



Corsham Regis Primary Academy Risk Assessment

Use of TEAMS Online Platform

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| Date completed: 28/01/2021 | Assessed by: Gemma Morris | Authorised by : Abby Symons |
| Review date: 28/01/2022 | Identification of those at risk: - Pupils - School staff - Parents | |

| Possible risks/hazards | Measures put in place | Who is responsible for measures? | What is the risk now? |
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| Leaked link to TEAMS meeting | <ul style="list-style-type: none"> • Date and time of meeting only shared in secure school email and the email address provided by parent/carer. • Link to meeting only shared in secure school email and the email address provided by parent/carer. • Staff to use TEAMS linked to their school email address. | Staff setting up meeting | Low |
| Use of personal devices to stream | <ul style="list-style-type: none"> • School laptops/iPads should be used for TEAMS meetings where possible • When not possible, staff will use their own devices but will arrange through their secure work email address • Meetings will never be recorded • The child's parent/carer should be present for the TEAMS meeting for safeguarding reasons. This should be clearly stated in the letter to give consent. | Staff setting up meeting Staff member sending out information and consent letter | Low |
| Area used in meeting by staff member and child | <ul style="list-style-type: none"> • Staff to ensure that background area is free from personal items like family photographs, links to address (if recording at home). • Address issues with any child's background if needed. | Staff setting up meeting | Low |
| Children to not be in room being used alone | <ul style="list-style-type: none"> • Parents to be aware of guidance and be in the room during meeting. • Check once sessions starts that an adult is present in the | Staff setting up meeting | Low |



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| | room | | |
| Children not wearing suitable clothing for a learning session | <ul style="list-style-type: none">• General guidance given on what a child should wear and sessions terminated if this were not followed. This to be raised with the parent/carer attending the meeting if necessary. | Staff aware of how children should present during a meeting and speak to parent/carer about any concerns | Low |
| Parents passing on Meeting details to others | <ul style="list-style-type: none">• Meeting link is through TEAMS. The member of staff has to admit the attendee to the meeting at the beginning.• Staff should terminate the meeting if any problems arise. | Training given to TAs on setting up TEAMS meeting, including the additional option to create a 'waiting room' | Low |