USE OF ZOOM/ MICROSOFT TEAMS- FOR CHILDREN/YOUTH MINISTRY

 RISK ASSESSMENT

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| --- | --- |
| Assessment by – Name/role |  |
| Parish |  |
| Date of assessment |  |
| Date of review-( annually ) |  |

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| What are the hazards | Who might be harmed/ How? | Action to be taken | Action by whom | Action by when | DoneY/N | Level of risk |
| Security/ privacy issues related to the risk of Zoom hardward | Young people in meetingMeeting links are public. | • Avoid publishing on social media or in public forums • Date and time, together with link to meeting to be shared only in secure email • Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. Other interested parties must be directed to organiser, Priest or Activity leader as appropriate. | OrganiserLeaderParents of participants |  |  | Low |
| Uninvited persons gaining access to the meeting | Young people in meeting whose identity may be exposed to unknown people | * Using passwords for meetings
* Avoid making passwords publicly available
* Use Zooms waiting room feature
* Lock meetings when all invitees are in
* Only allow people in meetings who are using their cameras
 | OrganiserLeader |  |  | Low |
| Inadvertently providing access to personal information | Young people in meeting by using Facebook to log in - access to personal information. | • Parents to ensure they have set up the zoom account via their email address not Facebook. Sign in through email account | Leader / Organiser and Parents of participants |  |  | Low |
| Unauthorised recording of sessions | Young people in meeting.Host and potentially participants may record meeting | • No consent for data to be recorded,  All leaders are aware and will raise with participants. • Ensure all participants are aware that the session must not be recorded by any person | OrganiserLeader |  |  | Low |
| Unintentional transfer of additional information | Young people in meeting. Files can be transferred | Private messaging will be switched off in settings. | OrganiserLeader |  |  | Low |
| Risk of inappropriate online contact/grooming or allegations | Young people in meeting.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 meetings rather than 1:1.
* No one joins before host setting enabled.
* All parties will be made aware that 1 to 1 session are prohibited.
* The ‘host’ of the meeting is an adult who has been vetted by the Diocese and has undergone awareness training
* They are also aware of the procedure to be followed should a child make an unexpected disclosure.
* All Zoom sessions require one host and at least one more leader, pending numbers this may increase to 3/4 etc.
* Ensure Screen sharing is restricted to host.
* Chat is turned off.
 | OrganiserLeader |  |  |  |
| Inappropriate sharing of personal information/contact details | Young people in meeting.Sharing of personal information verbally, through messaging or through details visible in background of camera. | * Scripted starter to the meeting advising against oversharing of personal information ie addresses, etc.
* Adults should ensure that they are in a neutral space without personal information visible.
* Parents should find a suitable place in the home where meetings will take place, preferably not in the child’s bedroom
* Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc
* Parents to ensure that the background area is free from personal items like family photos, links to address etc
 | Leader / Organiser and Parents of participants |  |  | Low |
| Lack of parental presence/consent | Young people in meeting. | * Obtain email consent from parents prior to commence of the course . Parents will also be contacted by phone to confirm consent given online
* Ensure an adult is present in the room or an adjoining room with the child during the session
 | Leader / Organiser |  |  | Low |
| Electronic records not stored securely | Young people in meeting whose identity may be exposed | * Ensure designated person only has access to returned information
* Ensure all forms are returned to the given email account
* Ensure the information is stored securely in line with Diocesan GDPR policy
 | OrganiserLeader |  |  | low |
| Organiser/Leader phone number is identified | LeadersFacilitators | * Use the phone setting – “ withhold caller ID” before contacting the parents of a young person, if they are using their own personal phones
 | Organiserleader |  |  | low |
| Inadequate online supervision | Young people in meeting | * All online meetings will have a leader and a facilitator.
* The leader/facilitator will have access to breakout rooms and will visit these during the duration of the meeting
 | Organiserleader |  |  | Low |