

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

Updated on 14 October 2020

NB. This risk assessment assesses only those risks related purely to working online. Other risk assessments relating to our work also apply.

No.	Issue	Mitigation
1	Awareness of policies and procedures	<ul style="list-style-type: none">- This document will be circulated to workshop leaders in their schedules, with changes highlighted.- This document will also be circulated to schools.
2	Cooperation with schools	<ul style="list-style-type: none">- We will share this document with schools, and co-operate on all H&S matters.- A teacher will always be in the school hall or classroom during the workshops with the ability to switch off the projector or whiteboard if necessary.
3	Spread of infection - additional risks due to online working	<ul style="list-style-type: none">- Workshop leaders have been trained to not allow anyone else to enter the room when they are working. They 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.- 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.
4	Choice of video call provider could create security issues	<ul style="list-style-type: none">- 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 - if you ask us to.- If the school requests to use our account we use Whereby, a highly regarded system using industry standard WebRTC which is end-to-end encrypted video and sound.
5	Incorrect settings for video call provider account	<ul style="list-style-type: none">- If using a video call provider account provided by the school we will trust that the school has correctly set up its account.- If we are providing the "link" to the session via Whereby then we have followed their advice for educational use. We use our own West End in Schools subdomain and have set our account to the room size which gives end to end encryption. To enter the workshop video call room you have to show a picture taken on your webcam to our workshop leader which means we can ensure only the safe, expected participants are present in the room at any time.- If we are asked to use Zoom then we have implemented advanced security settings within our Zoom account to ensure that the learning environment is safe and secure. These include: recording being disabled; Zoom waiting room feature means WEIS workshop leader can control who enters and exits the room (with no new entries required after the call has started as these video calls have only two participants, the WEIS workshop leader and the class being taught).

6	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"> - we try to use Whereby rather than Zoom - these workshops are one-to-one video calls (ie the WEIS workshop leader and the school hall or classroom) so there is reduced complexity. If a third party were to gain access to a session they would be immediately noticed by everyone present allowing them to be removed or the session restarted, in a way that would not be as obvious in a video call of 30 participants. - If using Whereby we use our own West End in Schools subdomain and have set our account to the room size which gives end to end encryption. To enter the workshop video call room you have to show a picture taken on your webcam to our workshop leader which means we can ensure only the safe, expected participants are present in the room at any time. - Access to a Zoom video call can 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. - If we are using the WEIS Zoom account we use the Zoom waiting room feature, meaning anyone wishing to access a video call has to be admitted by the host. We also use an individual meeting link which is analagous to a unique key for every meeting, rather than the "personal meeting ID" which can be reused time and again. - If we are using the school's account we trust that similar precautions have been taken, and in any case the school will then control access to the session. - Because the video conferences are two way only there is no need for people to join after the call has started. Therefore additional entrants to the room will not be accepted unless previously agreed.
7	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"> - 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. - They have been instructed to wear what they would wear for an in-person visit and will always be suitably dressed.
8	Unauthorised third party watching the session	<ul style="list-style-type: none"> - The "Zoom bombing" bombing protections prevent this from happening electronically. - Access to the session in-school is protected by the schools security arrangements and safeguarding policies. - 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.
9	Unauthorised person visible to the children	<ul style="list-style-type: none"> - 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.

10	Unauthorised recording of the session	<ul style="list-style-type: none">- Our software products are set not to automatically record any sessions.- 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.
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