

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
Service Compassion Justice Perseverance



St Martin-in-the-Fields High School for Girls **REMOTE LEARNING RISK ASSESSMENT** **Version 3**

Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God. seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours.

The Risk Assessment has been produced in response to the [Contingency framework: education and childcare settings \(excluding universities\)](#) and the guidance [Restricting attendance during the national lockdown: schools](#)

Assessment conducted by: Beverley Stanislaus	Job title: Headteacher	Covered by this assessment: Teachers, TAs, Support Staff and Students
Date of assessment: 10 January 2021	Review interval: 6 months	Date of next review: June 2021

Risk Level	Description
HIGH RISK	High Risk, not acceptable. Further analysis should be performed to give a better estimate of the risk. If this analysis still shows acceptable or medium risk, redesign or other changes should be introduced to reduce the criticality.
MEDIUM RISK	The risk may be acceptable but redesign or other changes should be considered if reasonably practicable. Further analysis should be performed to give a better estimate of the risk. When assessing the need of remedial actions, the number of events falling into this risk level should be taken into consideration to assure that the risk is as low as reasonably practicable.
LOW RISK	The risk is low and further risk reducing measures are not necessary.

RISK AREA	RISK PRIOR TO ACTION	RECOMMENDED CONTROLS	RISK AFTER ACTION
1. POLICIES AND PROCEDURES		<ol style="list-style-type: none"> 1. All staff and students are aware of all relevant policies and procedures including but not limited to, the following: <ul style="list-style-type: none"> - Child Protection and Safeguarding Policy - Data Protection Policy - Staff Remote/Live Learning Protocols and Home Working GDPR - Student Remote Etiquette Code of Conduct 2. All staff have due regard for relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Data Protection Act 2018 - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)' - DfE (2020) 'Keeping children safe in education' 3. The risk assessment is regularly reviewed during operation to ensure it addresses the school's circumstances/safety and remote learning approach 4. The governing board schedules a review of this risk assessment annually 5. Parents/carers and students are made aware of the risks associated with live online lessons and the measures in place to mitigate them 6. The school provides parents/carers and students with online safety information prior to the commencement of live online lessons via letter 7. The SENDCO is consulted to aid the live online lesson provision for students with SEND 8. Publish information about the school remote learning provision on school website by 12 February 2021 in accordance with the legal duty as outlined in the Restricting attendance during the national lockdown: schools. See website for remote provision curriculum 	
2. SYSTEMS AND TECHNOLOGY		<ol style="list-style-type: none"> 1. Staff and students to only use the google meet facility for live lessons and this will go via the google classroom 2. Staff ensure privacy settings are adjusted appropriately on the provider's site 3. Staff have access to training to use google classroom and remote/live learning 4. Staff have access to technology equipment. School support where possible at low cost 5. Staff test the service before conducting their first live lesson 	

		<ol style="list-style-type: none"> 6. Staff ensure they understand how to mute microphone and turn off camera as a minimum 7. Staff understand what features are available through the system, e.g. recording calls, sharing files or screen sharing 8. The school ensures all students due to attend live online lessons have access to equipment which will enable them to participate, e.g. a laptop and internet access 9. Those students without access are provided with powerpoints and paper copies of learning materials 10. Staff ensure streaming and online chat functions are disabled for students 11. Process for allocating laptops to identified students in place 12. Risk assessment and laptop agreement/protocols in place 13. Laptop agreement signed by students and families 	
<p>3. SAFEGUARDING</p>		<ol style="list-style-type: none"> 1. Staff always have due regard for the school's Child Protection and Safeguarding Policy whilst carrying out live online lessons 2. The planning of live lessons is always carried out in conjunction with the school's live lesson etiquette and safeguarding policy 3. The school ensures the system used for live online lessons does not have a minimum age requirement above the age bracket of students attending the lesson 4. Students are reminded not to share private information through the live online system 5. Students are reminded not to respond to contact requests from people they do not know when using systems for live lessons 6. Students reminded not to invite others to the live lesson 7. Students are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons. They are provided with the phone number of the DSL to report any concerns 8. Staff ensure all video and phone calls are not set to public 9. Support staff are on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson 10. Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school's Child Protection and Safeguarding Policy 11. Refer to the school safeguarding policy and live learning etiquette in staff shared area on google drive and on the school website 	

