



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







