Digital Safeguarding Risk Assessment
Online sessions, workshops and events

THE
BARBER
INSTITUTE OF
FINE ARTS

The Barber Institute of Fine Arts - Learning & Engagement

For attendees hosted by the Barber Institute Fine Arts who are participating in any online sessions, workshops and events as part of any activity within the Learning & Engagement programme. This Risk Assessment is supported by our Online Safeguarding Policy.

Risk Assessor complied by: Flora Kay – Head of Learning & Engagement   **Signature:**

Date of recent assessment: 12.12.2023

Review log:

Review date:	Review completed by:	Changes made:	Next review due:
26.04.2021	Flora Kay	Signed off review for Section 2 – Safeguarding	
04.05.2021	Flora Kay	Review for Barber Schools – signed off	
04.05.2022	Flora Kay	Review in line with updated Online Safeguarding Policy	
12.12.2023	Flora Kay	General review	

No	Hazards Identified	Persons likely to be affected	Control measures	Grading of Risk with control measures in place (Severity x Likelihood)	Further action? YES / NO
1.	**Policy and Procedure**	**Staff and all online attendees. Children, young people and adults at risk.**	The Barber Institute of Fine Arts has safeguarding and policy procedures in place ensuring that all of our staff working with children, young people and adults at risk are competent in safeguarding and child protection guidelines. These are regularly reviewed. All L&E staff are DBS checked and have completed safeguarding/child protection training. Our staff have read the Barber Safeguarding Policy and Online Safeguarding Policy. The current safeguarding reporting structure and key contacts are detailed in the current safeguarding policy. http://barber.org.uk/our-policies/	**(4 x 2) 8**	**NO**
2.	**Safeguarding** Child protection. Isolated children or vulnerable adults could be vulnerable to online content inappropriate to them eg. Their age Online safety – physical and mental wellbeing. Risk of negative online interactions. Eye strain or adverse reaction to significant use of digital display screens.	**Staff and all online attendees. Children, young people and adults at risk.**	Under 18's must gain adult/parent or carer permission before accessing a workshop online. Children are to have access to a responsible adult at all times. Anyone behaving suspiciously will be monitored and asked to leave if appropriate Events will always be accompanied by workshop guidelines and joining instructions on the website. Where possible questions should be submitted in writing and should be moderated before being read by the session facilitator.	**(4 x 2) 8**	**NO**

			Remind participants not to take photographs of the screens or share any images of the online session. See section 5.		
			If staff share their screens at any point they must ensure that there is nothing inappropriate on the screens/internet pages/browser history.		
			Children, young people and adults at risk are likely to spend more time online due to social distancing.		
			Sessions should be well planned to avoid deviating from the topics stated.		
			Barber Home (BH) plans it's online activity with this in mind limiting events duration to up to 90 minutes or providing downloadable resources to allow people to partake in an activity at their own pace to reduce screen time. All online content and engagement are there to encourage positive interactions and are planned in order to suit the age and audience to best possibly facilitate this.		
			A code of conduct is sent out to all attendees and referenced at the start of online events by the host. This makes clear the expectations of all attending BH events.		
			Webinar function will be used so hosts can monitor all questions or comments in case of disruptive behaviour. The optional use of webinar function will be discussed with partners in the planning stage. The Barber's L&E Team have the right to remove anyone from the Zoom room.		

| 3. | **Online Platforms**

The use of appropriate online platforms. Risk of inappropriate engagement eg.

Zoom/Teams Bombing | **Staff and all online attendees. Children, young people and adults at risk.** | Sessions should be held on approved online platforms such as Zoom or Microsoft Teams. Clarification should be sought from the L&E Manager before setting up a session on a new platform.

Staff should use their work email account to set up sessions, never their personal email

Each event should always be hosted by a member of the L&E team with a DBS check to support any external collaborators/artist partner/facilitator.

Access to the platform is for intended participants only. This will be monitored through invitations either through a staff members institutional email or through the learning@barebr.org.uk.

Presenters should have a neutral background where nothing personal can be seen.

All staff and artist partners/facilitators to avoid engaging with attendees on a one-to-one to basis. No one-to-one sessions should be planned and should a group include only one attendee and one staff member the member of staff should immediately end the session.