<p>4. PERSONAL DATA</p>		<ol style="list-style-type: none"> 1. Staff have due regard for the school’s Data Protection Policy at all times when conducting live online lessons 2. The school informs parents for any online lessons via letter 3. The school communicates to parents/carers the details of how to access online lessons 4. Additional information regarding online learning is communicated to parents 5. Students are provided with a school email address and login for the school live online lesson platform to ensure no personal email addresses or usernames are used 6. Students will not be admitted to live lessons with a personal email 7. Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons 8. Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place 9. When recording a live lesson is necessary, prior permission from parents is obtained in writing via letter and all members of the live lesson are notified before the lesson commences 	
<p>5. STUDENT CONDUCT</p>		<ol style="list-style-type: none"> 1. The school provides students with a copy of the Student Etiquette Code of Conduct via email to ensure they understand their responsibilities with regard to conduct during live online lessons 2. The school ensures that students sign and return the Technology Acceptable Use Agreement – Students 3. Students are reminded that they should not be in an inappropriate setting during live online lessons, e.g. a bedroom. See student etiquette 4. Students are provided with a copy of the Student Remote Learning Expectations via email and are expected to adhere to the measures outlined within it 5. Students are reminded not to record live online lessons 6. Students are reminded not to speak during live online lessons unless they are prompted to do so or have a question 7. Students 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 8. Students are reminded to adhere to the school’s Behaviour Policy at all times during live online lessons, as they would during a normal school day 9. Students who breach the code of conduct will be disciplined in line with the Behaviour Policy 	

<p>6. STAFF CONDUCT</p>		<ol style="list-style-type: none"> 1. Staff are required to re-read the Staff Code of Conduct prior to carrying out live online lessons to ensure they understand their responsibilities 2. The school ensures that staff read, sign and return the Technology Acceptable Use Agreement – Staff prior to commencing live online lessons 3. Staff only use school email addresses and phone numbers to communicate with students 4. Staff do not share personal information whilst conducting live online lessons. 5. Staff conduct live lessons with appropriate surroundings, e.g. sitting somewhere with a neutral background. See staff protocols document 6. Staff communicate with students within school hours as far as possible (or within hours agreed with the school to suit the needs of staff) 7. Staff only communicate and conduct live online lessons through channels approved by the school 8. Staff do not commence online lessons until at least one other member of staff is in the live lesson ‘room’, and never without confirmation that at least one other colleague is aware that the live online lesson is taking place 9. Staff keep a log of any issue arising during the live online lesson and ensure this is properly documented and followed up 	
<p>7. STUDENTS WITH SEND</p>		<ol style="list-style-type: none"> 1. The school ensures pupils with SEND receive additional support with live online lessons where needed, e.g. from an additional member of staff within the online lesson 2. Staff are sensitive to the needs of any students who may be sensitive to certain topics or issues that may arise during the live online lesson 3. The SLT, teacher and SENDCO consider whether one-to-one lessons are appropriate in some circumstances for students with SEND 4. Additional measures are in place for students with SEND to mitigate the risk 	

Associated Documents

1. Recovery Plan - Remote Learning
2. Remote Learning Policy
3. Safeguarding and Child Protection Policy COVID-19 Addendum
4. Behaviour for Learning Policy COVID-19 Addendum
5. Data Protection Policy
6. Staff Homeworking Protocols/Risk List - GDPR
7. Staff Remote/Live Learning Protocols
8. Student Remote/Learning Etiquette
9. Practical Guidance Setting up and Managing Google Meet

[Restricting attendance during the national lockdown: schools](#)

[Guidance for full opening: schools - GOV.UK](#)

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Safe Remote Learning](#)