**Template Online Session Risk Assessment**

This is a Template Risk Assessment for the ambassador session at the online bootcamp. Your ambassador will be available to support you in various ways, including dialling in via web-conference to help you with sessions three and seven. Depending on your school’s situation, the ambassador session will either be shared by teachers in the classroom or students will join individually from home. Both options have been assessed.

The virtual sessions will be conducted on the web-conferencing platform used by your school. This includes but is not limited to; Microsoft Teams, Google Hangouts, Zoom, GoTo Meeting, Skype.

If you need to speak with the Designated Safeguarding Officer (DSO) or have any questions regarding the risk assessments please contact [aws@future-foundations.co.uk](mailto:aws@future-foundations.co.uk).

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| **Consequence rating**  1 = Insignificant  2 = Minor  3 = Moderate  4 = Major  5 = Catastrophic |

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| **Likelihood rating**  1 = Very Unlikely  2 = Unlikely  3 = Fairly Likely  4 = Likely  5 = Very Likely |

**L = Likelihood**

**C = Consequence**

**R = Rating**

**Virtual Ambassador session shared by teacher with all students present in the classroom**

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| **What are the risks?** | **Who might be harmed?** | **How might people be harmed?** | **Existing risk control measures?** | **Risk Rating** | | | **Additional controls?** | **New Risk Rating (residual)** | | |
|  | | | | **L** | **C** | **R** |  | **L** | **C** | **R** |
| Young person exposed to inappropriate content through sharing of content on the chat function | Young Person | Leading to emotional distress for participants | As YP are not logged on individually they will not have access to the chat. Links to join the session only given to the teacher, and session accessed from one point so that chat is not used by YPs.  AWS Ambassador made aware of CoC and appropriate content to share using chat.  CoC signed by teacher on behalf of the students and students made aware of appropriate behaviour. | 2 | 3 | 6 | Session recorded in case of complaint or safeguarding concerns. | 1 | 3 | 3 |
| Young person exposed to inappropriate content through inappropriate background of attendees being shared | Young Person | Leading to emotional distress for participants | YPs will not be logged on individually – will be held in classroom at school with log in by a teacher.  Teacher to ensure setting is appropriate and that they are present at all times.  CoC signed by teacher on behalf of the students and students made aware of appropriate behaviour.  AWS Ambassador briefed in advance on appropriate background and expectation on them to be in an appropriate setting. | 2 | 3 | 6 | Session recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Young person exposed to inappropriate content | Young person | Leading to emotional distress for participants. | AWS Ambassador briefed in advance.  AWS Ambassadors briefed to ensure they are aware of the CoC  Teacher always present in the room.  All content created by AWS and FF. Ambassador made aware of expectations, aims and outcomes of the sessions | 2 | 3 | 6 | Session recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Topic of discussion / content triggers negative emotional response | Young person | Emotional distress | Sessions are designed by AWS and FF and do not contain debate, or discussion on specific topics. NB. that topics could be raised by YPS.  Teacher always present in the room to support.  CoC signed by teacher on behalf of the students and students made aware of appropriate behaviour and expectations.  School safeguarding measures in place to support if there is a need for YP support. | 2 | 3 | 6 | AWS Ambassador made aware of managing topics that are introduced by YPs to the sessions. Including how to gain support from the teacher if required to end a discussion.  Session recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Bullying  Either peer on peer or from an adult to a young person | Young Person | Emotional distress | Teacher always present in the room. And responsible for behaviour management in the classroom.  CoC signed by teacher and students made aware of appropriate behaviour | 2 | 3 | 6 | Session recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Staff behaving inappropriately, I.e. in a sexualised manner or asking for contact details | Young Person/FF staff/ FF reputation | Early stages of grooming, sexual assault, Emotional distress – crying and being upset, anger | Teacher always present in the room, AWS staff are never left alone with YPs.  Teachers have contact details for Future Foundation’s DSO in case of needing to report an incident involving AWS or FF staff.  Only AWS or FF staff with permission to attend online events will attend, and links are not shared.  AWS Ambassador will be able to see if any unauthorised person accesses the session online and can remove them.  AWS Ambassador are given Safeguarding training. Training also to set expectations on their behaviour and Code of Conduct. | 2 | 4 | 8 | All sessions will be recorded and can be reviewed if there are any complaints made. | 1 | 4 | 4 |

