

## Google Classroom Home Learning Risk Assessment (v1 – September 2020)

Hazard	Risk Group	Risk	Control measures	Residual Risk Rating	Are Controls Adequate?
Bullying	Children	Children are more at risk of online bullying on an unknown faceless platform.	<ul style="list-style-type: none"> <li>• Children are unable to post public comments as controls are set to only allow teachers to post and comments.</li> <li>• If children are allowed to comment for a short period of time, comments must be closely monitored and children reminded of the behaviour expectations. Children not following the rules can be muted/<a href="#">blocked from commenting</a>.</li> <li>• If 'Questions' are used as a form of class communication and children are allowed to respond to each other, responses must be closely monitored until the function is turned off.</li> <li>• Gmail is disabled in the Admin portal.</li> <li>• YouTube account access is disabled in the Admin portal, so children cannot <a href="#">post videos or comment on them</a>.</li> <li>• <a href="#">DSLs can monitor classes</a>.</li> <li>• All private chat features are disabled in the Admin portal, so all comments and posts can be seen by all teachers in that class.</li> <li>• <a href="#">Google Hangouts, and Hangouts Chat are disabled for all children. Google Meets has special safety restrictions applied.</a></li> </ul>		Y
Grooming	Children	Children could be at risk of online grooming.	<ul style="list-style-type: none"> <li>• No accounts from outside the organisation can join a Google Classroom or contact children through the platform.</li> </ul>		Y



			<ul style="list-style-type: none"><li>• Each Google Classroom will always have more than 1 staff member i.e. two teachers or 1 teacher and 1 teaching assistant, so all comments can be monitored <b>by more than one member of staff</b>. The HT and DHT, will ‘pop in and out’ of lessons throughout the day in different year groups.</li><li>• Teachers will only reply to children’s comments in school hours.</li><li>• Children are encouraged to access their work in a shared room, not alone in their bedroom.</li><li>• No 1:1 calls will take place (see live lessons).</li><li>• All Gmail and messaging apps are disabled through the Admin portal.</li><li>• All passwords are unique and kept secure.</li><li>• A DSL will be notified of any suspicious logins.</li></ul>		
Personal Information Sharing	Children Staff	Children and staff could share identifying information.	<ul style="list-style-type: none"><li>• All teachers and staff use a designated Google login for all contact.</li><li>• Any recordings should be made by teachers in a space with a neutral background (with no personal details or photos of family members on display).</li><li>• Any photos of children shared are not public, and they are not published to Twitter without parent consent.</li><li>• <b>Uploaded files are stored on the pupil’s private Google Drive (part of their school Google account) or shared in their Google Classroom. Their Google Drive is only accessible by themselves. Files posted in their Google Classroom are only accessible by themselves, pupils from their year group and school staff.</b></li><li>• Any videos uploaded to YouTube by staff are uploaded to the school’s YouTube account, never a personal account, and they are set as ‘unlisted’ and ‘made for kids’ to minimise adverts and turn off comments.</li></ul>		Y

			<ul style="list-style-type: none"> <li>Any contact with parents must only be made through the school enquiry email address, not personal email, personal school email address or class email address.</li> <li>Content sharing is disabled, so children and parents are unable to access teachers' email addresses.</li> <li>Children will be instructed not to copy or print-screen content (created by themselves or others) from their Google Classroom or Google Drive and share with users outside of their Google Classroom, for example, on social media.</li> </ul>		
Inappropriate content sharing	Children	Children may be exposed to inappropriate content through the online platform.	<ul style="list-style-type: none"> <li>All teachers in the class are notified if new work is posted, so this can be monitored by all teachers.</li> <li>Most work is taken from prescribed schemes.</li> <li>If new apps or schemes are used, it is the teacher's responsibility to check it is age appropriate. If unsure, they will check with a member of SLT.</li> <li>If screenshots or screen recordings are used, the teacher needs to ensure no inappropriate tabs are open, as well as those sharing personal information.</li> <li>Children are regularly reminded how to use the CEOP button on the school website if they see anything inappropriate online.</li> <li>Our team will remove any inappropriate content posted to Google Classrooms soon as we see it or are made aware of it.</li> </ul>		Y
Access from outside the domain	Children	People from outside the organisation may try to access the domain.	<ul style="list-style-type: none"> <li>Children are all given a unique password to access Google Classrooms.</li> <li>Children's passwords cannot be reset. Parents can contact the school if their child has forgotten their password.</li> <li>The domain cannot be accessed by an outside Google account.</li> </ul>		Y

