



Alliance Française
Cambridge

Risk Assessment

for virtual / online activities

Alliance Française Cambridge

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Department	Teaching			
Assessment for	Virtual Activities (including with Young People) Involves staff delivering live virtual events online			
Assessment date				
Assessors name/position/signature				
Review date				
Employee/Trade Union name/position/ signature				
Findings communicated to employees/volunteers/sessional staff: (Copy of method of communication e.g. minutes of meeting, tool box talk etc attached to risk assessment).	How Communicated:	Email to all participants:	When communicated:	

HAZARD	WHO IS A TRISK	WHAT IS DONE NOW	RISK LEVEL	WHAT NEEDS TO BE DONE	TARGET DATE
Non Encrypted Data	Staff and Students/ Members/Public	<ul style="list-style-type: none"> • Sessions set up for no recording. 	Low	Monitor and maintain.	
Insecure Meetings Imposters Zoom bombing	Staff and Students/ Members/Public	<p>Settings by teacher/host as follows:</p> <ul style="list-style-type: none"> • Ability for people to attend the session before the teacher/host Off • Activate 'waiting room' feature and allow only those invited into the session. • Do a role call by checking off from list to ensue all those invited are present. • Screen sharing is controlled by the teacher/host only. • Private chat Off 	Medium	Monitor and maintain.	

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Insecure Meetings Imposters Zoom bombing	Staff and Students/ Members/Public	Settings by teacher/host as follows: <ul style="list-style-type: none"> • Preventing students from saving the chat On • File Transfer for children group classes Off • Allow removed participants to re-join Off • All participants can share screen Off • Local recording for teacher/host and participants Off • Cloud recording for teacher/host and participants Off • Automatic meeting recording Off 	Medium	Monitor and maintain.	

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Insecure Meetings Imposters Zoom bombing	Staff and Students/ Members/Public	<ul style="list-style-type: none"> • The sessions are private and requires a password or private link to enter. • Zoom link is only shared on a class' private Edmodo group. • Students and teachers are not allowed to share the Zoom link or the Edmodo code outside their class. • Students and teachers are not allowed to use any devices to record lessons. • Meeting rules are the same as in physical meetings and are explained in a code of conduct sent to parents. 	Medium	Monitor and maintain.	

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Insecure Meetings Imposters Zoom bombing	Staff and Students/ Members/Public	<ul style="list-style-type: none"> • Only those booked onto the session and pre-registered with l'AFC will be allowed to attend. • Students must connect with their first name in order to be allowed in the meeting so teachers can identify who they are letting in. • Teachers must check their settings regularly to make sure nothing has changed due to various reasons (Zoom updates, mistakes...). 	Medium	Monitor and maintain.	
Unsupervised Children	Children	<ul style="list-style-type: none"> • A code of conduct is sent to parents who share it with their child(ren) so every party has the knowledge and awareness to stay safe online. 	Medium	Monitor and maintain	

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Unsupervised Children	Children	<ul style="list-style-type: none"> • Sanctions for misbehavior are made clear in the young people's code of conduct. • Teachers will immediately report any act of online bullying, intimidation or misbehavior to the référente pédagogique enfants and the Director of Alliance Française Cambridge. • Teachers will immediately remove from the meeting any students displaying an inappropriate behavior (sharing inappropriate material, bullying, sexting, harassing, being aggressive, promoting harmful behavior) 	Medium	Monitor and maintain	

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Unsupervised Children	Children	<p>such as self-harm, suicide, pro-anorexia, bulimia, illegal drug use or imitating dangerous behavior...).</p> <ul style="list-style-type: none"> • Teacher/Host reject names that are not on the official list to attend. • Students are required to have their webcam on during the whole lesson. Teachers will be monitoring and reminding students if/when necessary. • Teacher/Host must end the meeting when the class finishes. 	Medium	Monitor and maintain	
Personal Email	Staff	<ul style="list-style-type: none"> • Register on Zoom with staff email only. 	Low	Monitor and maintain	

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Classes Scheduling.	Staff and public	<ul style="list-style-type: none"> Group classes are scheduled by management and/or administration only. 	Low	Monitor and maintain	
GDPR	Public	<ul style="list-style-type: none"> Code of Conduct message is sent to each participant 	Low	Monitor and maintain	