



Remote Teaching & Learning Risk Assessment (including the delivery of live, online lessons)

Risk Rating		<i>Likelihood of Occurrence</i>		
		<i>Probable</i>	<i>Possible</i>	<i>Remote</i>
Likely Impact	Major Causes major physical injury, harm or ill health	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Note

- ✓ The Board of Management will schedule an annual review of this risk assessment.
- ✓ Parents and students are made aware of the risks associated with live online lessons and the measures in place to mitigate them.
- ✓ The school provides parents and students with online safety information prior to the commencement of live online lessons via email.
- ✓ The SEN Student Support Team will work with other teachers in planning online lessons for students with SEN.

Area of Concern	Risk Rating Prior to Action H/M/L	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action) H/M/L
Awareness of Policies and Procedures	Medium	<p>All staff and students are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Child Protection and Safeguarding Policy ▪ Data Protection Policy ▪ Code of Behaviour ▪ Anti-bullying policy ▪ Internet Acceptable Usage Policy <p>• All staff have due regard for relevant guidance and legislation including, but not limited to, the following:</p> <p>Data Protection Act 2018</p> <p>Continuity of Guidance Counselling - Guidelines for schools providing online support for students (continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf (education.ie))</p> <p>Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context (https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/#additional-guidelines-and-procedures)</p>	Y	Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

		<p>The Board of Management will regularly review this risk assessment to ensure it addresses the school's circumstances and remote learning approach.</p> <p>Ongoing training in online safety and data protection is made available to staff as part of the school's overarching safeguarding approach.</p> <p>Parent(s)/guardian(s) and students are made aware of the risks associated with live online lessons and the measures in place to mitigate them.</p> <p>The school provides parent(s)/guardian(s) and students with online safety information prior to the commencement of live online lessons via app/website.</p>				
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Area of Concern	Risk Rating	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action)
Systems and technology	Low	<p>The Data Protection Commission strongly recommends that all communications should use “work” email addresses rather than personal emails. Communication between staff and students will be generally confined to the approved applications and platforms.</p> <ul style="list-style-type: none"> • Mount Carmel Secondary School has provided all staff members and students with school email addresses using the Office 365 platform. Communications between staff and students and between staff and parent(s)/guardians(s) is conducted using this platform. • If students attempt to use other platforms for communicating with staff, school management and parent(s)/guardian(s) are informed. • Parent(s)/guardian(s) are asked to remind their child that they can only use their school email and Office 365 account for communicating with staff. • If a member of staff has to issue communications to students, in exceptional circumstances, outside of school approved platforms, 	Y	Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

		<p>school management and parent(s)/guardian(s) are informed.</p> <p>Conducting live lessons</p> <ul style="list-style-type: none"> • Staff ensure their live lesson service is through MS Teams. Each staff member creates an MS Team for their subject with students who are on their roll. • Staff ensure they understand how to mute the microphone and turn on/off the camera before their first live online lesson. • Staff understand what features are available through the system, e.g., recording calls, sharing files or screensharing, and how to operate these features. • The school ensures all students due to attend live online lessons have access to equipment enabling them to participate, e.g., a laptop and internet access. • Staff ensure streaming and online chat functions are disabled for students, LCA 1&2 classes are the exception here. • For aspects of the curriculum which are difficult to deliver through online provision, e.g., science experiments, teachers consider using video demonstrations accompanied by supporting explanation. • For live online PE lessons where replicating in-person teaching is difficult to achieve, teachers consider using video demonstrations accompanied by supporting explanation. Students are encouraged to take regular physical exercise to maintain fitness. 				
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Area of Concern	Risk Rating	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action)
Personal Data	Medium	<p>Staff have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons.</p> <p>By determining which channel should be used for each type of communication, schools can avoid sensitive data being placed on inappropriate platforms. For example, a school that is using the Microsoft Office 365 suite might decide that communications must be handled as follows:</p> <ul style="list-style-type: none"> ▪ School provided Microsoft Outlook is used for email. ▪ Emails which contain strictly confidential messages are sent using initials in the body of the email. ▪ Staff use school provided Microsoft Teams for meetings, video meetings & chat with students. ▪ School provided OneDrive and SharePoint is used for file sharing. <p>In terms of communications between staff, best practice is that staff should minimise any online discussions that include special category data (e.g., data about SEN issues) that relates to identifiable students. Often these communications are best handled</p>	Y	Principal; Deputy Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

