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| **Name of activity, event, and location** | **North Richmond (Group) – Online meetings** | **Date of risk assessment** | **7 December 2020** | **Name of person doing this risk assessment** | **Sasha de Speville** |
| **Date of next review** | **7 December 2021 (or each term or when a significant change occurs)** |

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| **What hazard have you identified?**  **What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| **Leaked link to session** – risk of strangers joining | Young people,  leaders | Only share the date and time of meeting in a secure email.  Only share the link to the meeting in a secure email.  ID or Password are not shared on social media.  Use the waiting room feature to admit people.  Host or co-host has ability to permanently eject participants from the sessions. | Section meetings must only be set up from the official North Richmond Zoom account which includes the standard Scout Association controls. Weekly meetings will have the same ID and password for each meeting and can be changed if there is a data breach. |
| **Area used by leaders during session –** risk of inappropriate items or messages | Young people,  leaders | Keep background free of inappropriate items, such as alcohol, pictures or family photos. Check the background before each call. Dress appropriately.  Try to manage other people in the background’s clothing, language and actions to avoid inappropriate messages. For example, speak to people before the meeting and remind them. Adults should not be drinking alcohol or have alcohol in the session. | Leader in charge to brief any parent helpers, new Leaders or guests (e.g. magician, zookeeper) about our rules in advance of the online meeting and observe / enable their enforcement. |
| **Clothing or location during session –** risk of inappropriate clothing/setting for sessions | Young people,  leaders | Video turned off by default at the start of the session to allow young people and leaders to turn video on when ready.  Regular discussions within online meetings about the rules we have and why we have them.  Clear guidelines to all Young People and Leaders on wearing suitable clothing and suitable location for accessing meeting.  Regular email reminders about what to wear. Use uniform inspection to reinforce rules.  Regular reminders that other can see the location and everything in the location, as well the person.  Although having video on is encouraged for young people to participate, it is the young persons choice to turn this off if they wish.  Leaders with host or co-host permission on zoom can turn off a participant’s video if there is anything inappropriate on screen; only the participant is able to turn video on. | Special /additional reminders may be required as the seasons change or ad hoc e.g. an especially hot night. |
| **Area used by participants during session –** risk of inappropriate items or messages. | Young people,  leaders | Regular discussions within online meetings about the rules we have and why we have them.  Tell parents that other young people will be able to see the background and ask them to keep it free of inappropriate items or behaviour (as much as possible). | Leaders to remind Young People of the online meeting rules – especially if there has been a break between online meetings or new participants. |
| **On screen -** risk of inappropriate items or messages | Young people,  leaders | All participants to use their real and/or Jungle Book names and remove any fake / inappropriate names.  Screen sharing is controlled by the Leader in charge / host.  Background images are discouraged unless part of an activity.  Participants should keep their cameras on throughout the meeting.  Host or co-host has ability to permanently eject participants from the sessions or temporarily remove them to the Waiting Room. | Leader in charge to change any participant names which are inappropriate using host permissions.  Whiteboard collaboration may allow for ‘graffiti’ or other inappropriate behaviour. Rules will need to be outlined where these are used, or functionality controlled / locked down. |
| **Leaders alone with young people –** risk of breach of Young People First code of practice (Yellow Card). | Young people,  leaders | There must be at least two adults present at all times during any online activity.  In line with in-person safeguarding one adult to be allowed when there are many young people in a breakout room only, never one-to-one.  We can use properly briefed parents to help achieve this if we need to. Young People meeting to have a minimum of three Leaders for each online meeting, in case one leader is unable to continue the session.  The Leader in charge will make sure the that other adults are present before letting young people in from the ‘waiting room’.  For Young People, a parent should be present in the room. | In the unlikely event that only one adult is in the session, the session must cease early.  Leaders to remind parents of Young People that they should be present for online meetings – especially if there has been a break between online meetings or new participants. |
| **Safeguarding Young people during the meeting** - risk of bullying or young people being left alone in a meeting when using breakout rooms | Young People, leaders | There should be enough leaders in a meeting for one leader per breakout room plus one to remain in the main room, to supervise and to prevent young people not being able to get to/from the correct group.  Chat functions are disabled between young people to prevent inappropriate direct message and can be disabled for the whole meeting should it be necessary. | If there are not enough adults to supervise individual breakout rooms, fewer rooms should be used or just use the main room. It is possible for leader to supervise two breakout rooms if they are logged on to the same meeting with two devices.  Chat function should only be turned on when necessary. |
| **Activities during session –** risk of injury |  | For active games, Leaders should explain the rules clearly at the start of the game and give guidance according to the activity e.g. not running during scavenger hunt or ensuring there is clear space around.  For craft and cooking during online activities, all requirements and guidelines should have been sent out in advance.  There should be parental supervision asked for when using more dangerous items, such as using an oven for cooking, knives, scissors, any tools etc. This will have been communicated to the parents well in advance of the session. Activities which require parental involvement such as cutting, or cooking should be limited during online sessions to reduce the risk of harm. | New activities or special themed sessions e.g. cooking may require separate risk assessments for each section. |
| **Videos, photos and screen sharing**– risk of inappropriate content | Young people,  leaders | Before the meeting, Leaders check content on all the links you’re planning to share including items on other screens / tabs or on the desktop.  If any of the content includes images of people in your group make sure you have proper permission from parents or carers and that the young person is comfortable with you using the image. | Leaders to check their screens before online meetings where they will share content – especially if there has been a break between online meetings e.g. over the holidays.  Leaders to check that links to videos e.g. YouTube do not feature inappropriate advertising.  All content must checked to be age appropriate for the section. |

### **North Richmond Sign off Sheet**

### **Completed by:** Sasha de Speville **Date:** 7/12/2020

### **Ammendment/Review (if needed):** Alex Petty **Date:** 5/1/2021

### **Approved by GSL:** Alex Petty Date: 14/1/2021

### **Approved by Exec:** Fiona Booth **Date:** 14/Jan/2021

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