

Child Protection - Risk Assessment in relation to G Suite for Education, Gmail and Google Meet - May 2020

List of School Activities	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified
Use of Google Meet with a group of students	<p>Allegations of abuse against school personnel</p> <p>Harm to students</p>	<p>Google Meet will be used with a group of children.</p> <p>A Meet that's 1:1 between a teacher and a student must be sanctioned by the BOM - the parent must always be present throughout the Meet and the teacher will record the Meet in its entirety in such circumstances.</p>
Use of Google Meet	<p>Inappropriate recording of staff or pupils</p> <p>Harm to students</p>	<p>The school's Acceptable Use Policy outlines that a child/parent must not record a Meet between teacher and a group of students.</p> <p>Teacher will always organise the Google Meet, that way if a recording happens accidentally it will automatically be saved in the teacher's Google Drive</p> <p>Staff will record the Google Meet for Child Protection purposes to ensure the safety of all students while they engage online with their teacher.</p>
Use of Google Meet	<p>Inappropriate use of Google Meet/inadequate supervision - teacher not in attendance/joined the Meet</p> <p>Harm to students</p>	<p>Children are not permitted to join the Meet until their teacher is present in the Meet - the child/parent can see this information before they join. Once the teacher is present, the child/parent may click</p>

		<p>join.</p> <p>The teacher will create a Meet using a nickname and then will be the last to leave the Meet. Children are unable to re-join in this instance.</p> <p>Children are not permitted to arrange a Google Meet using their school's domain address - @holytrinitynsfethard.com</p>
<p>Google Meet Gmail</p>	<p>Harm to pupils due to inappropriate behaviour/communication</p>	<p>As above.</p> <p>Procedures outlined in Acceptable Use Policy for breaches in relation to bullying behaviour, hurtful communication</p>
<p>Phoning to support families and student throughout the school closure</p>	<p>Allegations against school personnel</p> <p>Harm to students</p>	<p>The staff member will contact the family on the parent/guardian's phone. If the teacher is speaking with the child, the teacher will request that the phone is put on speakerphone and that the parent/guardian is present for the communication.</p>