All practitioners undertaking intervention in a public setting should complete a risk assessment using this template as means to identifying, planning for and mitigating risk.

**Intervention/Activity:** Online intervention delivery using Zoom **Date:** 06/06/2020 **Practitioners:** ALL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARD OBSERVED** | **RISK BEFORE CONTROL MEASURES** | **PERSONS AT RISK** | **CONTROL MEASURES** | **COMMENTS****ACTIONS** | **RESIDUAL RISK RATING** |
| Illness or injury | Injury, death | Child/FamilyPractitioner | * Ensure staff have mobile telephone, fully charged, with them for duration of session to assist in calling emergency services and/or parent/carer of child if the child becomes become ill/unwell.
* If staff member witnesses any child or member of the family being injured as a result of domestic violence they should contact the emergency services and follow organisation safeguarding procedures thereafter
* If staff member becomes unwell during the session, they should end the session and seek medical assistance if needed. Staff member must let their line manager know if they have had to terminate a session for this reason so support can be given if needed.
 | Staff member to ensure they have contact details of parent/carer to hand Staff member to ensure their mobile telephone is charged and in good working order.  | Low |
| Special needs of specific children or young people – medical, behavioural, educational. | Illness, injury. | Child/FamilyPractitioner | * Obtain information from referrer/carer to plan sessions
* Take advice from referrer if appropriate with regards to SEN
* Make necessary arrangements as required to meet the needs of Service User.
* If behaviour begins to escalate, make use of de-escalation strategies and bring session to a close if behaviour begins to become unsafe for Service User or member of Staff.
* Liaise with carer/social worker/referrer to update on actions taken.
 | Use referral form to gather informationLiaise with referrer regarding educational/behavioural needs and best practice.  | Low |
| Safeguarding of Staff and Service Users | Service user safeguarding, confidentiality. Staff safeguarding | Child/FamilyPractitioner | * GROUND RULES for working established at outset of intervention, discussed in conjunction with EITHER completion of ‘agreement to access services’ form OR the FIF-Xtra Consent Form if working under this remit
* Staff should include in these ground rules the following with regards to safeguarding the service user:
	+ Sessions should be undertaken in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
	+ Sessions should be in a suitable location, such as kitchen or living room and not in the bedroom – if this is unavoidable, the service user should not be in/no their bed during the session.
	+ Service users should be appropriately dressed; smart/casual and no bare flesh.
	+ Service users should use appropriate language – this includes others in their household.
	+ All should maintain the standard of behaviour expected in a school environment.
* If working with a Service User aged under 18, at the start of the session, a responsible adult must make themselves known and be available for the duration of the session.
* Staff should take the following steps to safeguard themselves using Zoom:
	+ Ensure they are wearing their ID badge and are in smart/office dress
	+ Close other documents and applications, particularly anything confidential, so if staff ‘share screen’ sensitive information will not be accessed.
	+ Ensure the ‘private chat’ function is available to ‘host only’.
	+ ‘Hide’ staff background, unless staff are working in a neutral space i.e. in front of a blank wall
	+ Arrange to have microphones and videos off when joining the meeting and make use of the ‘waiting room function.
	+ Ensure the host is in control of who can control the screen.
	+ Learn how to mute and unmute all participants, including video screens.
	+ To make sure that they fully log out at the end of the session
* Staff to familiarise themselves with safeguarding procedures and procedures for working online
* Staff to explain safeguarding procedures to service user if disclosure is made
* Staff to follow organisation safeguarding procedures if need be regarding observations or disclosures
	+ In first instance, any safeguarding concern with this student should be raised with Designated Safeguarding Leads E Prince or H Prince for advice.
	+ If E Prince and H Prince both unavailable, contact Children and Families Hub (or equivalent in others areas) to pass on concern and take advice.
	+ Staff should then make E Prince and/or H Prince of any disclosure made and action take as soon as possible using the Safeguarding Record Form
* At end of session, Staff to ‘check In’ with service user to ensure they are emotionally safe before session comes to a close.
* Public Liability Insurances, Professional Indemnity Insurances and Employer Liability insurances in place to protect staff throughout delivery
 | Staff to follow organisation safeguarding procedures, ensure they have copies to hand prior to delivery of sessions. Staff to seek support if they feel they have been affected by any disclosure – access supervisionEnsure Staff have contact details for Safeguarding Leads and Children and Families Hub for Essex (and contacts for similar referral pathways in Southend and Thurrock) | Low |