Lenham Primary School – Risk Assessment Form – Use of Online Platforms for Supporting Learning

Date: 8/2/2021	Assessed by: Andrea McCluskey		Review date: 8/3/2021
Purpose: Checking online platforms are safe for children			

Hazard	Considerations	Specific risks identified	Who might be harmed and how	Risk rating	Existing measures to control risk	Result and action to be taken
Privacy and Terms						
Privacy Policy	Data is shared with Wonde and Google Sync Privacy notice updated June 2020	GDPR breach.	Data shared	2/10	Wonde policy for keeping data safe.	Keep DPO up to date regarding and breaches.
Data Protection Requirements E.g. management and storage of personal data	DPO on site. Data shared with Data protection team. If breaches record and they will action.	GDPR breach.	Data shared	2/10	Wonde policy for keeping data safe.	Keep DPO up to date regarding and breaches.
Terms of Use (e.g. is it okay to use as a setting)	Teachers to only use trusted sites and to provide direct links.	Children accessing inappropriate material.	Children	3/10	Monitoring of GC classroom, discussion of what is allowed to be used. GC will block certain things.	Discuss with staff and monitor.
Site Functionality						
Membership or access verification e.g. unverified users	Only children can access using emoji passwords.	No outsiders can access without a password.	Children	1/10	Passwords are only shared with children or parents, never released publicly.	None

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Privacy settings e.g. restricting access, securing accounts running the channel/platform	Setting are controlled on GC, meet and chat function disabled for children. No private chat functions.	Children accessing things they shouldn't.	Children	1/10	GC restrictions already in place.	None
Messenger tools/functions	Children can communicate on the stream which is heavily monitored.	Cyberbullying	Children	1/10	No messenger function	Teachers to continue to monitor stream.
Collaborative tools	Educational approved sites like padlet.	Tools are not appropriate	Children	3/10	Monitoring of GC classroom, discussion of what is allowed to be used.	Discuss with staff and monitor.
Content Management and Suitability						
File uploads	Files are uploaded to the children's own google drive.	Uploading inappropriate material.	Children	1/10	Children can only access GC when supervised, so if anything inappropriate is displayed it will be picked up.	Teachers to be aware.
Search options	Google- with Softcat website manager	Blocks inappropriate websites	children	4/10	Websites reported if found.	Teachers to report inappropriate websites.
Inappropriate content	Blocked by Softcat system	Blocks inappropriate websites	children	4/10	Websites reported if found.	Teachers to report inappropriate websites.
Safety and support						
Functions for reporting abuse or content	Acceptable use policy	Children exposed to inappropriate content.	children	2/10	Children, staff and parents have all seen acceptable use policy.	Resend policy every academic year
Deleting and controlling of accounts	All run by IT support in school	Removing children who are no longer in school.	children	2/10	Admin teams delete accounts once children have left.	Continue to update accounts.
Online bullying or harassment	Acceptable use policy	Children exposed to inappropriate content.	children	2/10	Children, staff and parents have all seen acceptable use policy.	Resend policy every academic year