**Virtual Ambassador session - Students joining the online session individually from home**

Staffed by an AWS Ambassador and Teacher(s) from the school. This takes into account where students may be on home learning or isolating.

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| **What is the risks?** | **Who might be harmed?** | **How might people be harmed?** | **Existing risk control measures?** | **Risk Rating** | | | **Additional controls?** | **New Risk Rating (residual)** | | |
|  | | | | **L** | **C** | **R** |  | **L** | **C** | **R** |
| Young person exposed to inappropriate content  through sharing of content on the chat function | Young Person | Leading to emotional distress for participants | CoC shared and read by all YPs.  Where chat is enabled – settings only allow public conversation with the whole group, and not to individuals / privately allowing visibility to remove anyone who breaks CoC.  Ambassador and Teacher have ability to turn off chat if issue arises, as well as seeing who has written comments to be able to record who was responsible.  YPs asked to enter sessions with the name to be able to track attendance and actions.    File sharing and screenshare is disabled at all times.  AWS Ambassador given a checklist to ensure they check settings before students enter the session.  Clear expectations to be reiterated at the start of the session by AWS Ambassador, with support from Teacher to enforce.  YPs are told that chat is not for conversation, it is a way of communicating feedback from a discussion to the AWS Ambassador.  Sharing of links for the sessions to PGs email or using school mailing system to YPs and not published on the internet. | 2 | 3 | 6 | Two members of staff (Ambassador and Teacher) in session at all times.  Ambassador and Teacher have ability to remove anyone from the session.  Sessions recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Young person exposed to inappropriate content  through inappropriate background of attendees being shared | Young Person | Leading to emotional distress for participants | CoC shared and read by all attendees – including having appropriate background.  Communication with PGs ahead of the sessions to be clear on expectations of YPs CoC. Including helping YP to be set up in appropriate space and with a level of supervision.  Clear expectations on behaviour and CoC to be reiterated at the start of the session by AWS Ambassador, with support from Teacher to enforce. | 2 | 4 | 8 | Two members of staff in rooms at all times (Aws Ambassador and Teacher)  Teachers to be able to remove anyone who shares inappropriate content.  Sessions recorded in case of complaint or safeguarding concerns | 1 | 4 | 4 |
| Young person exposed to inappropriate content | Young person | Leading to emotional distress for participants.  FF/ AWS – reputational damage from complaints by PGs | AWS Ambassador briefed in advance.  AWS Ambassador briefed to ensure they are aware of the CoC  Teacher always present in the room.  All content created by AWS and FF. Ambassador made aware of expectations, aims and outcomes of the sessions | 2 | 3 | 6 | Session recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Topic of discussion / session content triggers negative emotional response | Young person | Emotional distress | Sessions are designed by AWS and FF and do not contain debate, or discussion on specific topics. NB. that topics could be raised by YPS.  Teacher always present in the online session to support.  CoC read by students so made aware of appropriate behaviour and expectations.  School safeguarding measures in place to support if there is a need for YP support.  At the start of the session, remind attendees they can step out and re-join at any time, if appropriate and agreed with the Teacher in advance.  Inform YPs of how they can contact the teacher if they wish to talk to someone, outside of the session. This will be specific to the school’s policies and procedures.  Should a young person make a disclosure, AWS Ambassadors and FF staff are to follow FF safeguarding procedure and check in with the FF Safeguarding officer. The DSO will then ensure communication with the schools’ DSO. | 2 | 3 | 6 | AWS Ambassador made aware of managing topics that are introduced by YPs to the sessions. Including how to gain support from the teacher if required to end a discussion.  FF to check with teacher if there are specific concerns for any YP, and how best to provide additional support where possible.  FF to check with teachers before any online session where YPs are at home the schools own policies and procedures. | 1 | 3 | 3 |
| Bullying – either on chat, verbally in programme or off programme | Young Person | Emotional distress | Teacher always present in the online session, and responsible for behaviour management supported by the AWS Ambassador.  Ability to share files disabled on the chat  Setting only allow for chats to be seen by the whole group, and not privately between YPs.  CoC shared and read by all attendees. All attendees reminded before the sessions of appropriate behaviour  AWS Ambassador and Teacher controls to remove anyone from the space. | 2 | 3 | 6 | FF DSO and Safeguarding team to be available to support.  AWS Ambassador to receive training from the DSO on managing welfare and safeguarding incidents, including procedures to follow.  FF to have checked the schools policy and procedures for managing bullying and how they would wish to manage an incident in a session. | 1 | 3 | 3 |
| Young person shares personal/sensitive information within the group | Young Person/FF staff | Bullying, anger leading to Emotional distress – crying and being upset and threats. | Teacher always present in the online session.  CoC shared and read by all attendees. All attendees reminded before the session of appropriate behaviour.  Remind all YPs at the start of session how chat function is to be used– that it is not for conversations or sharing personal details.  AWS Ambassadors trained on Safeguarding procedures. | 2 | 3 | 6 | FF to have checked the schools policy and procedures and how they would wish to manage an incident in a session.  Sessions recorded in case of complaint or safeguarding concerns | 1 | 3 | 3 |
| Person with a medical condition – asthma, panic attacks, choking | Young Person | Emotional distress – crying and being upset, anger, physical pain, illness | Teacher always present in the online session. They will be aware of any conditions, and will also have next of kin details if required.  FF to check the schools policy and procedure and how they would wish to manage an incident in a session.  All young people will be asked to attend the session from a family area rather than isolated. This would be communicated to PGs as well. | 2 | 4 | 8 | Sessions recorded in case of complaint or safeguarding concerns |  |  |  |
| Disruption to session | Young Person | Emotional distress – crying and being upset, anger | Always an Ambassador and Teacher in the room, in case one person losses connection.  Information sent to PGs and YPs in advance of how to join sessions, and what to do it the session gets disconnected. Advising PGs where possible to support YPs to set up and connect. | 2 | 1 | 2 | Sessions recorded in case of complaint or safeguarding concerns |  |  |  |
| Member of the public gains access to the online group | Young Person/FF Staff | Inappropriate behaviour, and potential for sharing of inappropriate content | Teachers to be checking who is in the session – Teacher will know if there is anyone who is not a student and can remove them.  YPs asked to name themselves in the session, and to have their cameras on to check identity, where this is possible. | 2 | 4 | 8 | Settings of all sessions checked in advance.  AWS Ambassador reminded of how to contact the DSO and safeguarding procedures.  Sessions recorded in case of complaint or safeguarding concerns | 1 | 4 | 4 |
| Adults behaving inappropriately, I.e. in a sexualised manner or asking for contact details | Young Person/FF AWS staff/ FF AWS reputation | Early stages of grooming, Emotional distress caused | Teacher always present in the room, AWS staff are never left alone with YPs.  Teachers have contact details for Future Foundation’s DSO in case of needing to report an incident involving AWS Ambassador or FF staff.  Only AWS or FF staff with permission to attend online events will attend, and links are not shared widely.  AWS Ambassador and Teacher will be able to see if any unauthorised person accesses the session online and can remove them.  AWS Ambassadors are given Safeguarding training. Training also to set expectations on their behaviour and Code of Conduct. | 2 | 4 | 8 | Sessions recorded in case of complaint or safeguarding concerns | 1 | 4 | 4 |