

Online Workshops – Safeguarding Risk Assessments

The following risk assessment is designed to provide teachers and schools with an understanding of the risk assessment HRP and HRP contractors have carried out for this activity. HRP staff and contractors will follow all relevant HRP policies and procedures including safeguarding.

Teachers are advised that they should also consider their schools own safeguarding and risk assessment policies for online workshops delivered by a third party. The teacher should undertake a risk assessment of this activity to include the physical classroom space prior to their online session. Please contact HRP if there are any additional measures you would like us to undertake to ensure compliance with your own school policies at least 2 weeks prior to your session.

Teachers should note the following guideline:

- Ensure that you have a working camera and microphone for this session
- Do not share the meeting link
- We can not accommodate learners joining from home
- Sessions may be joined by wider members of the HRP learning team who are observing sessions
- We will need to share some of your data with our third party supplier Zoom Through History. Please note we will be unable to book your session if we are unable to share your booking information.
- In the event of a bullying incident between pupils we will expect teachers to download a copy of the chat transcript (if relevant) and to manage this.
- Please log into your online session on time

Please read the following safeguarding risk assessment fully.

For further questions regarding our online sessions please check our our FAQ's:

<https://www.hrp.org.uk/schools/faqs-online-school-sessions/>

If you have a concern about the online safety of a child or young person, you can get advice or make a report at CEOP':

<https://www.ceop.police.uk/safety-centre/>

HISTORIC ROYAL PALACES – GENERAL RISK ASSESSMENT FORM

Form RA01

Palace	Across site	Dept.	Public Engagement	Assessed by	Hannah Cushion	Date	September 2021
Subject	Virtual School Sessions Delivery of online digital workshop by HRP/HRP contractor to a school in a school setting. Associated risks are detailed below.					Reference	

Ref.	Describe the hazard.	Describe the worst harm that is likely - safeguarding or data breach, physical harm (trip hazards)	Describe how the harm is prevented at present.	Risk OK? Yes/No
	Presenters find themselves in a digital workspace alone with learners	Safeguarding breach	<p>All presenters to be DBS checked</p> <p>Waiting room to be enabled. Host and presenter to start meeting ahead of session.</p> <p>Host to have confirmed teachers name ahead of session and to only allow teacher in when they have a confirmed name in the waiting room.</p> <p>If name is unrecognised host to call the school and confirm.</p> <p>A host and a presenter to be present in each session</p> <p>If a child enters the digital space without a teacher remove child to the waiting room until a teacher is present.</p>	YES

	<p>Uninvited attendees jeopardising child safety - pre session</p> <p>Unknown person appears in session</p>	<p>Safeguarding breach</p>	<p>Teachers are asked not to share their session login with anyone else.</p> <p>Individual session logins set up for each workshop separately by zoom/platform account holder.</p> <p>Workshops session log in details only to be shared with relevant HRP staff, facilitators, session host and teacher.</p> <p>If suspect that the session login has been compromised the zoom/platform account holder will generate a new session ID</p> <p>All sessions to be set up from an account that HRP or a HRP representative have access and responsibility for.</p>	<p>YES</p>
	<p>Uninvited attendees jeopardising child safety - during session</p> <p>Unknown person appears in session (zoom bombing)</p>	<p>Safeguarding breach</p>	<p>Host to remove person to waiting room and confirm with teacher whether they are part of the class.</p> <p>If not an expected session member host to block unknown attendee.</p> <p>If unknown attendee persists host to end the session for everyone, generate a new zoom code/platform login and email it to the teacher.</p>	<p>YES</p>

	<p>Uninvited attendees jeopardising child safety - during session</p> <p>Unexpected name in waiting room/no teacher name</p>	<p>Safeguarding breach</p>	<p>Host to ensure they have the correct teacher name before the start of session.</p> <p>Teacher to ensure the log in with the correct account/name</p> <p>If the teacher logs in with an unexpected name the host to phone the school and check with reception.</p>	<p>YES</p>
	<p>Bullying during a session</p>	<p>Child wellbeing and safety impacted</p>	<p>Teacher to always be present in a session.</p> <p>If the learners are logging in from individual devices chat function to be set so that learners can only communicate with host/co-host where possible.</p> <p>Clear instructions given by the host about how the chat function should be used.</p> <p>If chat function is misused host to instantly disable.</p> <p>If suspected bullying has occurred a transcript of the chat should be downloaded where possible . Teachers to manage bullying as per their schools policy.</p> <p>DSL to be informed</p>	<p>YES</p>
	<p>Tripping, falling, collisions within the classroom</p>	<p>Bruising, cuts, swelling</p>	<p>Teacher to be present in the class at all time and be responsible for classroom management.</p> <p>Teacher to undertake their own classroom risk assessment</p> <p>Host to ask teachers to manage any movement in the classroom for example bring their work to show at the camera.</p>	<p>YES</p>

	Accidental recording of session	Safeguarding breach	<p>No sessions to be recorded.</p> <p>If record is accidentally pressed then it should be stopped as soon as the host is aware.</p> <p>Teacher and school to be notified</p> <p>Safeguarding lead to be notified</p> <p>Video to be deleted from all devices</p>	YES
	Unaccompanied learners	Safeguarding breach	<p>2 teams members to be present in each online session – either HRP Public Engagement team or third party contractor representing HRP</p> <p>If a child is admitted before the teacher, the child is returned to the waiting room until the teacher is present</p> <p>If a presenter finds themselves alone in a digital space they must remove the child to the waiting room or end the session</p>	YES
	Disclosure of personal data	Safeguarding breach	<p>Facilitators and hosts to never ask for personal information other than a learners first name for use within and for the duration of the online session.</p> <p>Private chat functions to be disabled where possible.</p> <p>Any disclosure to be escalated in line with safeguarding procedures</p>	YES

	Unable to confirm class/ no working microphone or video	Safeguarding breach	School to be informed ahead of session that they will need a working camera and microphone. If school login without a working camera or microphone host and presenter to wait until camera and microphone are enabled. Host to terminate workshop if a working camera and microphone are not available.	YES
	Managing data	GDPR breach	All workshops to be set up from accounts used only for HRP purposes. Teacher contact information to be shared with third party contractors as per their contracts Accounts to be managed by HRP or HRP approved contractor where possible.	YES
	Session Observations	Safeguarding	Teachers to be notified of any observations ahead of sessions. All observers to be DBS checked. Observers will be admitted to the session by the session host.	

ADDITIONAL CONTROLS REQUIRED

Ref.	What further action is required to prevent harm?	Who needs to carry out this action?	When does it need to be completed?
	None		
Assessor to sign		Manager to sign and date	