

JMS Risk Assessment for Online Teaching

Area of Risk	Jersey Music Service / Teacher's Homes / Student's Homes / Schools	Department	JMS, CYPES
RA conducted by	JMS SMT	Date: 26/3/2020 Updated 7/4/2020 27/4/2020 12/5/2020 12/6/2020 30/6/2020 7/12/20	Review every two weeks

Remote online music lessons taking place due to COVID19 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.

See the notes section below 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
General Safeguarding	Teachers and students	2	4	8	Disclosure and barring service (DBS) enhanced check 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	When due for renewal
	Teachers and students	2	5	10	Identification JMS teachers will be required to display or wear their JMS lanyard at all times during online lessons.	Teachers informed via Safeguarding Online Teaching doc.	KP	20/4/20
	Teachers and students and other vulnerable children	5	3	15	Other adults who are not DBS checked and are present in the home of the teacher must stay out of the room that the lesson is taking place in.	Option to teach at JMS. Safeguarding online teaching doc.	KP	20/4/20

	Students	2	5	10	Registers and attendance 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 purposes.	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	Recording of lessons and other devices It is prohibited to make any recordings of lessons using a recording feature or with external devices by the teacher or the student. Please refer to 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 informed	KP	20/4/20
	Teachers and Students	2	5	10	Identification of Supply Teachers 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.	LM when it occurs	When it occurs

Use of Zoom and Teams

At the time of Lockdown, "Teams" was suggested for online teaching but was not ready to use with all children receiving lessons with JMS, 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. Teams is now available for use in some schools and JMS will be looking to move teaching to Teams as and when possible. 7/12/20

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 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 the risk. The risk has also been significantly reduced and mitigated against as much as is possible for any online teaching platform. Parents have received the JMS Safeguarding for Online Teaching document and have been given instructions on how to set up Zoom safely. Those wishing not to take part have been given alternative options.

December 2020: With an increase in the number of students and JMS staff required to isolate, online teaching is likely to increase. JMS will be looking to provide lessons to some students while in school, remotely via Teams and where schools are able to facilitate. Consent will be sought from parents by JMS in order for lessons to take place via Teams from school.

	Teachers and students	4	3	9	<p><u>Child protection in the remote teaching environment</u></p> <p>Student at Home: 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>Student at School: All students should keep the door open during their lesson, however if there is a member of the music department within the department at the time the door can be closed.</p> <p>Teachers should ask to see the parent at the start of the lesson if they are not already visible. For lessons at school, students should be aware of who to contact should they have any issues during their lesson.</p> <p>The parent 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.</p> <p>Please see section below entitled Child Protection</p>	<p>This advice is for all students in year 8 and below receiving lessons in their own home.</p> <p>Parental involvement in lessons is probably required for younger children to help keep them focused.</p>	All JMS staff, schools and school music department staff	20/4/20 ongoing
	Teachers and students	1	4	4	<p><u>Child protection for students in Year 9 and above</u></p>		All staff	20/4/20 Ongoing

					<p>For lessons taking place at home, an adult or carer aged 18 and above should be present or in the vicinity of the room that the lesson is taking place in.</p> <p>Student at School: All students should keep the door open during their lesson, however if there is a member of the music department within the department at the time the door can be closed.</p> <p>For lessons at school, students should be aware of who to contact should they have any issues during their lesson.</p>			
	Teachers and students	1	5	10	<p><u>Entering the wrong lesson or lesson being entered by non JMS individual</u></p> <p>Zoom: Parents and teachers have been instructed to use the “waiting room” function on Zoom. In addition, each lesson has an individual name and number and is protected by a password.</p> <p>Teams from School: A Music Department account has been set up for teachers to call at the stated lesson time.</p>	<p>Updates provided to teachers.</p> <p>In addition to the above, Zoom have introduced encryption to their zoom meetings as an update from beginning of June 2020</p>	VS, KP	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 shared, we have</p>	<p>Parents can contact JMS or Katy Parker (safeguarding Lead) directly if</p>	VS and KP	20/4/20 and ongoing

					<p>instructed both parents and teachers to disable the chat and the screen share function in their settings on Zoom.</p> <p>Teachers have been provided with detailed instructions.</p> <p>For lessons taking place via Teams, schools should ensure that Teams is set up appropriately and chat and screen sharing functions disengaged.</p>	they have any concerns.		
	Teachers and students	2	5	10	<p>Disclosure of abuse or reporting a concern</p> <p>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.</p> <p>After informing the school Designated Safeguarding Lead please inform JMS on 832230:</p> <p>If you are calling after normal JMS office hours, then call 720562.</p> <p>The Children and Families Hub: 519000 (the out of hours Duty Officer can be contacted on 612612).</p>	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	<p><u>Maintaining Professional Appearance</u></p> <p>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;</p>	Please see the teachers code of conduct in the JMS handbook for advice on what clothing is	All staff	20/4/20 ongoing

					clothing, worn by a student or a teacher that does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to JMS.	acceptable to wear to work.		
<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 at home 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>Students in school should be in the designated music practice room. All students should keep the door open during their lesson, however if there is a member of the music department within the department at the time the door can be closed.</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>For lessons taking place in school: matters related to the content of the</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 set up document and updates to staff.</p>	VS	20/4/20 and ongoing

					lesson should be brought to the attention of JMS, issues that are related to the technical aspect of the lesson or anything happening in situ is the responsibility of the school	JMS Teachers / Schools / Music Department Staff		
<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).</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 is unacceptable.</p>	Zoom / Teams should only be used during scheduled lesson or meeting times. Neither student nor teacher should use the 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.	All Staff	Ongoing
<u>Appropriate language</u>	Teachers and students	2	3	6	As with all school-based communications, the content and language used during lessons; must at all times be professional by all parties concerned, including family members.		SMT	Ongoing
<u>Adult Supervision</u>	Teachers and students	3	3	9	For lessons from the home of the student: Teachers must always confirm at the start of each lesson that an adult is in close proximity to	Where the parent is not available for a student in year 8 and below the	All staff	Ongoing

					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.	parent should in the first instance contact the JMS office.		
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	<p>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.</p> <p>Should you have a concern for a child or if a child has made a disclosure to you, please contact the Designated Safeguarding Lead.</p> <p>After informing the school Designated Safeguarding Lead please inform JMS on 832230:</p> <p>If you are calling after normal JMS office hours, then call 720562.</p> <p>The Children and Families Hub: 519000 (the out of hours Duty Officer can be contacted on 612612).</p>		KP	Ongoing

Notes

1	Following 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. 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.
5	Safeguarding Contact Numbers Updated 7/12/20
6	Additional information included regarding students attending remote lessons from school via Teams 7/12/20