RISK ASSESSMENT FOR:	Online Safety		
Establishment: Westfield Primary	**Assessment by:** **Jo Turner Computing coordinator**	**Date:** **November 2022**	
1st Review Date Due : **November 2023**	**Manager Approval:** **Suzanne Stace**	**Date:**	

Hertfordshire

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures *Y/N/NA*	
				In Place	**Adequate**
Being exposed to illegal, inappropriate, or harmful content (eg pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, extremism and radicalisation)	Staff/ children		• Organisational filtering and monitoring systems in place to prevent access to illegal or harmful sites (Safety Net through HfL) • Policy filtering ensures children have less access than staff (eg to YouTube) • Downloading/installing software is restricted to IT administrators • Online Safety Policy, including acceptable Use Agreements • Update training • Children supervised at all times • Staff to always supervise children using the internet • Pupils/Staff to turn off any webpage and/or video, that is inappropriate sexual content, profanity or violence • Staff to check websites/videos before using with children • Staff to never publicise 'unsafe' sites as it encourages people to look, and implies other sites are 'safe' • RHSE curriculum		

Personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (eg consensual and on-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying)	Staff/ children		• Online Safety Policy in place and published on website • Children supervised when learning in school or at home online		
Being subjected to harmful online interaction with other users; for example, peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes	Staff/ children		• Acceptable use agreement read and signed by children and staff • Instruction on safer behaviour (and online etiquette) in chats to be provided • Instruction on safety measures available in chatrooms – how to deal with situations that make you feel uncomfortable • Children supervised at all times • Staff to teach about the danger of disclosure of personal data (eg full name, DoB, addresses, telephone number, financial details, email address) to strangers • Staff to talk to pupils about how they use the internet, what sites they access, what games they play and what apps they have. This will help to create an open culture where staff can enquire about the children's use and offer support around this • Staff to discuss with children what to do if someone they have never met face to face contacts them, or what to do if they see something that worries them • Support available to staff to set up their security settings on social media (eg Facebook)		
Risks such as online gambling, inappropriate advertising, phishing and/or financial scams	Staff/ children		• Organisational filtering and monitoring systems in place to prevent access to inappropriate sites and advertising (Safety Net through HfL) • Staff to make children aware of scams and phishing, and associated risks		

Additional Control Measures *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).*	Action by Whom *(list the name of the person/people who have been designated to conduct actions)*	Action by When *(set timescales for the completion of the actions – remember to prioritise them)*	Action Completed *(record the actual date of completion for each action listed)*	Residual Risk Rating
DATE OF REVIEW: *Record actual date of review*	**COMMENTS:** *Record any comments reviewer wishes to make. Including recommendations for future reviews.*			
DATE OF REVIEW:	**COMMENTS:**			
DATE OF REVIEW:	**COMMENTS:**			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	**The activity must not take place at all.** You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.