

RISK ASSESSMENT NEW HINKSEY C of E PRIMARY SCHOOL January 2021

ACTIVITY: The use of Google Meet by New Hinksey Primary School during current COVID-19 Pandemic

WHEN: At times during the school week during Lockdown

Offer per week unless stated otherwise, starting week beginning 18th January. This is in addition to the daily Google Classroom learning activities, feedback and messaging.

Robins – Pre-recorded stories read by Polly each week and fortnightly face to face distanced 1:1 chat when collecting books from Foundation Stage garden, plus Thursday afternoon live meet with Polly at 1pm.

Finches – 2 short live catch ups with Miss Martins on Monday and Thursday mornings at 9.30am

Owls – Friday afternoon live meet with Miss Kilpatrick at 1.30pm

Doves – Live meet with Mrs Tucker – Year 4 Doves on Tuesday morning at 11.15am, Year 3 Doves on Tuesday afternoon at 1.15pm.

Woodpeckers – Live meet with Mrs Nash – Year 4 Woodpeckers on Monday at 11.15am and Year 5 Woodpeckers on Wednesday at 1.15pm

Kingfishers – Wednesday afternoon live meet with Ms Potier and Ms Christensen at 2.30pm.

	Group and Time of Google Meet		
Monday	9.30am Finches	11.15am Year 4 Woodpeckers	
Tuesday		11.15am Year 4 Doves	1.15pm Year 3 Doves
Wednesday			1.15pm Year 5 Woodpeckers 2.30pm Kingfishers
Thursday	9.30 Finches		1pm Robins
Friday			1.30pm Owls

What are the hazards?	Who might be harmed?	Educational Benefits	
<p>GDPR Safeguarding issues involving parents, children and staff</p>	<p>Staff Pupils (and siblings at home) Parent/carers</p>	<p>Children at home will have a live interaction with their class teacher.</p>	
ACTION PLAN TO REDUCE RISK OF USING GOOGLE MEET	Notes/ extra control information		RISK H/M/L
<p>Children (<i>KS 1 children will need adult support to explain this to them and help with the technology</i>), <i>KS 2 children should be fairly independent</i>).</p> <p>1. Check with your parents/carers that it is ok and they are happy for you to join a live meet with your teacher and other members of the class.</p> <p>2. You will be given a start and an end time for the meeting and you are expected to join the meeting on time if you chose to join the meeting.</p> <p>3. You will only be able to access the meeting when your teacher logs in and will not be able to continue the meeting when they have ended the session.</p> <p>4. Make sure your microphone is muted before you join the meeting and keep it muted unless you are asked to speak.</p> <p>5. You need to be aware that up to 25 children and your teacher may be on the call so it is important that you take turns to speak - turn your microphone on only if you are asked to speak and keep it switched off (muted) at all other times.</p>	<p>You will be advised via a message in GC, prior to sessions, outlining a start and an end time.</p> <p>A clear start and end time will be added to all meetings so children/parents at home can plan for a quiet space for the lesson.</p> <p>Teachers are responsible for making sure all children have left Google Meet before leaving the session then children will not be able to re-enter. Teachers may also wish to switch off Google meet on Classroom so children stop pressing on it even though they will not be able to enter if the teacher is not there.</p> <p>The teacher will check at the beginning of every Meet to ensure children have</p> <ul style="list-style-type: none"> ● muted their microphones ● are dressed appropriately ● are in a suitable place <p>Children will be reminded as part of the checklist that they can be muted if they keep interrupting.</p>		<p>L</p>

<p>Your teacher can mute microphones so constant interruptions will result in your microphone being muted which you will not be able to turn back on.</p> <p>6. Be aware that everyone in the class will be able to see you and what is going on around you so make sure you have your computer/camera facing a wall or be in a place where no-one else in your family will be visible on the camera.</p> <p>7. Be dressed appropriately for the meeting in clothes suitable for school - no pyjamas!</p> <p>8. Be ready to share something when asked or if you have a question (we need a code for when to speak).</p> <p>Adults have the ability to remove you (“eject you”) from the meeting/call and will do if you:</p> <ul style="list-style-type: none"> • are dressed inappropriately • are not in a suitable location in your house, • interrupt others or make inappropriate comments • anybody else is on the call • behave in a way that does not follow our school behaviour expectations 	<p>Children will be reminded that the expectation is to be somewhere where the rest of the family can't be seen. The expectation is that siblings/parents/carers will not be part of the Meet unless invited by school staff. Children will be removed from the Meet if this is a problem.</p> <p>Children will be removed from the Meet immediately by their teacher if they are dressed inappropriately.</p> <p>Your teacher will manage who or when you are asked to speak, just like in school it is not acceptable to call out or interrupt when another person is speaking.</p> <p>Children will be reminded that they will be removed from the Meet if they don't take part in a sensible manner.</p>	
<p><u>Staff</u></p> <ul style="list-style-type: none"> • Staff will always 'meet' with groups of children or the whole class. No 1-1 sessions are allowed. • Staff must also adhere to the rules set out for the children. • In exceptional circumstances a member of staff may work 1:1 if there is another adult from school present. 	<p>Staff will only use Google Meet with groups of children when the staff members are on the school premises and during what would be a school day for pupils (9am – 3.00pm)</p>	<p>L</p>

<p><u>Parents/Carers</u></p> <ul style="list-style-type: none"> • Parents/Carers will be asked not to take part in sessions and should not be visible in the background. • Children in Reception, Year 1 and Year 2 may need an adult to support the use of technology and this is acceptable but the parent should be out of sight at the side and not visible to other children in the meet. • Parents/carers will be made aware of this RA and any rules. • Parents/carers should be made aware of when sessions are due to take place with specific start and end times. • There must be no filming, photographing or recording of any of the Google Meet sessions 	<p>Parents/carers will be asked to discuss the rules with older children to help facilitate the learning sessions.</p> <p>Parents should help facilitate a suitable location for their child to be in when joining a meet (wall as background or blurred background feature) and ensure that other members of the family are not visible in the background or can be heard.</p>	<p>L</p>
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Risk Assessment completed by: Charlotte Haynes Job title: Headteacher

Date: 13/1/2021

Checked by: Staff (TH, PH, TM, MK, RT, HN, HP, LC)

Date: 14/1/2021