

JMS Risk Assessment for online teaching

Area of Risk	Jersey Music Service/Teacher's homes/Student's homes	Department	JMS, CYPES
RA conducted by	Katy Parker Safeguarding lead JMS	Date: 26/3/2020 Updated 7/4/2020 27/4/2020 12/5/2020 12/6/2020 30/6/2020	Review every two weeks

Remote online music lessons taking place due to COVID-19 Pandemic.

Key;

	Slightly harmful	Moderately Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk Up to 5	Tolerable Risk 5-10	Moderate Risk 10-15
Unlikely	Tolerable Risk 5-10	Moderate Risk 10-15	Substantial Risk 15-20
Likely	Moderate Risk 10-15	Substantial Risk 15-20	Significant Risk 20-25

The score of the combination of likelihood and severity/consequence will decipher what response should be taken for the risk. The table below shows the recommended response.

Trivial	No Action required
Tolerable	No additional controls required Monitoring is required to ensure control is maintained
Moderate Risk	Efforts are required to reduce risk; controls are to be implemented within a specified time

Substantial Risk	Control measures are urgently required. Work must stop until measures are put in place.
Significant Risk	Work shall not be started until risk is reduced. If reduction is not possible, then work must cease

In the cases below, where significant risk and substantial risks were assessed, control measures and extra control measures put in place have been considered overall to have mitigated that risk. Continuous assessments, training and consultation will take place while teaching online continues.

A notes section has been added at the bottom of the document for updates.

Hazard	Who could be harmed	Likelihood (1-5)	Severity (1-5)	Risk rating (2-25)	Control measures already in place	Extra control measures in place	Person responsible or lead person	Date of completion/implementation
<u>General Safeguarding</u>	Teachers and students	2	4	8	<u>Disclosure and barring service (DBS) enhanced check</u> in place for all tutors and teachers working for JMS.	All JMS teaching and administrative staff follow usual protocol of 3 yearly DBS renewal	LM VS	June 2020
	Teachers and students	2	5	10	<u>Identification</u> JMS teachers will be required to display or wear their JMS lanyard at all times during the online lesson.	Teachers informed via Safeguarding Online Teaching doc.	KP	20/4/20
	Teachers and students	5	3	15	<u>Other adults in the house of teachers who are not DBS checked</u> must stay out of the	Option to teach at JMS or Highlands.	KP	20/4/20

	Other vulnerable children				room that the lesson is taking place in.	Safeguarding online teaching doc.		
	Students	2	5	10	<u>Registers and attendance</u> Teachers must continue to keep up to date records of attendance on Paritor Live. Should a child miss one lesson without explanation, teachers must email the office that day so that parents can be notified for safeguarding.	Text reminder sent out asking teachers to notify JMS admin if a student is absent without explanation following one absence, 29/6/2020	KP	29/6/2020
	Teachers and students	2	3	6	<u>Recording of lessons and other devices</u> It is prohibited to make any recordings of lessons either via Zoom or with external devices by the teacher or the student. Please refer to Zoom set up advice to ensure your settings support this.	Should any parent/student or teacher have any concerns that their lessons are being recorded, the lesson will be terminated. JMS should be contacted	KP	20/4/20
	Teachers and Students	2	5	10	<u>Identification of supply teachers</u> In certain circumstances, it may be necessary to allocate replacement teachers to deliver online lessons. JMS will send a teacher profile to the relevant parents/school. The details will include a picture of the teacher, their name and email address	Where we do not yet have a photo of teachers, one may be obtained.	VS or LM when it occurs	When it occurs
<u>Use of Zoom</u>								

At the time of assessing risk for online teaching “Teams” was suggested but was not ready to use with all children, as well as those who are home schooled in the way in which fits with JMS’s unique way of teaching small groups and individual lessons.

The following additional risks of not using face to face online platforms included; harm to some children for whom staying at home is a potential risk, our teaching staff are trained to respond to disclosures and notice where early help may be needed; not receiving a synchronistic lesson together with a potential lack of continuity and integrity. The decision was made to use Zoom until Teams was readily available for all of our students to use.

The risk that Zoom could be easily intercepted by outsiders was raised by CYPES Governance who have agreed to support JMS use of Zoom providing this document highlighted this risk. The risk has also been significantly reduced and mitigated against as much as is possible for any online teaching platform. Please see below.

Parents have received JMS safeguarding Online Teaching document and have been given instructions on how to set up Zoom safely. Those wishing not to take part have been given other options.

	Teachers and students	4	3	9	<p><u>Child protection in new teaching environment</u></p> <p>Students should be in a room with or near an adult so that the adult can hear and see the lesson taking place and it is the responsibility of the parent/carer to ensure that this is the case.</p> <p>Teachers should ask to see the parent at the start of the lesson if they are not already visible.</p> <p>The parent or schoolteacher should remain in the vicinity of the lesson should there be any problems encountered by the student. These could include anything from technical difficulties/ safeguarding concerns / sudden illness etc. Please see section below Child Protection</p>	<p>This advice is for all students in year 8 and below including any children who may be having their lessons in a school setting, in this case JMS teachers should ask to see the schoolteacher at the start of the lesson.</p> <p>Parental involvement in the lessons is probably required for younger children to help keep them focused.</p>	All staff	20/4/20 ongoing
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	Teachers and students	1	4	4	<p><u>Child protection for students in Year 9 and above</u></p> <p>It has been advised that there be an adult or carer aged 18 and above present or in the vicinity of the room that the lesson is taking place in. In the rare occasion where this is not possible a parent may request that a member of the JMS management team be present to “maintain” the integrity of the lesson.</p>	Parents will be advised of this option in due course.	KP to update and LM to arrange dissemination	tbc
	Teachers and students	1	5	10	<p><u>Entering the wrong lesson or lesson being entered by non JMS individual</u></p> <p>Parents and teachers have been instructed to use the “meeting room” function on Zoom. In addition, each lesson has an individual name and number and is protected by a password.</p>	Ongoing meetings and training available through twice weekly sessions and advice available for teachers. In addition to the above, Zoom have introduced encryption to their zoom meetings as an update from beginning of June 2020	VS	20/4/20 Ongoing
	Teachers and students	2	5	10	<p><u>Sharing of inappropriate material accidental or deliberate</u></p> <p>To mitigate against the real and worrying possibility of inappropriate material being</p>	To help support and further train staff with the use of Zoom in a safe way for all, a	VS and KP	20/4/20 and ongoing