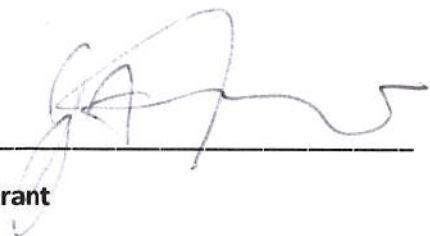
		<p>through direct telephone conversation. Where email communication is used, initials of student names are used.</p> <p>The school communicates to parent(s)/guardian(s) general details on how students will access the live online lessons and any additional information regarding online learning to parent(s)/guardian(s).</p> <ul style="list-style-type: none"> • Students are provided with a school email address and login to access live online lesson platform to ensure no personal email addresses or usernames are used. • Staff ensure data is only transferred on school provided teacher devices for the purposes of live online lessons. • When it is necessary to record a live lesson in which the images and/or voices of students will feature, prior permission from all members of the live lesson are notified, before the lesson commences. 				
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Area of Concern	Risk Rating	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action)
Student Behaviour	Medium	<p>The school reminds students that the school's Code of Behaviour and all other policies apply for online learning to ensure they understand their responsibilities with regard to conduct during live online lessons.</p> <ul style="list-style-type: none"> ▪ Students are reminded that ideally, they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background. ▪ Students are reminded not to record live online lessons. ▪ Students are reminded not to speak during live online lessons unless they are prompted to do so or have a question. ▪ Students are reminded that they should report any technical issues to their teacher as soon as possible, using a parent's device if they cannot access their own technology. ▪ Students are reminded to always adhere to the school's Code of Behaviour Policy during live online lessons, as they would during a normal school day. ▪ Students who breach the Code of Behaviour will face sanction in line with the school's Code of Behaviour Policy 	Y	Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

Area of Concern	Risk Rating	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action)
Staff Practice	Low	<p>Staff ensure they understand their responsibilities with regard to delivering live online lessons:</p> <ul style="list-style-type: none"> • Staff only use school-provided email addresses to communicate with pupils. • Staff do not share personal information whilst conducting live online lessons. • Staff conduct live online lessons from an appropriate location e.g., from a quiet area in their home which has a neutral background or a school classroom (in line with applicable public health guidance) • Staff communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff). • Staff only communicate and conduct live online lessons through channels approved by school management. • Staff continue to note a roll call which is then recorded on our VS Ware system. • Staff keep a log of what happens during the live online lessons, e.g., behavioural issues or technical glitches, and ensure this is properly documented and communicated to a member of school management (e.g. Year Head; Deputy Principal) as soon as possible. 	Y	Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

Area of Concern	Risk Rating	Recommended Controls	In place? (Y/N)	By whom?	Date	Risk Rating (following action)
Pupils with Special Educational Needs (SEN)	Low	<p>The school ensures pupils with SEN receive additional support with live online lessons where needed, e.g., from additional members of staff allocated to support them and through our dedicated SEN Student Support Team.</p> <ul style="list-style-type: none"> • Staff are sensitive to the needs of any pupils with SEN that may be affected by having the live online lesson online, e.g., not having live access to their usual support. • The SEN Student Support Team will continue with withdrawal groups for pupils with SEN. • Additional measures are considered for pupils with SEN to mitigate the risk of pupils falling behind their peers in terms of education, e.g., text transcripts being used in video lessons; short, pre-recorded lessons; provision of support resources such as hard copies being posted to their homes for completion. • The SEN Student Support Team have allocated pupils for daily support. The staff members phone home call the pupil through MS Teams and refer their queries (technical, curricular, personal) to the relevant staff member for extra support. 	Y	Principal; ICT Co-ordinator; Board of Management	29/01/2021	Low

Ratified by the BOM on February 9th 2021

A handwritten signature in blue ink, appearing to be 'Joe Grant', written over a horizontal line.

Joe Grant

Chairperson BOM

2nd March 2021

A handwritten signature in blue ink, appearing to be 'Deirdre Fitzgerald', written over a horizontal line.

Deirdre Fitzgerald

Acting Principal