Risk Assessment – Virtual Sessions

Introduction

The Centre runs 1-hour Virtual Sessions and talks for schools and interested groups. These sessions are booked in advance and contact details including email and phone number of the school are required, as well as the Group Leader signing a booking form with Terms & Conditions clearly set out. The Centre staff meet the participants at a prearranged time on a video call platform such as Zoom, Microsoft Teams or Google Meet. The Centre has public liability insurance cover of £5 million.

Virtual Sessions are a safe way to reach visitors when government restrictions around Covid are in place, and remains a useful way to reach a wider audience and those who cannot easily visit the Centre or beach in person. Usually both the host (CHCC) and participant cameras and microphones are switched on, but at any point during a session the host and participants can choose to turn their own camera and/or microphone off. There may also be times when the host will request that participants turn these off as well.

Groups of people at risk

Staff

- The Centre employs four full-time managers who are fully trained, first aid at work qualified and are DBS checked.

Volunteers

- The Centre has around 80 volunteers however at present they do not assist with virtual sessions. They could do so in the future however, or be participants themselves.

Schools

- Participants will be a range of ages, to include students, teachers and parents/guardians.
- Classes will mostly be joining the virtual session from their classrooms, on 1 single device.
- During lockdowns or illness isolation, some students may join from home, with a parent/guardian present.

Interested groups

- Participants will be a range of ages and backgrounds and may include groups such as U3A, Scouts, Village events.
- Participants will likely be joining the virtual session from their own homes, each on a separate device.

Compiled by:		
Approved by:	RBall	29-5-26

Reviewed by	Date

Potential Risk/hazard description	Who might be harmed? How might harm be brought about?	Action to be taken	By whom?	By when?	Level of risk now
Security/ privacy issues related to the use of Zoom software	Meeting links are made public	• Avoid publishing in public forums • Date & time, together with the meeting link to be shared only in secure email between participants and host only. • For non-public events (e.g. schools, independent groups) both parents/guardians and participants directed not to pass on link details to other persons. Other interested parties much be directed to host as appropriate.	Warden/ Group Leader	Ongoing	Low
Uninvited/ unknown person gaining access to meeting	Unintentional facilitation of access to vulnerable persons in meeting	• During school/single group sessions, most participants will join on 1 classroom device. Teacher/group leader to advise host of any additional participants who will be joining separately, and will check all additional participants are part of the group. • At any time the full list of all those logged into the meeting is visible on zoom so can and should be checked by group leader.	Group Leader	Ongoing	Low
Using Personal Meeting ID to host public events	This creates a continuous meeting – anyone can access.	• Always use randomly generated Meeting ID for each new session, in addition to a password to protect access.	Warden	Ongoing	Low
Inadvertently providing access to personal information	Using Facebook to log in – access to personal information. Intellectual property rights issues.	• Participants to ensure that they join the meeting either as a 'guest' or have set up a zoom account and sign in via their email address and not social media.	Participants	Ongoing	Low

Unauthorised recording of sessions	Host and potentially participants may record meeting	• Where there is no consent for data to be recorded, this is switched off in account/meeting settings. This will always be the case where children or vulnerable persons are participating. • Where no consent for recording is given, ensure all participants are aware that the session must not be recorded by any person. • On the rare occasion that a public talk may be recorded for those not attending to watch at a later date, this fact will be clearly stated in writing upon booking, and verbally at the start. • At any point participants can switch off their camera and microphone.	Warden/ Group leader/participants	Ongoing	Low
Unintentional transfer of additional information	Files can be transferred	• Switch off in account/meeting settings	Warden	Ongoing	Low
Risk of inappropriate online contact/ grooming or allegations	Inappropriate use of zoom platform or contact on other electronic platforms. There is a facility to private message during a meeting.	• All meetings are group ones rather than 1:1. • No join before host setting enabled. • The 'host' of the meeting is a Warden from CHCC who has agreed to the risk assessment. A second adult (class teacher/group leader) will have gone through the same process will always be present. In the unlikely event that one of the two adults is called away from the session, the session will cease early. There must be two responsible adults present and visible within the session at all times. • Ensure screen sharing is restricted to host only. The chat/private message function is turned off. This will only be turned on by the host and used within view of both adults.	Warden/ Group leader	Ongoing	Low
Inappropriate sharing of personal information/ contact details	Sharing of personal information	• Participants/Teachers/parents/guardians should ensure that they are in a neutral space without personal information and personal items (e.g. family photos, links to addresses) visible • Group leader to visually scan each screen shot at the earliest opportunity to seek to establish any inappropriate/sensitive background etc and act accordingly to create a neutral space.	Warden/ Group leader/ participants/ parents/ guardians	Ongoing	Low

Lack of parental presence/ consent		• The Group leader must agree and sign the Terms & Conditions on the booking form. Signing this confirms consent for all participants to participate. • The Group leader must follow their school/organisation's own rules to gain consent from each individual ahead of the session.	Group leader	Ongoing	Low