					shared, we have instructed both parents and teachers to disable the chat and the screen share function in their settings. Teachers have been provided with detailed instructions and training was given during Inset on 20/4/20	twice weekly zoom session is available for staff to air any concerns. Parents have been informed that they can contact JMS or Katy Parker (safeguarding Lead) directly if they have any concerns.		
	Teachers and students	2	5	10	<u>Disclosure of abuse or reporting a concern</u> Should a teacher have any concern for any child they should continue to follow JMS safeguarding advice, policy and training and contact the Designated Safeguarding Lead Katy Parker directly on 720562 or if not available, Dr Graham Cox.	Teachers have been informed about the Children and Families hub	KP	20/4/20 and ongoing
<u>Professional appearance</u>	Teachers and students	3	3	9	<u>Maintaining Professional Appearance</u> Students and teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher that does not meet this expectation is not	Please see the teachers code of conduct in the JMS handbook for advice on what clothing is acceptable to wear to work.	All staff	20/4/20 ongoing

					acceptable and lessons should be stopped immediately and reported to JMS safeguarding lead.			
<u>Suitable teaching environment</u>	Teachers and students	3	3	9	<p><u>Suitable environment</u></p> <p>Both students and teachers must be physically located in a safe working space, appropriate for online lessons; a lounge or a study is appropriate, a bedroom is not.</p> <p>Students should be in a room with or near an adult so that the adult can hear and see the lesson taking place and it is the responsibility of the parent/carer to ensure that this is the case.</p> <p>Teachers should be in a room where others cannot see or listen in, if this is not possible, then headphones should be worn, and screens angled away towards a wall and away from any other people. Virtual backgrounds are not recommended as they do not always cover efficiently.</p>	<p>Ensure there is enough space to play taking into account your instruments and personal safety.</p> <p>Make sure there is lots of light on you so that you can see and be seen.</p> <p>Ensure you have enough battery or that you are plugged into a suitable power source.</p> <p>Advice given through Zoom set up doc and ongoing through weekly meetings</p>	VS	20/4/20 and ongoing

<u>Communication</u>	Teachers and students	2	3	6	<p>All communications must take place between parents/carers and not students; and on parental devices through school platforms, Jersey Music Service teacher's emails (e.g. @music.sch.je) and zoom (or other chosen platform).</p> <p>JMS teachers are advised to undertake communications using JMS iPads. Some staff will be required to use their own PC/webcam or iPad device. Under no circumstances should teachers or students personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between students and teachers are unacceptable.</p>	Zoom is JMS preferred online platform. It must only be used during scheduled lesson or meeting times. Neither student nor teacher should use this platform for contacting the other party outside of the scheduled lesson times for anything other than lessons unless they have the permission of the JMS Principal.	KS and VS to maintain	Ongoing
<u>Appropriate language</u>	Teachers and students	2	3	6	As with all school-based communications, the content and language used during lessons and in messages; must at all times be professional by all parties concerned, including family members. Teachers will advise parents if they need to contact them to use formal channels.	Any recorded lessons sent to parents as part of a package for those not wishing to use Zoom should be copied to JMS	SMT	Ongoing

					Live lessons will not be recorded by either the teacher or the student/parent.	Option for SMT to “maintain” a lesson should there be any concerns		
<u>Adult Supervision</u>	Teachers and students	3	3	9	Teachers must always confirm at the start of each lesson that an adult is in close proximity to the student if the student is in year 8 and below. If an adult is not available at the student’s home, the lesson will not go ahead.	Where the parent is not available for a student in year 8 and below the parent should in the first instance contact JMS office.	All staff	Ongoing
Professional standards	Teachers and students	2	3	6	Online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as, professional communications, attire, and language.	Option available for staff to use JMS office for teaching if they are concerned. SMT to “maintain” lesson if appropriate	All staff and SMT	Ongoing
Child protection	Students	2	5	10	Reporting a concern for a child or a disclosure of abuse made by a child. It is important to remember that home is not a safe place for all children. Should you have a concern for a child or if a child has made a disclosure to you, please contact the Designated Safeguarding Lead, Katy Parker directly on	Regular opportunities are available to see staff face to face via twice weekly zoom meetings.	KP	Ongoing

					720562. Please note that this is for safeguarding concerns only. If there is no reply, please do not leave a message. If it is urgent then you should make an enquiry to the MASH. 01534 519000			
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Notes

1	Following a conversation with Shirley Dimaro and Alexa Munn, Risk of Sharing inappropriate material added. All teachers and students should use password protection, and meeting room function. Chat and screen share must always be disabled in settings.
2	Zoom update on 16/5/2020 to add encryption to further protect zoom meetings. Teachers and students to be advised of this by VS. Likelihood of risk has been lowered to reflect this
3	Warning to all JMS teachers to be wary of phishing and to report any unusual text messages from any unknown numbers to JMS office
4	Reminder sent out about registers being completed and that teachers should inform JMS office of one absence. JMS office then to contact parent.