

**Child Protection - Risk Assessment in relation to G Suite for
Education, Gmail and Google Meet - May 2020**

| List of School Activities | The school has identified the following risk of harm in respect of its activities | The school has the following procedures in place to address the risks of harm identified |
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| Use of Google Meet with a group of students | <p>Allegations of abuse against school personnel</p> <p>Harm to students</p> | <p>Google Meet will be used with a group of children.</p> <p>A Meet that's 1:1 between a teacher and a student must be sanctioned by the BOM - the parent must always be present throughout the Meet and the teacher will record the Meet in its entirety in such circumstances.</p> |
| Use of Google Meet | <p>Inappropriate recording of staff or pupils</p> <p>Harm to students</p> | <p>The school's Acceptable Use Policy outlines that a child/parent must not record a Meet between teacher and a group of students.</p> <p>Teacher will always organise the Google Meet, that way if a recording happens accidentally it will automatically be saved in the teacher's Google Drive</p> <p>Staff will record the Google Meet for Child Protection purposes to ensure the safety of all students while they engage online with their teacher.</p> |
| Use of Google Meet | <p>Inappropriate use of Google Meet/inadequate supervision - teacher not in attendance/joined the Meet</p> <p>Harm to students</p> | <p>Children are not permitted to join the Meet until their teacher is present in the Meet - the child/parent can see this information before they join. Once the teacher is present, the child/parent may click</p> |

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| | | <p>join.</p> <p>The teacher will create a Meet using a nickname and then will be the last to leave the Meet. Children are unable to re-join in this instance.</p> <p>Children are not permitted to arrange a Google Meet using their school's domain address - @holytrinitynsfethard.com</p> |
| Google Meet Gmail | Harm to pupils due to inappropriate behaviour/communication | <p>As above.</p> <p>Procedures outlined in Acceptable Use Policy for breaches in relation to bullying behaviour, hurtful communication</p> |
| Phoning to support families and student throughout the school closure | <p>Allegations against school personnel</p> <p>Harm to students</p> | <p>The staff member will contact the family on the parent/guardian's phone. If the teacher is speaking with the child, the teacher will request that the phone is put on speakerphone and that the parent/guardian is present for the communication.</p> |