RISK ASSESSMENT ONLINE LESSONS – EITHER LIVE STREAMED OR RECORDED

Date of Issue: 26.09.2025

Date of Review: September 2026

Name of Assessor 1:   Katy Lowe

Name of Assessor 2:   Nick Watts

Signed and Accepted by the
Headteacher/Manager

HAZARD/ACTIVITY OBSERVED	ISSUE	CONTROL MEASURES TO BE IMPLEMENTED	RESPONSIBLE FOR IMPLEMENTING CONTROL MEASURES	ANY ADDITIONAL CONTROLS REQUIRED
Teachers conducting lessons/tutorials online via the internet	Safeguarding due to potential for student using their own webcam Safeguarding due to potential for student using their own device microphone Safeguarding due to the teacher using webcam and device microphone Safeguarding due to potential for only one student to be present during live streaming of a video Safeguarding due to written communication between teacher and students by email and/or chat function.	All online communication/interactions between teacher and student to be conducted through Office 365 (whole school communication platform). Control measures detailed below: • Students have school email addresses and will be enrolled into a teacher's relevant Teams so **all written communication will be via Office 365 email or Office 365 chat in Teams**. • **The only platform used for the streamed lessons is Teams, delivered through Microsoft Office 365**. Teams is educational software specifically designed for student/teachers collaboration and use. • The additional pieces of software inside such as whiteboard/OneNote are designed as a collaboration area for teachers & students. • Teacher has the ability to turn their webcam off and only show their desktop. • Teacher can forcibly mute a student if required. • Teachers need to be mindful of professional standards in terms of written communications just as much as would be the case in the classroom and refrain from using "student speak" such as "tomoz, tbf (to be fair), bc (because). • Teacher can see which students are in the live stream at any one point – advice to teachers will be to **ensure 2 or more students attend each live stream and to**	Deputy headteacher Assistant Headteacher i/c Pastoral IT Services Manager	Teachers to tell students at start of live stream to ensure their webcams are off. Teachers ask students to mute their microphones unless they are asking/answering a question. . Teachers to only conduct live streams during the hours of 8.45 and 3.30pm Teachers to blur background prior to starting meeting. Parents encouraged to ask their children to show them the work/chat/videos through Office 365. Further/refresher training for all staff. Teacher induction processes.

Hazard/Activity Observed	Issue	Control Measures to be implemented	Responsible for Implementing Control Measures	Any Additional controls required
		end the live stream if only one student is present.		
	A student may see some personal information/ inappropriate content through the teacher's webcam.	For live streaming/filming of the teachers face - Meet Now has the function to blur out the background such that only a teacher's face is seen. **Teachers shall use a blurred background if streaming from home. If this cannot be done then the teacher has to look at their background and check it is appropriate: it should be as plain as possible, no personal materials on show and in a place where persons cannot have access behind them.**		
	Lesson content is not appropriate for the age/ability range of the participants.	Teachers to be clear about the expectations of both student behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants). The same level of care is used whilst planning online lessons as would be the case in planning face to face lessons in school. Teacher builds in opportunities for students to relay any concerns or difficulties they have regarding accessing the work presented.		

Hazard/Activity Observed	Issue	Control Measures to be implemented	Responsible for Implementing Control Measures	Any Additional controls required
	Student(s) may exhibit behaviour which is out of the ordinary and causes concern or student may disclose a piece of information that a member of staff would be expected to respond to/report. A student ask questions/concerns raised during the session that bare not related to the lesson	**Teachers will use of MyConcern to flag up any online behaviour of students that may indicate that the system is being misused**. The UK Safer Internet Guidance provided by the DfE, states active/proactive technology monitoring services should be employed if appropriate. Therefore, teachers could be asked from time to time to temporarily make IT Services Manager or another approved person a member of a Team. This will enable **an audit of the chat content and videos saved within the chat area**. **Teachers will only conduct live streams to Y10 students and above.** Member of staff relays questions and concerns to appropriate colleague**:** • **If the question is a safeguarding concern then the teacher reports the concern on My Concern and will communicate to the student that there concern will be passed onto the Pastoral team.** • If the question is non-safeguarding then this will be passed on to the appropriate member of staff e.g. line manager, Head of department.		

HAZARD/ACTIVITY OBSERVED	ISSUE	CONTROL MEASURES TO BE IMPLEMENTED	RESPONSIBLE FOR IMPLEMENTING CONTROL MEASURES	ANY ADDITIONAL CONTROLS REQUIRED
	Teacher is not confident or competent enough to facilitate streamed or recorded lessons. Leading to increased stress on the part of the member of staff or mistakes being made.	Training tutorials made available for all staff, which include online streaming of lessons, are made available via the AGS staff Intranet. Network Manager, Deputy Headteacher and line managers are accessible to all staff and will be able to address any concerns or offer advice on any technical difficulties being experienced.		
Privacy Issues linked to teaching/learning software and/or platforms.	Teachers may stream/record using software that is not licensed to the school	Most subjects use software with licences to teach at the front of class such as ActiveTeach in science and recently purchased KS3 maths software (Collins) which are paid for by the school. We do not have control over individual staff to show or use software that is unlicensed - but that is the case currently in the classroom. However, this point is covered by **professional teacher standards and is an expectation in the teaching profession that these standards are adhered to**. Privacy issues are addressed when teacher's use software and/or platforms which have been approved by the school.	Deputy Headteacher Faculty DTL	Staff Code of Conduct policy covers poor professional behaviour such as using unlicensed software. School QA system can identify if software is used that is unlicensed. Teacher induction processes.

Hazard/Activity Observed	Issue	Control Measures to be implemented	Responsible for implementing Control Measures	Any Additional controls required
		We would strongly recommend that staff avoid using personal devices and should only use school provided equipment. If a member of staff has to use a personal device they must ensure they are operating with the latest anti-virus protection.		
	Teachers may stream/record confidential/private conversations that may be on that teacher's laptop – GDPR issue.	Staff have been trained on good GDPR practice and what does and does not constituent personal data and hence what could cause a data breach.	School Business Manager	GDPR audits, highlight and share good practice (built into staff wide emails/intranet news). Further/refresher training. Teacher induction processes.
Financial considerations	Students/families could incur surprising/additional costs, e.g. mobile data access charges - (video utilises significant amounts of data).	Teachers ensure students are given an approximate length of time for a live stream – advice would be a maximum of 45 minute of learning per session. Teachers remind students at the start of live stream to ensure they have enough data or they connect to their home Wi-Fi.	Deputy Headteacher IT Services Manager	

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Signatures to be gathered via Forms for Staff

Risk assessment reviewed annually in September