| **Activity: Zoom Meetings Youth Date of first risk assessment: \*\* Day of completion May 2020**  **Location: Online Time/frequency:**  **Name of leader with responsibility: Date to be reviewed:** | | | | | | | | | |
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|  |  |  |  |  |  |  | Risk Factor taking all controls into consideration | | |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** | **Likelihood** | **Severity** | **Risk Level** |
| *Unwanted attendees at the meeting* | *Anyone attending the meeting*   * Unwanted un DBS’s guests may pose a safeguarding threat to young people. * Unwanted guests may disrupt the session and cause issues for hosts | *Sharing the meeting ID and password directly with those invited, not posting on social media.*  *Password protecting the meetings.*  *Using the ‘waiting room’ feature to control participants entry to the meeting.* | *Hosts may want to change the password for each different session to avoid security compromise* | *Meeting host/ Person who sets up the meeting* | *When meeting is set up & during each meeting* |  | *1* | *2* | *1* |
| Inappropriate or offensive behaviour by attendees:   * Inappropriate language * Inappropriate physical displays | Anyone attending the meeting.   * Language might be used that causes emotional/psychological distress * Inappropriate physical displays could cause distress * Inappropriate physical displays of young people could pose as a safeguarding issue to non-DBS’s adults who are accessing the Zoom via an appropriate qualifying connection ie. their child is in attendance. | * A general code of conduct should be circulated with the literature for consent giving and usage of our Zoom meetings. The literature should mandate that parents of participants must make sure their child is aware of the code of conduct before participating * Language used by hosts and leaders should be appropriated to the given participant group, such as minimising the use of satire and sarcasm, and avoiding dark humour and inappropriate comments. See NS behaviour policy for guidance\*\* * All clothing should be appropriate to the context of the meeting. This includes pyjamas/nightwear not being worn. This is in line with the code of safer working practice. See behaviour code. | * Where possible screen sharing should be set to ‘host only’. * Remove anyone who may be causing disruption or mute their sound/stop their video.   - If the meeting isn’t already locked, lock it now to stop the person re-entering. | Meeting host | Before and during meetings |  | 1 | 3 | 1 |
| Breaches of safeguarding young people and children | Any vulnerable person   * inappropriate contact from non-DBS’s / unsuitable adult contact with group * Anything that compromises the Physical, emotional, psychological or spiritual welfare of children | * Only leaders who have been processed through New Street’s/Truro Diocese’ safeguarding DBS process will be permitted to lead session topics, activities, prayer times, worships or anything else as part of the program of learning and fellowship among children and young people * Any non-DBS’s adults who are a part of the Zoom ie. Parents, other adults in households, must not lead in any element in the program of learning and fellowship. | Report any safeguarding concerns to the safeguarding officer. | Any meeting attendee | As soon as possible |  | 3 | 3 | 3 |
| Recording a meeting and general photo consent | Everyone   * Young people being recorded without prior parental consent * Data breaches of GDPR compliance * Inappropriate usage of photo/video/audio data | * All parents/guardians of participants are to submit a signed consent form in order to access the group’s program. On this consent form it will require a signature for: * General consent to attend the zoom. * Consent to access zoom via an adult’s account, depending on the age of the participant (See Zoom’s usages guidelines for a full description of use) * Photo consent for data use (Details of how we will use this data will be explained in full) | If possible before the meeting let those invited know that the meeting will being recorded and how that recording is to be used. Meeting host to ensure everyone is aware once meeting has started.  Hosts and leaders are to have access to a secure list of those young people who have not been granted consent by their guardian for photo use. | Invitation sender Host | When setting up the meeting |  | 3 | 2 | 1 |
| Recording of zoom sessions data by participants | Everyone   * participants taking screenshots/videos/audio of sessions without group consent. * Uploading said content to social media platforms without consent | * It is explained in the behaviour code that the recording of any zoom meetings is only permitted by the host, the NS DBS’ed leaders with appropriate consent only. * It is explained in the behaviour code that participants are not to record any element of the sessions for their own personal use. |  | Invitation sender Host | When setting up the meeting |  | 2 | 4 | 2 (providing other controls are in place. See row 5) |
| Lone Working | Everyone   * Leaders who are lone working on Zoom have no accountability with regards to maintaining appropriate safeguarding parameters. * Leaders who are lone working do not have a legal accountability whilst working. * Lone working compromises the security of young people, and could result in a one-on-one scenario as young people join the zoom, resulting in inappropriate contact. | * No lone working on Zoom. * No one to one meetings are to be arranged or carried out over zoom * At least 2 leaders need to be logged in and present in the zoom chat before allowing participants to enter the chat. * All hosts must use the ‘waiting room’ function in order to control the permitting of the correct people into the chat at the right time. * At the end of the chat, all youth participants are to leave the chat before other leaders. Alternatively, the host can end zoom meeting for all. |  | Meeting Host | Before each meeting |  | 1 | 4 | 1 |
| Zoom parental consent - Zoom age limits | Young people   * Young people being encourage to open a Zoom account without being of an eligible age to do so. * Young people accessing Zoom without parental consent | * Consent to access zoom via an adult’s account, depending on the age of the participant (See Zoom’s usages guidelines for a full description of use) |  |  |  |  | 2 | 2 | 1 |
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| **Control Measures Acceptable Yes Revision date: - ………July 2017……………………………………**  **SIGNED OFF BY: …………………Ben Barnes…………………………………………….DATE: ………………15/07/16…………………….………………..**  Further controls need to be in place and monitored as satisfactory before finally signing off this assessment |

**KEY:**

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| **Likelihood** | **Severity** |
| 1. Improbable | 1. Low (grazing/soreness) - (Almost no emotional impact) |
| 2. Low chance | 2. Minor (small cuts and bruises) - (Minor emotional impact) |
| 3. Average chance | 3. Severe (broken bones) - (Considerable emotional impact) |
| 4. Very high chance | 4. Major (serious long term injury) - (Damaging emotional impact) |
| 5. Highly probable | 5. Fatal - (Life-changing emotional impact) |