

**RISK ASSESSMENT**

| **Activity** | **Identify the hazards** | **Who/what may be harmed** | **Existing control measures** | **Recommendations/further action required** |
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| Travelling to a school/college or student’s home | Road traffic accident, vehicle breakdown | Employee | Ensure all vehicle safety checks, MOTs are carried out. Vehicles are road worthy and compliant | Regular monitoring of personal vehicles |
| Tutoring a student with SEN or Physical disability | Safeguarding, fatigue, challenging behaviour | Student and employee | Supervision. Student has been placed in a smaller, less physically demanding group | Constant monitoring and surveillance |
| On line tutoring from home | Safeguarding issue of teachers presenting live from their homes on personal equipment | Staff  Staff may leave themselves open to issues if their teaching space is not prepared correctly and their computer not set up | Training delivered to staff on the safe use of MS Teams.   Staff to use a virtual back ground if the wish as extra precaution or if not, a neutral background.   Staff know how to ensure that personal internet tabs/e-mails/information is not displayed during lessons on their computers. | Checklist produced for staff to use when setting up for live learning. |
| Working with data | Risk of personal data being compromised | Students, staff  Students or staff may have personal data shared or exposed. | Staff have due regard for SPM Development Services‘ Data Protection Policy at all times when conducting live online lessons.   SPM Development Services communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents  Students are provided with an email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used.   Staff ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons   Any data transferred between devices is suitably encrypted – where this is not possible, other data protection measures are in place   All recorded lessons are deleted after 6 months of being recorded | Send parent/staff rules/agreement |
| Tutoring on line/ in Teams meeting | Safeguarding issue of children being live on camera in a Teams meeting | Staff, pupils  Parents or other adults who are present in the home during live lessons would have access to images of the children while they are on line | Training delivered to staff and pupils on the safe use of MS Teams.   Meeting with DSL to discuss risks involved and how they can be minimised.   Teachers to spotlight themselves in the meeting when not sharing a screen- pupil images will then be miniscule.   Lessons to be recorded in app to ensure evidence is available if needed.   Pupils to be ejected from meeting immediately if safeguarding issues arise and DSL/SLT informed then normal school procedures followed   E-safety programme in place in Tutoring Services to prepare children for working online.   Parents of all pupils to be informed that their child will be on camera and if they do not want their child to appear here or in the recording they should attend the session with their camera turned off.   Staff always have due regard for SPM Development Service’s Child Protection and Safeguarding Policy whilst carrying out live online lessons.   Staff, pupils and parents consistently adhere to every point on the live lesson   Pupils are reminded not to respond to contact requests from people they do not know when using systems for live lessons   Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons   Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with SPM Development Services’ Child Protection and Safeguarding Policy. |  Communication to parents on the safe use of Ms Teams. Including their role in live education and rules they must follow inc turning off their cameras if they desire.   Create safety checklist for staff to use in every live lesson.   Further training for pupils to allow  independent access |