

Ffurflen Aseiad Risg Cyffredinol / General Risk Assessment Form

<i>Adran/Department</i>	Live Streaming – Remote Learning for pupils	<i>Rhif Aseu / Assessment No:</i>	1
<i>Adain /Section</i>	Lamphey Primary School	<i>Dyddiad /Date:</i>	January 2021
<i>Asesydd/Assessor:</i>	ST	<i>Swydd/Position:</i>	Headteacher

<p><i>Gweithgaredd / Proses</i> Activity / Process</p> <p>When schools are closed during national lockdowns across the country the majority of school aged children within Pembrokeshire are taught remotely (at home). There are many formats which can be used, but when live streaming sessions are undertaken from the member of staff's home they need to ensure that they either record the session or have a co-pilot present.</p> <p>The recording will be kept for 1 month from the time of recording.</p>	<i>Nifer a Phobl mewn Perygl</i> Number & Persons at Risk			
		<i>Gweithwyr</i> Employees	<i>Eraill</i> Others	<i>Disgyblion</i> Pupils
	1			
	2-5			
	6-9			
	10+	x		x
	x	<i>Gweithiwr /</i> Employee	x	<i>Gweithiwr unigol /</i> Lone Worker
		<i>Yn trin arian /</i> Handles Money		<i>Contractwr /</i> Contractor
		<i>Oriau</i> <i>anghymdeithasol</i> Unsociable hours		<i>Ymweld â safle /</i> Visit Premises
		<i>Delio â'r</i> <i>cyhoedd/</i> Deal with the public		<i>Staff ifanc sy'n</i> <i>agored i niwed /</i> Young vulnerable staff
	x	<i>Person Ifanc /</i> Young Person	x	<i>Cyhoedd/Client /</i> Public / Client
	x	<i>Disgybl Ysgol</i> <i>Babanod /</i> Infant School pupil	x	<i>Disgybl Ysgol</i> <i>Gynradd /</i> Primary School Pupil
	<i>Disgybl Ysgol</i> <i>Uwchradd /</i> Secondary School Pupil			

Perygl sy'n Ymwneud â'r Gweithgaredd / Proses
Hazard Involved in the Activity / Process

There are elements of online child grooming/ child exploitation that cause grave concerns to school staff and parents, and the purpose of this risk assessment in conjunction with the 'Acceptable Use Policy' is to protect school staff and pupils across the county.

Mesurau / Rheolaethau Diogelwch Presennol
Existing Safety Measures / Controls

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All school staff have received training relating to Child Protection and Safeguarding protocols, they are aware of their responsibilities and how to raise any concerns. Parents and pupils should also be aware of the procedures and protocols in place should they need to communicate any concerns.

Recording live streaming sessions offers a level of protection to staff members and pupils alike.

It is advised that groups of no less than 2 pupils should be present during live streaming sessions. Live streaming does not allow for direct messages to occur between parties – all messaging/ chats are visible to all participants.

Should the internet drop out or a technical problem arise the session should be ceased, this may also be the case if a pupil were to act or speak inappropriately repeatedly.

School staff should refer to the 'acceptable use policy' for further information/ guidance relating to remote learning.

Where possible, sessions should have a lobby activated and pupils are only admitted once 2 or more are awaiting entry. In a similar vein, sessions should be ended using "End Meeting" to ensure that the session ends at the same time for all participants.

All private channels must have two or more members of staff and again a minimum of 5 pupils present with the members of staff added before pupils.

Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli) / The Residual Risk(s) (After control measures).

Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.

If there are none, write "Controls adequate" below. If risks still exist, detail below and rate the residual risk(s)

	Tebygolrwydd Likelihood	x	Difrifoldeb Severity	=	Graddfa Rating
Control adequate		x		=	
		x		=	
		x		=	
		x		=	

Tebygolrwydd Likelihood		Difrifoldeb / Severity		Graddfa / Risk Rating	
1	<i>Prin</i> Rare	1	<i>Dibwys</i> Insignificant	1-5	<i>Y risg leiaf – Cynnal mesurau</i> Minimal risk – Maintain measures
2	<i>Annhebygol</i> Unlikely	2	<i>Bach</i> Minor	6-10	<i>Risg isel – Adolygu risgiau</i> Low risk – Review risks
3	<i>Posibl</i> Possible	3	<i>Cymedrol</i> Moderate	11-15	<i>Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis</i> Moderate risk – Additional controls in 12 months
4	<i>Tebygol</i> Likely	4	<i>O bwys</i> Major	16-25	<i>Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith</i> High Risk – Additional control implemented immediately
5	<i>Bron yn sicr</i> Almost certain	5	<i>Trychinebus</i> Catastrophic		

Gweithredu rheolaethau a monitro / Implementation of controls and monitoring

Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 5 /
 Additional controls required to reduce risk(s) below risk rating of 5

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Cytunwyd ar reolaethau ychwanegol Ie / Na (Os Ie, manylwch ar y Camau i'w cymryd) /
 Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

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<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	11/01/2021	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	Mr S. Thomas
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Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:	13/04/2021	<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ie / Na</i> Yes / No
<i>Sylwadau / Comments:</i>			
<i>Dyddiad yr adolygiad asesu:</i> Assessment review date:		<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher	