

## Child Protection Risk Assessment:

**Event name:** Education Webinar Series

**Location:** Online, Zoom Webinar

**Date of event:** School webinars throughout Academic Year 2022-23

**Assessor's name:** Laura Gosset

**Assessor's role:** Head of Education & Designated Safeguarding Officer, Born Free

**Reviewed by:** Charlie Baker, Education Officer

**Audience:** The primary audience is made up of groups of primary (5-11 years) and/or secondary school-aged (11-16 years) children, accompanied by their teachers/support staff. Also in attendance will be home educators or home school groups along with their Parents, as well as a small number of adults including speakers and Born Free staff. Each webinar will be aimed at different age ranges or school cohorts, including on some occasions students in college or sixth form (16-18 years), but this will be made clear on the registration page. In addition, as these are publicly advertised events members of the public may also attend.

| Risk                   | What are the hazards?                                 | Probability | Impact      | Risk   | Notes / Actions to be taken  | Action by whom?                | Action by when?              |
|------------------------|---|-------------|-------------|--------|--|--------------------------------|------------------------------|
| Student / teacher data | Identifying information visible on recordings         | Medium      | Significant | High   | <ul style="list-style-type: none"> <li>During the session all audience members will be muted, and their cameras will be turned off, however for those students joining individually/as part of home-educator groups, comments can be written in the chat box and will be visible to all other participants. Whilst this won't be visible on a recording, Born Free will suggest at the start of every session that:               <ul style="list-style-type: none"> <li>For group attendance, school or teacher names are used</li> <li>For home-educated attendees, a first name only.</li> </ul> </li> <li>For any sessions that are recorded, sections of the recording used for educational purposes, future events or programme promotion will be edited to ensure that no identifying information is visible.</li> <li>Teachers/Parents will be able to review the measures Born Free has put in place on the following webpage: <a href="http://www.bornfree.org.uk/school-events">www.bornfree.org.uk/school-events</a>.</li> </ul> | Teachers / Parents / Born Free | Before the day / after event |
|                        | Identifying information visible to other participants | Medium      | Moderate    | Medium | <ul style="list-style-type: none"> <li>During the discussion all audience members will be muted, and their cameras will be turned off, however for those students joining individually/as part of home-educator groups, comments can be written in the chat box and will be visible to all other participants.</li> <li>For on screen names, we would suggest at the start of every session that:               <ul style="list-style-type: none"> <li>For group attendance, school or teacher names are used</li> <li>For home-educated attendees, a first name only.</li> </ul> </li> <li>When asking questions, we would suggest that:               <ul style="list-style-type: none"> <li>Only first names of students/ children are used.</li> </ul> </li> </ul>   | Teachers / Parents / Born Free | On the day / Ongoing         |

|  |  |          |             |        |   |                                |                           |
|--|--|----------|-------------|--------|---|--------------------------------|---------------------------|
|  | Collecting and storing data                        | Medium   | Significant | High   | <ul style="list-style-type: none"> <li>Parent/teacher/school staff email address and name will be collected for the purposes of this event only, no student data will be collected.</li> <li>Any data will be handled as per Born Free's Privacy Policy - <a href="http://www.bornfree.org.uk/privacy-policy">www.bornfree.org.uk/privacy-policy</a></li> <li>Data will be securely retained for up to 1 year post event.</li> </ul>  | Born Free                      | Ongoing                   |
| Children becoming distressed or stressed | Children becoming stressed by the topic or content | Possible | Moderate    | Medium | <ul style="list-style-type: none"> <li>The impact is dependent on individual circumstances. Teachers/parents are advised to supervise children throughout the session to and take appropriate action if an individual does become distressed.</li> <li>A suggested age range is provided on every school webinar registration page, so that teachers/parents can determine whether content is appropriate.</li> <li>The host/ invited guests on the panel will be asked to ensure the discussion remains positive and focussed on achievable actions and that only age-appropriate images are shown.</li> </ul>   | Host / Panel                   | On the day                |
| Student behaviour                        | Disruption to webinar via chatbox/ Q+A box         | Rare     | Moderate    | Medium | <ul style="list-style-type: none"> <li>During the webinar all audience members will be muted, and their cameras will be turned off, however comments can be written in the chatbox or Q+A box and will be visible to all other participants.</li> <li>At least one member of Born Free staff will always be present to monitor the contents of the chatbox/ Q+A box.</li> <li>Born Free staff will always remind attendees to be kind and thoughtful and mindful of the target audience when posting in the chatbox/ Q+A box at the beginning of each webinar.</li> <li>Teachers/parents are requested to supervise and take responsibility for their students/ children, including their removal from the discussion (as appropriate). Born Free suggests that secondary school audiences join webinars as a class, rather than via individual laptops.</li> <li>If an incident occurs and a student posts offensive or disruptive content they will be removed from the webinar immediately, a record will be made and the school/parent of the disruptive student will be contacted.</li> <li>In the event that a member of the public joining the webinar posts offensive or disruptive content they will be removed from the webinar immediately and wherever possible blocked from all future webinars. <ul style="list-style-type: none"> <li>Attendees are made aware that there may be members of the public in attendance at the beginning of every session.</li> </ul> </li> </ul> | Teachers / Parents / Born Free | Before event / On the day |
|  | Children becoming victims of bullying              | Unlikely | Moderate    | Medium | <ul style="list-style-type: none"> <li>Teachers/parents are requested to supervise and take responsibility for their students/ children, including their removal from the discussion (as</li> </ul>   | All responsible adults         | On the day                |

|  |   |      |          |        |  |                        |            |
|--|---|------|----------|--------|--|------------------------|------------|
|  |   |      |          |        | <p>appropriate). Born Free suggests that secondary school audiences join webinars as a class, rather than via individual laptops.</p> <ul style="list-style-type: none"> <li>Members of the Born Free team facilitating the discussion/chat/Q+A will remain vigilant for bullying messages and report any concerns to the relevant teaching staff or parent and/or eject any audience member posting such messages.</li> <li>At least one member of Born Free staff will always be present to monitor the contents of the chatbox/ Q+A box.</li> </ul>   |                        |            |
| Exposure to dangerous or inappropriate behaviour | Children becoming exposed to strong or violent language | Rare | Moderate | Medium | <ul style="list-style-type: none"> <li>Teachers/parents will be asked to supervise and take responsibility for the behaviour and therefore language of their students while online. Born Free suggests that secondary school audiences join webinars as a class, rather than via individual laptops.</li> <li>A suggested age range is provided on every school webinar registration page, so that teachers can determine whether content is appropriate.</li> <li>At least one member of Born Free staff will always be present to monitor the contents of the chatbox/ Q+A box.</li> <li>Born Free staff will always remind attendees to be kind and thoughtful and mindful of the target audience when posting in the chatbox/ Q+A box at the beginning of each webinar.</li> <li>In addition, all Born Free staff and discussion panellists will be reminded (before the event) to use age-appropriate language and imagery throughout the event.</li> <li>In the event that a member of the public joining the webinar posts offensive or disruptive content they will be removed from the webinar immediately and wherever possible blocked from all future webinars.</li> </ul> | All responsible adults | On the day |
| Physical dangers                                 | N/A   |      |          |        |  |                        |            |
| Fire   | N/A   |      |          |        |  |                        |            |

Signed:

Date: 21.11.2022