

Child Protection Risk Assessment:

Event name: Education Webinar Series

Location: Online, Zoom

Date of event: 24.03.21 – 07.07.21 **Assessor's name:** Laura Gosset

Assessor's role: Head of Education & Designated Officer (Child Protection),
Born Free

Audience: The primary audience is made up of groups of school children aged 7-11 years and 11 to 14 years, 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. 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"> 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 groups, comments can be written in the chat box and will be visible to all other participants For any sessions that are recorded the sections of the recording which will be used for future event or programme promotion will be edited to ensure that no identifying information is visible. Teachers/Parent will be able to review the measures Born Free has put in place on the following webpage: www.bornfree.org.uk/school-events. 	Teachers / Parents / Born Free	Before the day / after event
	Identifying information visible to other participants	Medium	Significant	High	<ul style="list-style-type: none"> 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 groups, comments can be written in 	Teachers / Parents / Born Free	On the day / Ongoing

					<p>the chat box and will be visible to all other participants</p> <ul style="list-style-type: none"> For on screen names, we would suggest that: <ul style="list-style-type: none"> For group attendance, school or teacher names are used For individual attendees, a first name only. 		
	Collecting and storing data	Medium	Significant	High	<ul style="list-style-type: none"> Parent/teacher/school staff email address and name will be collected for the purposes of this event only, no student data will be collected Any data will be handled as per Born Free's Privacy Policy - www.bornfree.org.uk/privacy-policy Data will be securely retained for up to 1 year post event. 	Born Free	Ongoing
Children becoming distressed or stressed	Children becoming stressed by the topic or content	Possible	Moderate	High	<ul style="list-style-type: none"> The impact is dependent on individual circumstances The host will be asked to ensure the discussion remains positive and focussed on achievable actions. 	Host / Panel	On the day
Student behaviour	Disruption to panel discussion via chat box	Rare	Moderate	Medium	<ul style="list-style-type: none"> During the discussion all audience members will be muted and their cameras will be turned off, however comments can be written in the chat box and will be visible to all other participants Teachers/parents are requested to take responsibility for their students, including their removal from the discussion (as appropriate) If an incident occurs, a record will be made and the school/parent of the disruptive student will be contacted In the event that a member of the public joining the webinar posts offensive or disruptive content they will be removed from the webinar and wherever possible blocked from all future webinars. 	Teachers / Parents / Born Free	Before event / On the day

	Children becoming victims of bullying	Unlikely	Moderate	High	<ul style="list-style-type: none"> Teachers/parents will be asked to take responsibility for the behaviour and care of their students during the event Members of the Born Free team facilitating the discussion 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. 	All responsible adults	On the day
Exposure to dangerous or inappropriate behaviour	Children becoming exposed to strong or violent language	Rare	Moderate	Medium	<ul style="list-style-type: none"> Teachers/parents will be asked to take responsibility for the behaviour and therefore language of their students while online In addition, all Born Free staff and discussion panellists will be reminded (before the event) to use age appropriate language throughout the event In the event that a member of the public joining the webinar posts offensive or inappropriate content they will be removed from the webinar and wherever possible blocked from all future webinars. 	All responsible adults	On the day
Physical dangers	N/A						
Fire	N/A						

Signed: *Laura Gossett*

Date: 16.03.21 (updated 17.06.21)