



## RISK ASSESSMENT FOR: Use of internet platforms and e-mails with pupils: Harting Primary School

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Children making allegations or disclosures about adults	Children staff	Report disclosures immediately to Designated Officer (Head or in her absence Senior Teacher) Staff safeguard training annually, including information on Prevent duty, FGM and awareness of signs of abuse along with procedures Safeguarding information shared through policy, leaflets at induction and to governors and volunteers (see safeguarding file) Policy reviewed annually E-safety part of the curriculum Whistleblowing officer – named in induction file	Update information, and disseminate information of new initiative to staff, to protect children  Full details in safeguarding file/policy, including COVID updated policy	Minimal
Inappropriate behaviour on platform viewed or done by pupils/adults	Children	Parents informed of risks and advised to: - Log on before their children - Parents advised to be 'present': to supervise Teachers advised to: - shut down meeting if inappropriate behaviour occurs by any participant or others - record meeting - avoid holding meetings 1:1 with children - wear suitable clothing - have blank backgrounds - staff to set up waiting room function and only allow recognised email/invited participants into the meeting - check privacy/security settings eg (1:1 private chats between participants	Parents advised of risks – sent by email invitation. Consent assumed if they link to class emails/ Zoom meetings accepted.  Letter sent to parents, advising of e-safety risks with links to website.	Minimal
Allegations against staff by pupils	Staff	Teachers advised to: - not hold meetings 1:1 with children-as above	Share risk assessment	Minimal
Email comments, from parents or children, deemed inappropriate	Staff	Teacher feedback (emails) saved, along with pupils' email submissions Report to Head any inappropriate correspondence (forward by email)	Teachers to define boundaries of interaction and give reminders, as appropriate	Minimal