



**Risk Assessment for using Microsoft Teams with children**

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Potential Risk/Hazard description	Who might be harmed/How is harm brought about	Action to be taken	By whom	By when	Level of risk now
Security/privacy issues related to use of Microsoft Teams software.	Meeting links are public.	<ul style="list-style-type: none"> <li>- Avoid publishing on social media or in public forums</li> <li>- Date and time, together with link to meeting to be shared only in secure email</li> <li>- Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them.</li> </ul>	Teacher/Leader /Organiser	Prior to commencement of meeting then ongoing.	Low
Uninvited/unknown person gaining access to the meeting	Unintentional facilitation of access to pupils during meeting	<ul style="list-style-type: none"> <li>- The leader with the list of participants within the Microsoft Teams platform will check against the list of those expected to be in attendance at the start of every meeting. Any discrepancy must be resolved before the meeting can progress</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low

		<ul style="list-style-type: none"> <li>- There is tab at the top of the Microsoft Teams meeting which shows the 'participants' and if pressed, the full list of all those logged into the meeting are visible.</li> </ul>			
Using Personal Meeting ID to host public events	This creates a continuous meeting – anyone can access, switch off in account settings	<ul style="list-style-type: none"> <li>- Stream sessions using a professional link rather than personal.</li> <li>- Ideally this would be via a @kingsway.gloucs.sch.uk email address</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low
Allowing access to a computer	Breach of data/information	<ul style="list-style-type: none"> <li>- Switch off in account settings</li> <li>- Never give access to or request access from the teacher/activity leader and their respective computer through the Remote Desktop Control function.</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low
Inadvertently providing access to personal information	Using Facebook to log in - access to personal information.	<ul style="list-style-type: none"> <li>- Parents to ensure they have set up the Microsoft Teams account via the child's emails address assigned and via no other means (such as Facebook)</li> </ul>	Teacher/Leader /Organiser Parents of participants	Ongoing	Low
Unauthorised recording of sessions by Leader/participants	Host and potentially participants may record meeting	<ul style="list-style-type: none"> <li>- No consent for data to be recorded, switch off in account settings. All leaders are aware and will raise with participants.</li> <li>- Ensure all participants are aware that the session must not be recorded by any person.</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low

Unintentional transfer of additional information	Files can be transferred	<ul style="list-style-type: none"> <li>- Switch off in account settings</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low
Attendees can annotate during meeting	Inappropriate text/images could be displayed	<ul style="list-style-type: none"> <li>- Switch off in account settings</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low
Risk of inappropriate online contact/allegations	<p>Inappropriate use of Microsoft Teams platform or contact on other electronic platforms</p> <p>There is a facility to private message during a meeting</p>	<ul style="list-style-type: none"> <li>- The 'host' of the meeting is an adult who has undergone safer recruitment/DBS clearance.</li> <li>- The sessions will be recorded and stored safely for 12 months so that any allegations can be investigated. Meetings must be recorded from the outset.</li> <li>- Parents will knowingly have agreed to the terms of the meeting when they sign in to a Teams meetings.</li> <li>- Parent/carers are asked to be available for support if required (especially with children in KS1 and EYFS)</li> <li>- Staff are aware of procedures outlined in school safeguarding policy and need to be followed should a child make an unexpected disclosure. Any concerns should be logged with the DSL immediately through CPOMS.</li> <li>- Ensure Screen sharing is restricted to host. Chat is turned off.</li> <li>-</li> </ul>	Teacher/Leader /Organiser	Ongoing	Low

Inappropriate sharing of personal information/contact details	Sharing of personal information verbally, through messaging or through details visible in background of camera.	<ul style="list-style-type: none"> <li>- Scripted starter to the meeting advising against oversharing of personal information ie addresses, etc.</li> <li>- Adults should ensure that they are in a neutral space without personal information visible.</li> <li>- Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc.</li> <li>- Parents to ensure that the background area is free from personal items like family photos, links to address etc.</li> <li>- Adult leaders should ensure that any other windows which include personal information (eg social media, youtube) are closed from view during sessions.</li> </ul>	Teacher/Leader /Organiser and Parents of Participants	Ongoing	Low
Lack of parental presence/consent.		<ul style="list-style-type: none"> <li>- Consent provided when parents access Office Teams - and recorded centrally or given verbally via phone call</li> <li>- Parents also need to consent to others being educated at the same time and that due to the nature of the video call, they will be able to see and hear other children's learning.</li> <li>-</li> </ul>	Teacher/ Organiser	Ongoing	Low
Inappropriate clothing/setting for sessions	Participation in meeting while wearing inappropriate clothing or in inappropriate location eg bedroom.	<ul style="list-style-type: none"> <li>- Clear guidelines to all students on wearing suitable clothing and suitable location for accessing meeting</li> </ul>	Teacher/ /Leader/ Organiser	Ongoing	Low