

Risk assessment

Name of Section or Activity	Online Meetings	Date of risk assessment	1 st November 2020	Name of who undertook this risk assessment	Tris Cocks
		Date of next review	August 2024		

Hazard Identified? / 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?
Uninvited Guests – risk of safeguarding issues / inappropriate content	Young people, Leaders, visitors	- Meeting links and passwords only to be shared via secure emails or on closed Facebook groups - Waiting rooms to be utilised to admit members into the meeting - All guests are reminded to use their own name rather than nicknames to assist with identification - Members who are not identifiable are not to be permitted into the meeting	
Areas used by Leaders during meeting – Risk of personal / inappropriate items being seen	Young people, Leaders, visitors	- Check Background area is free of inappropriate items such as Alcohol prior to the meeting. - Appropriate clothing to be worn - Where applicable, brief others in the household of the meeting taking place and remind them to watch their language / avoid background films or TV with age inappropriate language	
Areas used by participants during meeting – Risk of personal / inappropriate items being seen	Young people, Leaders, visitors	- Parents and Young people to be reminded that others will be able to view the background. - Young people to be informed that others will be able to see them whilst on the virtual meeting	
Videos & Photos – Risk of inappropriate content	Young people, Leaders, visitors	- Leaders are to check any visual aid prior to use to ensure they are suitable for the specific age group - If digital content contains member of the group, permission to be sought from Parents / Guardians prior to use of the images.	
Recording of meetings – potential breach of Data Protection /	Young people, Leaders, visitors	- If meetings are to be recorded to assist in production of minutes, all members are to be informed of the recording taking place. - Recording to be stored securely with password protection and deleted after 4 weeks.	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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Behaviour	All	Behavioural expectations of all persons involved in the activity to be briefed before the activity commences.	
Supervision	All	- Minimum of two adults to be present in the meeting at all times - Two adults are to be present in the meeting before admitting YP from the waiting room	

Checked by Line Manager	Paul Woodward Assistant GSL 9 th December 2020	Checked by Executive	Lesley Dingle Group Chair 9 th December 2020
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Version Control

Date	Version	Changed by	Comments
1 st November 2020	1	Tris Cocks	Initial Version
28 th August 2023	1.1	Paul Woodward	Reviewed