

Risk Assessment:	Online sessions		
Organisation:	Children's World Charity.		
Date of assessment:	13/01/2021	Date for periodic review (annually):	13/01/2022 (and as required, in an event of incident)
Assessment completed by:	Leela Bunce, Angela Bolton. Kristen Lindop.	Who is at Risk:	Children/young people, parents/carers, workshop facilitators

Activity causing the Hazard	Hazard description	Risk reducing/control methods	By whom	By when
Physical workshop activities that require movement.	Slips, trips and falls	Clear instructions must be given to participants to take care of themselves and others in the space, to keep movements to within their comfortable capabilities and to have adequate clear space around them for the activity	Workshop leaders	At the start of each relevant activity and during where necessary
Activities using equipment such as scissors/pens/knives for cooking. Glue/paint etc	Cuts, scratches, reactions to glue/paint	Clear instructions must be given to adults to only allow age-appropriate equipment to be used and for adults to do any parts of the activity that their children find too difficult or that might be risky to them. Facilitators to tailor sessions appropriately for a mixed-age range and make it easy for people to complete the activities with the safest, simplest equipment. If using glue/paint adults must be advised to only allow non-toxic options and to supervise at all times.	Workshop leaders	At the start of each relevant activity and during where necessary. If equipment list is to be sent out in advance then care must be taken to request only safest options.
Use of Zoom Software.	Security/privacy and Safeguarding issues related to use of Zoom software.	Do not publish meeting information on social media or in public forums. Date and time, together with link to meeting is to be shared only to those who have signed up for the session. Participants to be directed not to pass on link details to	Children's World Staff	Prior to start of meeting and Ongoing.

<p>Uninvited / unknown person gaining access to the meeting.</p>	<p>Access to others, of session</p>	<p>other persons.</p> <p>A member of CW will be present at every session and will ensure only those expected to be in attendance are present, at the start and will monitor throughout. Any incidents must be resolved before the session can continue. When in the Zoom meeting, one of the tabs, in the ribbon running along the bottom of the screen, is 'participants' and if you press that, the full list of all those logged into the meeting are visible.</p>	<p>CW Staff</p>	<p>At start of session and ongoing.</p>
<p>Allowing access to your computer.</p>	<p>Potential for Data protection breaches.</p>	<p>No one in the session, including workshop leaders can or should give access to, or request access to another computer through the Remote Desktop Control function.</p>	<p>CW Staff, workshop leaders</p>	<p>Prior to start of meeting.</p>
<p>Inadvertently providing access to personal Information.</p>	<p>Using Facebook to log in - access to personal information. Intellectual property rights issues. Adverts that are not appropriate to the content and meaning of the meeting.</p>	<p>Parents/Carers to ensure they have set up the zoom account via their email address not Facebook. Sign in through their email account or the direct link supplied by the charity.</p> <p>No consent for data to be recorded' to be switched off in</p>	<p>Everyone</p>	<p>Ongoing.</p>

<p>Unauthorised recording, screen shots or photographs of sessions.</p>	<p>Host and potentially participants may record meeting and take other images.</p>	<p>account settings. All leaders are aware and will raise with participants.</p> <p>Ensure all participants are aware that the session must not be recorded by any person and no screen shots or photographs can be taken.</p>	<p>Everyone.</p>	<p>Prior to start of session</p>
<p>Unintentional transfer of Files.</p>	<p>Files could be Transferred during meeting.</p>	<p>Switch off in account settings.</p>	<p>Everyone.</p>	<p>Prior to start of session and ongoing throughout</p>
<p>Risk of inappropriate online Contact, grooming or allegations.</p>	<p>Inappropriate use of Zoom platform. There is a facility to private message during a meeting.</p>	<p>All sessions are group ones rather than 1:1. No joining before host setting is enabled.</p> <p>All parties will be made aware that 1 to 1 sessions are prohibited.</p> <p>The 'host' of the meeting is an adult who has undergone safer recruitment/DBS clearance. A member of CW Staff will be present at every session for the full duration of the session. Workshop leaders must complete a Safeguarding Course. They are also aware of the procedure to be followed should a child make an unexpected disclosure.</p> <p>Ensure Screen sharing is restricted to host and chat is turned off.</p>	<p>Workshop leaders and CW Staff.</p>	<p>Prior to start of session and for duration</p>
<p>Inappropriate sharing of personal information/contact details.</p>	<p>Sharing of personal information verbally, through messaging or through details visible In the background of camera.</p>	<p>Scripted starter to the meeting, advising against sharing of personal information eg, addresses, etc.</p> <p>Adults should ensure that they are in a neutral space without personal information visible.</p> <p>CW Staff to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc. Switch video off of anything clearly</p>	<p>Everyone.</p>	<p>Prior to start of session and ongoing throughout.</p>

Lack of parental presence/consent.	Safeguarding issues.	inappropriate and if necessary remove that participant from call. Parents to ensure that the background area is free from personal items like family photos, links to address etc.	Everyone.	Prior to start of session and ongoing throughout.
		Ensure an adult is present in the room with the child/ren at all times during the session.	CW Staff	Prior to start of session and throughout
		CW Staff to monitor throughout session and if this is registered, that participant's video must be switched off and a request made for that person to change their location etc. If necessary they should be removed from the call.	CW Staff	Prior to start of session and ongoing throughout.

Risk Rating at Beginning of Assessment?	Risk Rating after implementing control measures?	Is the risk Level of the activity acceptable?
High	Low	Yes