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## **Temple Grove Academy**

## **Risk Assessment for Remote Learning**

## Assessment reviewed by Isabel M Ramsay Wed 3<sup>rd</sup> February

What are the Hazards	Who might be harmed	Existing Control Measures – What are we doing already	Further actions	Monitor	Level of risk
Adult- Supervision 1-1 or small group work	Pupil Staff Member Parent	Parents will complete a consent form agreeing to Temple Grove Terms and expectations	Parents to be sent risk assessment	SLT	Low
Safeguarding	Pupil Staff Member Parent	DBS checks – all teachers have DBS checks Identification – all staff to wear Temple Grove Badges during the live registration or 1-1/small group activities Recording -all 1-1/small group activities should be recorded – these would support any investigations that may need to take place after the lesson. These recordings must be kept ensuring footage can be reviewed. Live Registrations -these do not need to be recorded by staff or parents Safeguarding concerns all staff to follow the schools safeguarding policy and report to DSL and My Concern Complaints parents to follow the school's complaints policy		SLT	Low
				DSL	
Appropriate Conduct	Pupil Staff Member Parent	As with all school-based communications, the intent and language of the messages must be professional at all times by all parties concerned.  If staff are conducting live registrations, 1-1/small group activities from home, they should ensure there is no background noise and that people they live with are aware of the activity and remain appropriate at all times.  Live registrations – 1-1/small group activities should only take place in the living room or kitchen. Pupils may not join the call from the bedroom  Only the pupil invited to the live registration should be seen or heard during the call. Cameras must remain on for the whole call. Microphones should be muted and only switched on as directed by the staff member  All parties must ensure that there is nothing private in the video shot.	Supervising adult to remain in the room for the duration of the call/activity.	SLT Class Teachers	Low

What are the Hazards	Who might be harmed	Existing Control Measures – What are we doing already	Further actions	Monitor	Level of risk
Communication	Pupil Staff Member Parent	Communication with the teachers must be by the parents and not the pupil. A Microsoft Teams invite will be sent to the Parents email address.  Staff must not share their own personal email addresses. Private chat /activities or sharing of images is unacceptable and prohibited.  Microsoft Teams is the school's platform for live registrations, 1-1/small group activities.  Teams will only be used at the specific scheduled timetable as agreed by SLT. Staff must not contact outside of these scheduled meeting times  The chat facility withing the application should not be used unless directed to by the staff member		SLT	Low
Professional Standards	Pupil Staff Member Parent	Online live registrations, 1-1/small group activities are an extension of the physical classroom and the safeguarding expectations remain the same.  Children should be dressed appropriately (no pyjamas).  Staff should adhere to the Temple Grove's dress code		SLT	Low