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| Name of Activity/ Event / Location | Virtual Meetings Via Zoom | Date of Risk Assessment | 6th May 2020 | Name of who undertook this Risk Assessment | Peter Evans |

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| **Risk Type** | **Hazard identified /** **Risks from it** | **Who is at Risk** | **Measures to reduce or manage Risk** | **Responsibility** |
| Virtual Scout Group | Unwelcome participants / gate crashing / Inappropriate content | Young people | * Use Waiting room for entry
* All participants to enter with their proper name initially
* All participants to have cameras enabled
* Remind participants of expected conduct
* Consider use of additional password (not automatically generated)
* Meeting ID and Password not to be published openly online
* Change Meeting ID and Password for each meeting
* Meeting ID and Password not to be emailed to parents / participants too far in advance
* Restrict share screen
* Disable / Restrict “chat function”
 | Leader in charge / host of meeting |
| Virtual Scout Group | Unsupervised adult and young person interaction | Young people / adult | * No adult is allowed 1 on 1 with a young person
* Use of Waiting room at start of session
* For Cubs, Parents to be in the same location as young person during meeting
* Consider need to record meeting – advise attendees if so doing
 | Adult in attendance / parent / leader in charge / host of meeting |
| Virtual Scout Group | Data stolene.g. enabling use of Leaders information to create false meetings | Young people / leader / parents | * Ensure PC / Laptop settings are up to date and security settings are enhanced.
* Do not make information relating to the meeting public
 | Leader in charge / host of meeting |
| Individual young person | Bullying | Young person | * Ensure that adult to young people ratios are maintained.
* Disable/ Restrict Chat Function including individual communications.
* Monitor Breakout rooms.
* Deal with any incidents robustly.
 | Leader in charge / host of meeting |
| **Review due:** May 2021 |

This document has been completed to provide a risk assessment for the 25th Camberwell Scout Group and Dulwich Explorers use of Zoom for Weekly Virtual Meetings. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting.

As per the guidance issued by The Scout Association should an incident occur the following steps must immediately be actioned:

1. Close the chat;
2. Inform the parents that an incident has occurred;
3. Inform the GSL who will provide support and notify the Executive Committee and Dulwich College that an incident has occurred;
4. Report to the local police if the incident involved criminal activity; and
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.