

Risk Management - Assessment Report

Work Area or Activity: SAFEGUARDING
Risk Area: Security and Safeguarding
Assessment Framework: MAKING SKYPE/FACE TIME/VIDEO/SOCIAL MEDIA CALLS TO CHILDREN OUTSIDE OF THE USUAL SCHOOL SETTING
Competent Person Assisted by: Susannah Storey
 Laura Vallance - Deputy Head/SENDCo
 Maria Dunne H&S
Groups Affected: All children
 Class teachers
 Parents/Carers/Guardians
Notes: This risk assessment has been undertaken for the purposes of video calling. The risk assessment can also be reviewed and updated for use during similar calls involving discussions between members of staff, parents/carers/guardians/specific external agency staff that take place elsewhere other than the school premises. NB: Authorisation to arrange/participate in these calls MUST be approved prior to the call be arranged - approval must be from Ms Storey (Head Teacher) or Ms Vallance (Deputy Head/SENDCo)

Assessed on: 19/04/2020
To be Reviewed on: 14/12/2020

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Inappropriate setting for call	Staff member to ensure the call (if visual) does not take place in bedroom or any room in house/location where other persons (family or other) are present in the same room, or will be able to hear the conversation. If using phone only do not place on 'hands free' if others are in hearing range/vicinity)	Yes	Severity:3 Likelihood:2 Risk Rating:6

Breach of child's or other external participant's confidentiality	Telephone/Virtual conversations may need to take place in the staff member's home (due to access to school premises being unavailable) however the staff member must take all reasonable steps to ensure that no other person/s sharing their personal accommodation have access to paper work/documents which may reveal the child's (or other person's participating in the call) identities or other sensitive/confidential information. All information must be kept in a secure location with only staff member having access.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Child/Parent/Carers?Guardians/other adults participating in the call (visual or spoken) seeing personal items in the staff members home or being able to identify the location of staff member's home	Staff member to 'depersonalise' the room in which the call is being made from (if visual) if possible sit with back to closed door, ensuring no family photos or personal items are on view (the child may mention seeing these to family, friends or other adults who could mistakenly interpret this too mean the child at some stage, had access to the staff member's home or had Face Time or other social media contact with the staff member.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Inappropriate dress of child, adults participating in visual phone calls	Adults supervising the child are expected to ensure they and the child are appropriately dressed (no nightwear/offensive slogans on clothes etc) if at any time the school staff member feels uncomfortable with the manner in which the child is dressed, they should ask the responsible adult to take the child the change their clothing. The call should be terminated whilst this is being carried out. The same applies to the adult's clothing, if the staff member is uncomfortable with the way in which the adult is dressed (nightwear/revealing clothing/offensive slogans) the staff member should request them to change into something more appropriate, if they refuse the staff member should terminate the call and inform Head Teacher/Deputy Head immediately document the reason for terminating the call, timing and reason. This document should be retained on school files.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Inappropriate appearance/dress of school staff member (visual call)	School staff to dress in a professional manner as if attending school location.	Yes	Severity:4 Likelihood:1 Risk Rating:4

Inappropriate/offensive language used by child or adult during the conversation	Staff member to advise offending party they will not continue with the call if the use of inappropriate/offensive language continues the call will be terminated and reason reported to Head Teacher/Deputy Head for appropriate action to be taken. If they refuse to comply, staff member to end the call, document what happened and submit the Head Teacher/Deputy Head for further action.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Child/Adult taking screen shots of staff member/surroundings during visual conversation	If staff member suspects this has taken place, they can challenge and if they continue to suspect this is taking place, cease call and raise this with Head Teacher/Deputy Head immediately.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Child or Adult attempting to engage staff in 'prolonged and detailed personal discussion' prior, during or after subject matter has been discussed.	Staff member to steer conversation back to professional matters, although this may be a harmless attempt to engage the staff member in more in depth friendly conversation it should be treated as inappropriate. Ensure Head Teacher/Deputy are made aware.	Yes	Severity:3 Likelihood:2 Risk Rating:6
At times during call child or adult becomes upset or distressed during call.	Placate where possible (depending on circumstances), regardless of whether the call continues or not, this should be reported back to Head Teacher/Deputy Head and recorded on school files.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Child/Adult wanting to prolong call past expected timing	Agree timescale for the call and aim to conclude within the agreed time, although it may be necessary to extend if there have been additional questions or issues raised by either side. When call has reached its conclusion, staff member should be firm in ending the call and disconnecting.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Susannah Storey

Signed

Dated

Co-ordinator

Signed

Dated

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