

RISK ASSESSMENT

Location/Premises/School: Llantwit Major Comprehensive School	Date: 10.1.21
Completed by: L Pownall, Deputy Headteacher	Review date: As and when required e.g. issues identified, eg changes in Welsh Government guidance
Activity/Description/Area: Development of remote learning offer	
This risk assessment takes into account the following Welsh Government guidance: https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Pupil/s behaving inappropriately	Other pupils' learning could be affected Other pupil/s could be upset by inappropriate behaviour		Share Llantwit Major School agreement between teachers and learners for video conferencing lessons (appendix 2 in 'Live-streaming and video conferencing safeguarding procedures. Llantwit Major School - Jan 2021) via parents. Progress Leaders to share agreement with pupils via pastoral classroom Staff to reinforce rules as appropriate as per 'Live-streaming and video conferencing safeguarding	KF Progress Leaders KF staff meeting 12.1.21	11 Jan Wc 11 Jan Wc 11 Jan	

			procedures/ Llantwit Major School - Jan 2021'			
Pupils may disclose issues; staff may become aware of safeguarding concerns	Pupils could be at risk of harm	Staff have annual Level 1 safeguarding training	Staff to be reminded of school safeguarding procedures	KF staff meeting 12.1.21	Wc 11 Jan	
Inappropriate materials/ content being shared	Pupils may be exposed to inappropriate material	<p>Appropriate staff advice in 'Live-streaming and video conferencing safeguarding procedures/ Llantwit Major School - Jan 2021' – KF staff meeting 11.1.21; staff resources produced with instructions by RC/MJB.</p> <ul style="list-style-type: none"> • Staff to record all sessions and lessons to allow review and monitoring on a needs led basis if any concern is raised <p>Monitoring of google classroom – key staff have access</p>	Review of online safety policy to check coverage of how video-conferencing and live-streaming will be carried out and monitored.	DLD	1 Feb	