Add logo and address

Risk assessment

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| Event: Online communication with young peopleDate and Location: OnlineGroup/Group leader: Add contact details of responsible personContact details: Add contact details of responsible personOnline risk can be classified in three ways:* Content risk: children receiving mass-distributed content. This may expose them to age-inappropriate material such as pornography, extreme violence, or content involving hate speech and radicalisation.
* Conduct risk: children participating in an interactive situation. This includes bullying, sexting, harassing, being aggressive or stalking; or promoting harmful behaviour such as self-harm, suicide, pro-anorexia, bulimia, illegal drug use or imitating dangerous behaviour. A child’s own conduct online can also make them vulnerable - for example, by over-sharing their personal information or by harassing or bullying themselves.
* Contact risk: children being victims of interactive situations. This includes being bullied, harassed or stalked; meeting strangers; threats to privacy, identity and reputation (for example, through embarrassing photos shared without permission, a house location being identified, someone impersonating a user, users sharing information with strangers); and violence, threats and abuse directly aimed at individual users and/or groups of users.

https://www.gov.uk/government/publications/child-safety-online-a-practical-guide-for-providers-of-social-media-and-interactive-services/child-safety-online-a-practical-guide-for-providers-of-social-media-and-interactive-services |
| Activity | Possible Risk | Prevention | Action to be taken to reduce risk | Responsibility |
| * Online/virtual communication with young people
 | * Unsafe contact between adults and young people e.g. grooming
 | * Leaders to have been safer recruited
* Communication only permitted with carer consent
* Two safer recruited adults in all communications
* All online communication will take place in compliance with attached guidelines
 | * Maintain a log of all online communication
* Log to be reviewed and stored by DSO
 | Group leaderDSO |
| * Online/virtual communication with young people
 | * Miscommunication i.e. when communicating in written form the meaning may be unclear
 | * All online communication will take place in compliance with attached guidelines
* Leaders to be vigilant about how their communication may be misconstrued
* Two safer recruited adults in all communications
* If a leader is concerned a miscommunication has taken place contact the DSO immediately
* Leaders should avoid abbreviations
 | * Maintain a log of all online communication
* Log to be reviewed and stored by DSO
 | All leadersDSO |
| * Online/virtual communication with young people
 | * Young people contact leaders on their personal profiles
 | * Leaders implement privacy settings on personal accounts
* Leaders do not accept contact requests from young people on their personal accounts
* Young people made aware that it is inappropriate to contact leaders on their personal profiles
 | * Leaders review accounts
* Any concerns to be referred to the DSO
 | All LeadersDSO |
| * Online/virtual communication with young people
 | * Cyberbullying or inappropriate content
 | * Young people and leaders given guidelines that must be adhered to
* Leaders vigilant to evidence of cyber bullying, in communications and on all social media platforms
* Young people reminded of the code of conduct at the start of each online interaction
* Leaders to be up to date with their safeguarding training
 | * Maintain a log of all online communication
* Log to be reviewed and stored by DSO
 | All leadersDSOYoung people |
| * Online/virtual communication with young people
 | * Data breach
 | * Data to be stored in accordance with GDPR guidelines
* Young people to be reminded about data confidentiality
 | * Any breach to be reported to leader name
 | All leadersYoung people |
| * Online/virtual communication with young people
 | * Disclosure of confidential information e.g. overhearing conversations
 | * Young people to be reminded about confidentiality
* Use of headphones
 | * Maintain a log of all online communication
* Any breach to be reported to DSO
* Log to be reviewed and stored by DSO
 | All leadersYoung peopleDSO |
| * Online/virtual communication with young people
 | * Physical or emotional injury when participating in activities e.g. until tomorrow/game face/milkshake
 | * Careful selection of activities
* Leader to carry out risk assessment for any activities
 | * Maintain a log of all activities
* Log to be reviewed and stored by DSO
 | All leadersYoung people |
| * Online/virtual communication with young people
 | * Overworking
 | * Leader to maintain appropriate boundaries
 | * Group leader to check in with team regularly
 | Group leader |
| * Online/virtual communication with young people
 | * Physical safety
* Robbery
 | * Ensure that all valuables and personal items are kept out of camera view
 | * Contact group leader or district youth team if concerned about personal safety
 | All leadersDSOYoung people |
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| Completed by:  |
| Signed: |
| Date: |