

Speak Like A Native (SLAN) – Zoom / Online Club Risk Assessment

Date Completed	Assessed by: Stuart Rubensteinto
Review date: 07 Sep 2020	Identification of those at risk: Pupils SLAN staff Parents

Activity: Zoom Language Clubs

- No 1-1 sessions
- Maximum 15 children
- 1 adult running session with Enhanced DBS / Level 2 Safeguarding
- Host (SLAN staff) trained to mute or remove any child based on inappropriate behaviour
- Sessions: approx. 30 minutes

Possible risk / hazards	Measures put in place	Who is responsible for measures?	What is the risk?
Leaked / shared link to chat	<ul style="list-style-type: none"> <li>• Link shared in secure email with passcode</li> <li>• SLAN staff use company emails</li> <li>• Links only shared by email – never published online / Social Media etc</li> <li>• Register taken at start of session</li> </ul>	SLAN staff setting up meeting	Low
Area used in chat by SLAN staff and children	<ul style="list-style-type: none"> <li>• Staff ensure background is free from personal items (e.g. photos), links to address</li> <li>• Address issues</li> </ul>	SLAN staff setting up meeting	Low

	regarding children's background space if needed		
Children not to be in room being used alone	<ul style="list-style-type: none"> <li>• Parents to be present during session (check at start)</li> <li>• If necessary request to see around the room and that adult is present</li> </ul>	SLAN staff setting up meeting	Low
Parents passing on Zoom details to others	<ul style="list-style-type: none"> <li>• Cover this in T&amp;Cs on booking</li> <li>• Take register and not admit any children not on register</li> </ul>	SLAN staff setting up meeting	Low
Safeguarding issues	<ul style="list-style-type: none"> <li>• All SLAN staff running clubs have Level 2 Safeguarding and follow procedures on reporting</li> </ul>	SLAN staff setting up meeting	Low
Unauthorised recording of sessions	<ul style="list-style-type: none"> <li>• No consent for data to be recorded, switch off in account settings</li> <li>• All staff made aware that sessions must not be recorded</li> </ul>	SLAN staff setting up meeting	Low
Annotate etc during session	<ul style="list-style-type: none"> <li>• Switch off in account settings</li> </ul>	SLAN staff setting up meeting	Low

<p>Inappropriate online contact / grooming or allegations</p>	<ul style="list-style-type: none"> <li>• All sessions are group ones rather than 1:1</li> <li>• No joining before host setting enabled</li> <li>• Host (SLAN staff) with Enhanced DBS and Safeguarding</li> </ul>	<p>SLAN staff setting up meeting</p>	<p>Low</p>
<p>Inappropriate sharing of personal information / contact details</p>	<ul style="list-style-type: none"> <li>• Information in T&amp;Cs to parents and spoken in first session explaining no sharing of these details</li> </ul>	<p>SLAN staff setting up meeting</p>	<p>Low</p>
<p>Inappropriate clothing / setting</p>	<ul style="list-style-type: none"> <li>• Clear guidelines in T&amp;Cs to parents / carers.</li> <li>• Remove anyone who breaks this rule from session</li> </ul>	<p>SLAN staff setting up meeting</p>	<p>Low</p>