

## WEST END IN SCHOOLS ONLINE WORKSHOPS RISK ASSESSMENT - FREELANCERS IN SCHOOLS

Updated on 9 February 2021

NB. This risk assessment assesses only those risks related purely to working online via Zoom/Teams etc. Other risk assessments also apply to our work.

No.	Issue	Mitigation
1	Awareness of policies and procedures	<ul style="list-style-type: none"><li>- This document will be circulated to workshop leaders in their schedules, with changes highlighted.</li><li>- This document will also be circulated to schools.</li></ul>
2	Cooperation with schools	<ul style="list-style-type: none"><li>- We will share this document with schools, and co-operate on all H&amp;S matters.</li><li>- A teacher will always be in the school hall or classroom during the workshops with the ability to intervene if necessary.</li></ul>
3	Risk of injury whilst moving/dancing in the session	<ul style="list-style-type: none"><li>- Children will be asked to clear a space around them to there is nothing they could bump in to, and to make sure the floor is clear so there is nothing they could trip over or slip on.</li></ul>
4	Unauthorised third party watching the session	<ul style="list-style-type: none"><li>- Our workshop leader will not know the names of the people who should be accessing the session. Therefore it is necessary for a member of the school staff to control access to the room.</li><li>- Access to the session in-school is protected by the schools security arrangements and safeguarding policies.</li><li>- WEIS workshop leaders are all DBS (Enhanced) checked. They have been trained to not allow anyone else to enter the room when they are working. Workshop leaders have all agreed to notify anyone else in the property that they are working at that their work room is not to be entered for the duration of the session.</li></ul>
5	Unauthorised person visible to the children	<ul style="list-style-type: none"><li>- WEIS workshop leaders are all DBS (Enhanced) checked. They have been trained to not allow anyone else to enter the room when they are working. Workshop leaders have all agreed to notify anyone else in the property that they are working at that their work room is not to be entered for the duration of the session.</li><li>- If the school requests to use our account we will specifically discuss this issue with the school before reaching a shared decision.</li></ul>
6	Spread of infection - additional risks due to online working	<ul style="list-style-type: none"><li>- Children accessing from home are presumed to be in their family bubble - no additional risks.</li><li>- For groups of children at school (eg key worker children) it may be more difficult to see risks caused by improper social distancing with our workshop leaders working online. The teacher in the room is asked to address any specific risks that they notice during the session.</li></ul>
7	Choice of video call provider could create security issues	<ul style="list-style-type: none"><li>- Our preference is to use a video call provider with strong encryption, and which gives the room controller a clear understanding of who is about to enter the room via a waiting room feature. We are happy to try to work with the video call provider chosen by the school - eg Microsoft Teams - as we need to connect to a video call where access is controlled by a member of school staff.</li></ul>
8	Incorrect security settings for video call provider account	<ul style="list-style-type: none"><li>- If using a video call provider account provided by the school we will trust that the school has correctly set up its account.</li></ul>

9	So called "Zoom bombing"	<p>Zoom bombing refers to uninvited people joining the video call with the potential to view the class or to display inappropriate video. This risk is mitigated in several ways:</p> <ul style="list-style-type: none"> <li>- the school controls access to the video call.</li> <li>- Access to a video call can typically only be gained via the private link for the session which is only shared between WEIS HQ, the school and the WEIS workshop leader. The link is never posted publicly, and is shared on a one-to-one basis with the relevant individual WEIS workshop leader rather than shared on a long list covering multiple workshop leaders sessions. Within our HQ team the link is stored in our emails, in our encrypted password protected database hosted within the EU GDPR area, and in our email systems where it has been sent to or received from a school or workshop leader.</li> </ul>
10	Suitability of WEIS facilitator's environment	<p>WEIS workshop leaders may be working from home due to the pandemic.</p> <ul style="list-style-type: none"> <li>- They are to ensure background is free of personal items like family photographs or beds. Where necessary we will provide a backdrop to be installed in their workspace.</li> <li>- They have been instructed to wear what they would wear for an in-person visit and will always be suitably dressed.</li> </ul>
11	Unauthorised recording of the session	<ul style="list-style-type: none"> <li>- It is not possible to prevent a screen recording being made by someone using a computer, and therefore the workshop leader will be someone who has worked for us before, who holds an Enhanced DBS check, and about whom no safeguarding or trust issues have been raised.</li> </ul>