			<ul style="list-style-type: none"> <li>Any suspicious logins from a new location send an alert to the admin and the IP address is logged.</li> <li>Any failed logins send an alert to the admin.</li> </ul>		
Disclosures	Children/ staff	Children may make disclosures to teachers.	<ul style="list-style-type: none"> <li>More than one member of staff will have access to all comments.</li> <li>A DSL will be notified of and will monitor all child comments, even if they are then deleted, so disclosures will not be missed.</li> <li>All teachers are aware of the safeguarding procedures and who to contact in case of a disclosure.</li> </ul>		Y
Parent consent	Parents/ children	Children are not qualified to give consent to using Google Classroom.	<ul style="list-style-type: none"> <li>Parents were given instructions to access their child's account, where they had to consent to Google's Terms and Conditions.</li> <li>All parents were informed that the school would be using Google Classroom for online learning.</li> </ul>		Y
Cost	Parents/ staff/ school	Parents may incur charges as a result of using the service.	<ul style="list-style-type: none"> <li>Google Classroom is completely free, and any services we link to will be free or a paid subscription paid for by <a href="#">Colmers Farm</a>.</li> <li>Activities set will use resources supplied by school or things found freely around the home.</li> </ul>		Y
Screen time	Children/ staff	Increased screen time could affect health.	<ul style="list-style-type: none"> <li>Children and staff will be reminded to take regular breaks from the screen.</li> <li>Children and staff will be given advice on how to sit at a laptop or iPad so as not to affect their posture.</li> <li>Activities will be wide ranging and will not all require children to sit at a screen for prolonged periods of time. For example, maths activities using boxes or toys, drawing/art activities, writing in a book supplied by school.</li> </ul>		Y
Wellbeing	Children/ staff	In the case of remote learning, wellbeing can suffer.	<ul style="list-style-type: none"> <li>Children are able to contact their teachers and Teaching Assistants using private comments (<a href="#">all staff in the Google</a></li> </ul>		Y

			<p>Classroom will receive the pupil's private comment and the same group of staff will see the reply).</p> <ul style="list-style-type: none"> <li>Weekly lessons are aimed at wellbeing and personal development.</li> <li>If monitored closely, teachers can allow children to talk to each other using 'Questions' for a short period of time.</li> </ul>		
<b>LIVE LESSONS</b>					
Recording without consent	Children/ staff	Anyone in a live lesson can make a screen recording without others in the meeting being notified.	<ul style="list-style-type: none"> <li>Teachers will act professionally in all meetings and will pre-plan their lessons.</li> <li>Pupils will be reminded that they should not record live lessons.</li> <li>Children will not be asked not to use their camera if they are not comfortable to.</li> </ul>		Y
Sharing of information	Children/ staff	Personal information could be shared accidentally.	<ul style="list-style-type: none"> <li>Staff will always film in front of a neutral background with no identifying photos or location identifiers.</li> <li>Children will be asked to be in a shared space, not their bedroom, and will be asked to dress appropriately.</li> <li>Staff will dress in school wear.</li> <li>Parents will be asked to consent to the Google privacy policy <a href="#">when helping their child sign in to Google Classrooms for the first time.</a></li> </ul>		Y
Inappropriate content	Children	Staff may share inappropriate content during live streaming sessions.	<ul style="list-style-type: none"> <li>Staff will ensure they are comfortable with knowing when their microphone and camera are turned on and off before beginning a lesson.</li> <li>Staff will be in a neutral space with no other adults.</li> <li>Background noise will be limited as much as possible.</li> </ul>		Y
Bullying	Children	Children will be able to talk to each other and the risk of bullying is increased.	<ul style="list-style-type: none"> <li>Children will be reminded that they are not allowed to record or photograph someone without their permission.</li> <li>Children can be muted by the teacher/blocked from commenting.</li> </ul>		Y



			<ul style="list-style-type: none"><li>• When the lesson is over, the Google Meet access must be disabled and the link removed so children cannot reopen the session without the teacher.</li><li>• The chat function will be disabled during lessons.</li></ul>		
Safeguarding	Children	The risk of online grooming is increased in a live chat.	<ul style="list-style-type: none"><li>• Two teachers or a teacher and teaching assistant will be present in all live streamed lessons.</li><li>• Lessons will never be 1:1.</li><li>• Parents will be informed of all live lessons.</li><li>• All live lessons will take place in school hours.</li><li>• All staff and children will be appropriately dressed and in a neutral, shared space.</li></ul>		Y