Swap</li> </ul>	<ul style="list-style-type: none"> <li>● Staff will not broadcast their own video or access the video of students. Staff are responsible for ensuring their own webcams are disabled</li> <li>● Staff will be able to use a visualiser to deliver the content of their lesson. The visualiser must remain faced down at all times and on a secure surface</li> <li>● Students will not broadcast their own video or access the video of other’s (including the teacher)</li> <li>● Senior leaders/curriculum leaders are able to drop into lessons that are being live streamed</li> </ul>
Live Audio	<ul style="list-style-type: none"> <li>● Everything the teacher says (or the teacher’s immediate environment) can be overheard</li> <li>● All audio comments are globally audible</li> <li>● Student to group intentional breach</li> <li>● Student to group unintentional breach</li> </ul>	<ul style="list-style-type: none"> <li>● Professional language appropriate to the classroom must be used at all times</li> <li>● Participants to enter muted (teachers enforce this by securely scheduling meetings)</li> <li>● Microphones can be enabled individually for students by the teacher. Participants must still enter muted, but class teachers can unmute students individually <b>ONLY for 6<sup>th</sup> form lessons</b></li> <li>● Host lessons from your regular classroom or a controlled location. Where this is not possible please consult with line manager to discuss alternative learning provision</li> <li>● Avoid ‘talking to yourself’ or muttering</li> <li>● Muting the microphone when not speaking will improve the experience for participants, but you must <b>remember to unmute before speaking</b></li> <li>● When setting tasks for students to complete individually as part of the lesson, mute your microphone and <b>remember to unmute before speaking</b></li> <li>● Senior leaders/curriculum leaders are able to virtually visit lessons that are being live streamed</li> </ul>
Chats on Teams	<ul style="list-style-type: none"> <li>● Student intentional breach</li> <li>● Student unintentional breach</li> <li>● Teacher breach</li> </ul>	<ul style="list-style-type: none"> <li>● Refer all concerns (with screenshots where possible) through CPOMS/PARS for investigation and follow-up</li> <li>● Senior leaders/curriculum leaders are able to drop into lessons that are being</li> </ul>

		<ul style="list-style-type: none"> <li>live streamed</li> <li>● Technical team able to disable chat functionality for a specific student</li> </ul>
Annotations	<ul style="list-style-type: none"> <li>● Students draw or write inappropriate content</li> </ul>	<ul style="list-style-type: none"> <li>● Do not enable annotations for participants. Students can only see screen sharing and hear audio; they cannot edit any PowerPoint being shared</li> </ul>
Screen sharing/file sharing	<ul style="list-style-type: none"> <li>● Inappropriate files could be shared to group</li> <li>● With incorrect settings, lessons could be hijacked, and students could screenshare</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting settings should not enable to screen share, file share or annotate for any students (this is the default)</li> <li>● Lesson activities or relevant documents should be uploaded to Teams prior to the lesson for students to access</li> </ul>
Gate Crashing	<ul style="list-style-type: none"> <li>● Meeting details are shared beyond group and uninvited third-parties could gate crash</li> </ul>	<ul style="list-style-type: none"> <li>● Admitting through a lobby means that gate crashing is not possible</li> <li>● Teams can only be accessed by people within the organisation. Passwords should be secure</li> <li>● Check participant list and refer concerns to pastoral or technical staff for investigation</li> </ul>
Staff issues	<ul style="list-style-type: none"> <li>● Unprofessional behaviour is seen and recorded</li> <li>● Staff accused of malpractice</li> <li>● Staff is a victim of verbal abuse</li> </ul>	<ul style="list-style-type: none"> <li>● Promptly inform line managers of any issues arising in live lessons</li> <li>● Pastoral leaders to contact home for any students that have not followed expectations of live lessons</li> <li>● Any safeguarding issues referred through CPOMS</li> <li>● No 1-to-1 meetings</li> <li>● Plan all live lessons in advance, using PD day to do so</li> <li>● Senior staff and Curriculum Leaders can drop into live lessons</li> </ul>
Peer-peer issues if more than one student is being invited	<ul style="list-style-type: none"> <li>● Students congregate unsupervised in meeting room before or after the host arrives/leaves</li> <li>● Students use chat or audio to bully</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure all students have left the meeting (or expel them) at the end of lessons</li> <li>● Pastoral leaders to contact home for any students that have not followed expectations of live lessons</li> <li>● <b>Follow College safeguarding policy</b></li> </ul>
Individual issues	<ul style="list-style-type: none"> <li>● Vulnerable learners and those with specific risks should be considered when planning live lessons</li> <li>● Misbehaviour could disrupt the lesson</li> <li>● Safeguarding concerns/disclosure could occur</li> </ul>	<ul style="list-style-type: none"> <li>● Assign appropriate privileges to groups and individuals to ensure their safety</li> <li>● In cases of severe misbehaviour, the following steps may be taken: <ul style="list-style-type: none"> <li>○ expelled from the meeting</li> <li>○ banned from future live lessons</li> <li>○ parents contacted in line with school behaviour and ethos policy</li> </ul> </li> <li>● Expectations made clear in initial letter to parents</li> <li>● <b>Follow College safeguarding policy</b></li> </ul>

Quality of teaching	<ul style="list-style-type: none"> <li>● Lesson content may become publicly accessible</li> <li>● Lessons may be watched/overheard by parents and siblings</li> <li>● Poor teaching could affect the reputation of the school</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure live lessons are well-planned and of a standard that reflect well on you personally and the organisation as a whole</li> <li>● Teaching staff must have read and understood the risk assessment before the lesson commences with all queries or concerns discussed with the line manager</li> </ul>
Copyright breach	<ul style="list-style-type: none"> <li>● Copyright theft is evidenced</li> </ul>	<ul style="list-style-type: none"> <li>● Do not use unlicensed copyright material</li> </ul>
Work-life balance	<ul style="list-style-type: none"> <li>● Demands on staff</li> <li>● Demands on students</li> </ul>	<ul style="list-style-type: none"> <li>● Host lessons during the normal school day (9:05am to 3:15pm) following current timetabling arrangements</li> <li>● Do not exceed the normal contact time (one hour for live lesson)</li> <li>● Ensure you have trained and support coaching to ensure confidence in delivery</li> </ul>
GDPR risks	<ul style="list-style-type: none"> <li>● Confidential data is shared in lesson and lesson is shared beyond organisation</li> </ul>	<ul style="list-style-type: none"> <li>● Do not publish lessons to YouTube or other third-party video sites</li> <li>● Do not use students' last names during the lesson (first names only)</li> <li>● <b>Sharing lessons outside of the organisation would be a serious student disciplinary issue</b></li> <li>● Do not discuss any student data within the lesson or give away any student personal information</li> <li>● When taking the class register to log participants, do not share your screen</li> <li>● When working on devices at home, ensure these are locked or encrypted when not in use</li> <li>● Access all confidential documents using Norton College's Teams or OneDrive applications or through remote access</li> <li>● Store and access all confidential material digitally through College encrypted systems and following protocols in relation to avoidance of printing and secure disposal</li> </ul>