

USE OF ZOOM FOR CHILDREN/YOUTH MINISTRY RISK ASSESSMENT

Assessment by (Name/ Role):			
Parish/ Building:			
Date of assessment:		Date for periodic review (annually):	

Potential Risk / Hazard description	Who might be harmed How is that harm brought about	Action to be taken	By whom	By when	Action completed Y/N?	Level of risk now
Security/privacy issues related to use of Zoom software.	Meeting links are public.	<ul style="list-style-type: none"> 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 Priest or Activity leader as appropriate. 	Leader / Organiser	Prior to commencement of meeting then Ongoing		Low
Uninvited / unknown person gaining access to the meeting	Unintentional facilitation of access to students of meeting	<ul style="list-style-type: none"> ' The leader with the list of participants within the Zoom platform against these list of those expected to be in attendance at the start of every meeting'. Any discrepancy must be resolved before the meeting can progress' There is a ribbon running along the bottom of the screen when you're in 	Leader / Organiser	Ongoing		Low

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		the Zoom meeting. One of the tabs is 'participants' and if you press that, the full list of all those logged into the meeting are visible.				
Using Personal Meeting ID to host public events	This creates a continuous meeting – anyone can access, switch off in account settings	<ul style="list-style-type: none"> • Stream sessions using a professional link rather than personal. • Ideally this would be a diocesan email address 	Leader / Organiser	Ongoing		Low
	Allowing access to your computer	<p>Switch off in account settings</p> <p>Never give access to or request access from the Activity leader and their respective computer through the Remote Desktop Control function</p>	Leader / Organiser	Ongoing		Low

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Inadvertently providing access to personal information	Using Facebook to log in - access to personal information. Intellectual property rights issues Adverts that are not in keeping with the content and meaning of the course. Clifton Diocese do not advocate the use of Facebook for Church business.	<ul style="list-style-type: none"> 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	Ongoing		Low
Unauthorised recording of sessions	Host and potentially participants may record meeting	<ul style="list-style-type: none"> No consent for data to be recorded, switch off in account settings. All leaders are aware and will raise with participants. Ensure all participants are aware that the session must not be recorded by any person. 	Leader / Organiser	Ongoing		Low

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Unintentional transfer of additional information	Files can be transferred	Switch off in account settings	Leader / Organiser	Ongoing		Low
	Attendees can annotate during meeting	Switch off in account settings	Leader / Organiser	Ongoing		Low

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Risk of inappropriate online contact/grooming or allegations	<p>Inappropriate use of Zoom platform or contact on other electronic platforms</p> <p>There is a facility to private message during a meeting</p>	<p>All meetings are group ones rather than 1:1. No join before host setting enabled.</p> <p>All parties will be made aware that 1 to 1 session are prohibited.</p> <p>The 'host' of the meeting is an adult who has undergone Diocesan safer recruitment/DBS clearance as a member of the clergy or helper with children's liturgy or children's catechesis.</p> <p>Second adult who has also gone through the same process will always be present.</p> <p>In the unlikely event that one of the two adults is called away from the session, the session cease early. There must be two adults present and visible within the session at all times.</p> <p>These are familiar with CSAS safer use of technology guidelines.</p> <p>Leaders must complete online Educare Safeguarding Courses. They are also aware of the procedure to be followed should a child make an unexpected disclosure.</p> <p>Ensure Screen sharing is restricted to host. Chat is turned off.</p>	Leader / Organiser	Ongoing		Low

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Inappropriate sharing of personal information/contact details	Sharing of personal information verbally, through messaging or through details visible in background of camera.	<p>Scripted starter to the meeting advising against oversharing of personal information ie addresses, etc.</p> <p>Adults should ensure that they are in a neutral space without personal information visible.</p> <p>Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc</p> <p>Parents to ensure that the background area is free from personal items like family photos, links to address etc.</p>	<p>Leader / Organiser and</p> <p>Parents of Participants</p>	Ongoing		Low
Lack of parental presence/consent		Obtain email consent from parents prior to commence of the course . Ensure an adult is present in the room with the child during the session.	Leader / Organiser	Ongoing		Low

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Inappropriate clothing/setting for sessions	Participation in meeting while wearing inappropriate clothing or in inappropriate location eg bedroom.	Clear guidelines to all students on wearing suitable clothing and suitable location for accessing meeting	Leader / Organiser	Ongoing		Low