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| **Risk Assessment**  **(OSM)** | **Online Meetings** | **Date of risk assessment** | **5th September 2022** | **Name of person doing this risk assessment** | **Iain Roy** |
| **Category**  **(OSM)** | **Locations** | **Date of next review** | **5th September 2024** |

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| **What hazard have you identified?**  **What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| **Behaviour:** overexcitement or boredom and not following rules or instructions | Young people  Leaders | * Section code of conduct in place to set clear expectations of behaviour. * Explain the rules clearly at the start of the meeting * Monitor the mood level throughout the meeting. |  |
| **Safeguarding:** imposters may pose a safeguarding issue | Young people  Leaders  Parents | * There must be at least two adults present at all times during any online activity. We can use properly briefed parents to help achieve this if we need to. * Make sure the adults are present before letting young people in from the ‘waiting room’ * Ensure all young people have their names clearly visible at all times * Check out the HQ guidance on [digital safeguarding](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/supporting-life-issues-and-young-people/digital-safeguarding/) * Only share the date and time of meeting to parents and guardians. * Only share the link to the meeting to parents and guardians. * Use the waiting room feature to admit people. |  |
| **Safeguarding:** 1:1 in chats and breakout rooms | Young people  Leaders  Parents | * Turn off chat unless essential for the meeting. * At least two adults in a breakout room. |  |
| **Safeguarding:** Digital content may be inappropriate |  | * Keep background free of inappropriate items, such as alcohol. Check the background before each call. * Dress appropriately. * Try to manage other people in the background’s clothing, language and actions to avoid inappropriate messages. * Monitor backgrounds and tell parents to remove items or move the camera if required * Before the meeting, check out content on all the links you’re planning to share. |  |
| **Other Hazards:** TBC | Young people  Leaders | * Dynamic risk assessment to be performed by all leaders in line with TSA guidelines. * Hazards to be shared with other leaders and appropraite mitigation to be actioned. |  |