



WOBURN LOWER SCHOOL

ONLINE RISK ASSESSMENT

Staff awareness of relevant policies and procedures					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Staff may have a lack of awareness of relevant policies and procedures		X		

ACTIONS TAKEN TO REDUCE THE RISKS

- All staff and relevant stakeholders are aware of, and adhere to, relevant policies and procedures including, but not limited to, the following: Whistleblowing Policy, Acceptable Use Policy, Safeguarding Policy, Safeguarding Addendum Covid 19, Anti-bullying Policy, PSHE Policy, Online Safety Policy, Data Protection Policy, Staff Code of Conduct, Behaviour Policy, Remote Learning Plan
- Staff safeguarding training is carried out annually, with regular updates and is part of the school's induction process
- Staff take responsibility for the security of ICT systems and electronic data they use or have access to
- Staff report online safety concerns in line with the school's reporting procedure outlined in the Online Safety Policy and Safeguarding Policy
- Staff are aware that online activity both in and outside of school can have a substantial impact on a pupil's safety and well-being
- All staff have their own unique usernames and private passwords to access the school's systems
- All staff are advised not to download unapproved software or open unfamiliar email attachments and are expected to report all malware and virus attacks to the school ICT technicians (Partnership Education)
- The Headteacher/DSL takes overall responsibility for the school's approach to online safety, recording all online safety incidents and the school's response

Children's awareness and understanding of online safety

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Children may have a lack of awareness and understanding of online safety		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- Online safety is integrated into learning throughout the curriculum and is specifically taught through the PSHE and Computing curriculums
- Assemblies are conducted termly on the topic of remaining safe online and the school organises annual visits from the local liaison police officer and NSPCC
- Online safety teaching is always appropriate to the children's ages and developmental stages
- Children are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently
- The school recognises that there are some pupils who may be more susceptible to online harm ie: pupils with SEND and LAC. The SENDco works together with class teachers to ensure the curriculum is tailored so pupils with SEND and LAC receive the information and support they need
- During online safety lessons or activities, the class teachers ensure a safe environment is maintained in which pupils feel comfortable to say what they feel and ask questions

The use of technology in the classroom

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	The use of technology in the classroom may not be secure		X		

ACTIONS TAKEN TO REDUCE THE RISKS

- The class teacher reviews and evaluates any resources prior to using any websites, tools, apps or other online platforms in the classroom
- Teachers ensure that any internet-derived materials are used in line with copyright law
- Children are supervised when using online materials during lesson time
- All staff and parents read and sign the acceptable use policy
- ICT technicians (Partnership Education) provide technical support in the development and implementation of the school's online safety policies and procedures

- ICT technicians (Partnership Education) implement appropriate security measures and ensure that firewalls are running correctly
- ICT technicians ensure that the school's filtering and monitoring systems are updated as appropriate

Online safety at home

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Parents and carers may have a lack of knowledge and understanding of how to keep their child safe online		X		

ACTIONS TAKEN TO REDUCE THE RISKS

- The school works in partnership with parents to ensure pupils stay safe online at school and at home
- Parents are provided with information about the school's approach to online safety and their role in protecting their children
- Parents are sent a copy of the acceptable use agreement at the beginning of each year and are encouraged to talk about this with their children to ensure understanding
- Parents are made aware of the various ways in which their children may be at risk online and how they can prevent their children from accessing harmful content at home, through regular communication and the school's website
- Staff are vigilant in watching for signs of inappropriate use of online social media or games and report any concerns to the DSL

Remote Learning

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Remote learning from home increases online security and safeguarding risks		X		

ACTIONS TAKEN TO REDUCE THE RISKS

- ICT technicians (Partnership Education) supports the school in deciding on providers for online lessons, taking into account ease of use, privacy measures, security and suitability and making use of government – approved resources such as from the National Cyber Security Centre (NCSC) and the SWGfL at the UK Safer Internet centre
- Class teachers review the DfE's list on online education resources and utilise these resources as necessary

- The school ensures all pupils due to attend live online lessons have access to equipment which will enable them to participate
- Staff maintain due regard for the school's safeguarding policy whilst carrying out live online lessons
- Staff ensure that all meetings are protected with passwords that are not posted publicly
- The school communicates the importance of online safety to parents, and encourages parents to set appropriate parental controls on digital devices and use an internet filter to block malicious websites
- Staff are sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons
- Staff have due regard for the school's data protection policy at all times whilst conducting live online lessons
- Pupils are provided with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used
- Staff are aware of the requirements set out in the staff code of conduct and ensure they understand their responsibilities with regard to conduct during live online lessons. Pupils are reminded to adhere to the school's behaviour policy
- Staff conduct the lesson using school equipment and from an appropriate location, during school hours only
- The SENDco ensures pupils receive additional support with live online lessons where needed and additional measures are taken to mitigate the risk of pupils falling behind their peers

Date: October 2020

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