Zoom Bombing - So our meetings and events are not at risk of Zoom bombing we take actions such as not posting public links to our meetings, not sharing a link to a meeting or event on an unrestricted publicly available social media post. We disable participant screen sharing and team members will not share their personal meeting ID's and 'rooms' are locked once everyone has entered. Zoom meetings and events will always be password protected | **(4 x 2) 8** | **NO** |

			and attendees are managed through the Barber's Learning & Engagement email account. **Barber Schools** – The L&E Team are to work in alignment with any partner schools safeguarding policies. Our safeguarding and RA is to be shared with partner school before any workshop. As an external supplier we are guided by the school in terms of suitable platforms and invitations. The lead school contact/teacher is to stay on the call with the L&E team, visible, at all times.		
4.	**GDPR – personal data**	**Staff and all online attendees. Children, young people and adults at risk.**	We ensure all personal data we keep is adequate, relevant and not excessive for the purpose for which we are collecting it. Attendee lists are only used for the purposes of registering and contact information for the enquired event. For all public programme events hosted online (Barber Home), bookings will be made through our ticketing system Art Tickets. All attendee lists are password protected and only accessed by the Learning & Engagement Manger, Coordinators and Administrator. Lists become archived or deleted post event. This is supported by the Barber's Privacy Policy.	**(1 x 3) 3**	**NO**
5.	**Permissions and privacy** **Images and Recording**	**Staff and all online attendees. Children, young people**	**Images** We do not allow any screenshots, grab or photographs to be taken at live events or workshops without prior permission from its participants.	**(1 x 3) 3**	**NO**

| | | and adults at risk. | If the Barber wish to capture imagery of any workshops or events they will gain granular consent for this and obtain photography permissions from attendees. A verbal warning will be given before the workshop starts.

Photographs stored for a maximum of 3 years following GDPR procedures.

<u>Recording</u>

If we record or livestream events/workshops via an online platform, we will assess any risks and take appropriate actions to minimise harm.

We will consider:

Have we asked permission?

If we are recording the event this will always be noted on any event/workshop communications and stated at the start of any session as part of housekeeping.

Where is the recording taking place?

Facilitators are in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

Which platform will you use?

We sure the platform is suitable for our audiences, set up through our staff accounts and checking the privacy settings. No personal accounts or details shall ever be shared. | | |
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6.	**Accessibility**	**Staff and all online attendees. Children, young people and adults at risk.**	All attendees to be asked for details of individual requirements so that reasonable adjustments can be made to the sessions where possible. For all public events, invitations to the session will be given in advance, with clear information on how audiences may be in touch should they wish to discuss any access requirements.	**(4 x 2) 8**	**NO**
7.	**H&S**	**Staff and all online attendees. Children, young people and adults at risk**	This risk assessment is be continually reviewed/adapted for each individual session, event or workshop. If needed, H&S warning and considerations are displayed in an accessible workshop guide, available before the event. These will be reiterated in the introduction and email invitation. Due to the online nature of the activity the Barber's L&E staff can offer no assistance in the instance of an attendee falling ill or having an accident whilst taking part in an online event. All attendees should be advised of this and seek assistance from alternative sources should the need arise.	**(3 x 2) 6**	**NO**

Consequence / Severity score (severity levels) and examples of descriptors					
	1	**2**	**3**	**4**	**5**
Domains	**Negligible**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Impact on the safety of staff, students or public (physical / psychological harm)	Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work	Minor injury or illness, first aid treatment needed or requiring minor intervention. Requiring time off work for <3 days	Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident	Major injury leading to long-term incapacity/ disability (loss of limb) Requiring time off work for >14 days	Incident leading to death Multiple permanent injuries or irreversible health effects

Likelihood score	**1**	**2**	**3**	**4**	**5**
Frequency	**Rare**	**Unlikely**	**Possible**	**Likely**	**Almost certain**
Broad descriptor	This will probably never happen/occur	Do not expect it to happen/occur but it is possible it may do so	Might happen or occur occasionally	Will probably happen/occur but it is not a persisting issue	Will undoubtedly happen/occur, possibly frequently
Time-framed descriptor	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability Will it happen or not?	<0.1 per cent	0.1–1 per cent	1.1–10 per cent	11–50 per cent	>50 per cent

The overall *level of risk* is then calculated by multiplying the two scores together.

Risk Level = Consequence / Severity x Likelihood (C x L)

Likelihood score	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5