

Realising Opportunities

VIRTUAL EVENT RISK ASSESSMENT

Title of project or activity	Realising Opportunities (RO) Virtual Celebration
Manager / Responsible person	Laura Morgan, RO Project Manager Email: laura.morgan@newcastle.ac.uk
School	Realising Opportunities Student Recruitment and Admissions Newcastle University
Date of assessment	27 May 2022
Location of work	The activities, for the purpose of this risk assessment, will all take place on University approved, GDPR compliant software, equipment and servers to ensure the safekeeping and protection of participant's personal information.

1.1: Brief description of project or activity

This risk assessment covers work conducted online by Realising Opportunities (RO) and its close associates to ensure the protection of staff and attendees.

Students taking part in Realising Opportunities are in Year 12 and Year 13

The RO Celebration will run virtually to RO's Cohort 12 who are in Year 13 and coming to the end of their time on the programme. The Celebration is designed to

- Celebrate students' achievement on the programme
- Contribute to preparing them to progress to university
- Inform them of the opportunities they can take up as a former RO student.

The RO Celebration will take place via a Zoom webinar on **Wednesday 29 June from 17.00 – 18.30**. Students are being invited to sign up for the event in order to give an indication of attendee numbers.

The event will be facilitated by 5 former RO students under guidance (both before and during the Celebration) from members of the RO Central Team. This means that former RO students will never have unmonitored contact with former RO students as at least two members of the RO Central Team will always be present. Please note, for the purposes of this risk assessment, 'staff', unless otherwise specified, includes members of the RO Central Team and former RO students. 'Attendees' refers to Cohort 12 students who chose to attend the event.

Any interactions that RO students have with the event will be via the Q&A function and will be monitored at all times by the RO Central Team. RO students will be unable to access their microphone or camera. Students will not be able to interact with each other privately at the event. All staff will have training (including using the platform and safeguarding considerations) before working the event.

2.1: Details of hazards, risks and implemented controls

Hazard 1	Selection and procurement of online platforms
Risks	Platform unable to adequately monitor live (or private) chats, unable to record content, no reporting functionality or being not suitable for GDPR compliance
Controls	- Ensure that the platform is rigorously tested in advance and that it is suitable for the age ranges - List events, age ranges and types of delivery functionality that the platform is capable of to safeguard against it being used incorrectly
Hazard 2	Selecting appropriate staff to work on the event
Risks	- Staff conducting sustained private communications with participants without holding a valid DBS check - Staff having had no previous training in safeguarding children online or otherwise
Controls	The RO Central Team staff members are all DBS checked

	- Staffing is carefully considered and recruitment practises are rigorous - Relevant training is delivered by the relevant and experience people
Hazard 4	Inadequate training for staff
Risks	- Staff being unaware of reporting procedures - Staff failing to spot a safeguarding concern
Controls	Ensure all members of RO Central Team have attended an Online Child Safeguarding training session. When selecting staff to work on the platform, refer to training record.
Hazard 5	Personal information & location of work
Risks	- Students being able to identify the personal details of a member of staff from items seen whilst on a video call - Inappropriate items visible in the background when on a video call - Inappropriate work wear and maintaining a professional working environment when interacting with participants
Controls	- Comprehensive training will be given to staff to ensure consistency. - Appropriate advice and guidance will be communicated for the best working practises when engaging with participants on an online platform such as the Code of conduct for students participating in events - Any staff unable to fulfil the requirements, will be unable to take part in the activity - Appropriate levels of staffing to identify any issues that can be dealt with swiftly - Ensure appropriate monitoring and hosting controls on the system
Hazard 6	Inadequate Code of Conduct for participants
Risks	- Attendees unaware of rules and regulations for partaking in the online event - Attendees accessing harmful content when participating in online event
Controls	- Ensure Code of Conduct is developed in line with the Online Child Safeguarding document, platform providers and is tailored to the purpose of each event - Code of conduct makes clear attendees should only access websites as recommended by event organisers
Hazard 7	Security breach
Risks	- Exposure to harmful content, including but not limited to; - Hate fuelled language - Biased content and extreme opinion, including radicalisation - Sexual/pornographic content - Violent/discriminatory behaviour
Controls	- Ensure the event is adequately staffed in order to address any issues - Provide advice and guidance for students to use reputable websites for conducting research - Ensure that if students are directed to conduct own research, that websites are recommended - Links to live webinar sessions must not be shared outside the event platform to ensure there is no access to event activities from unregistered visitors - Staff setting up live webinar session must ensure that screen sharing is switched off for participants.
Hazard 8	Data Breach
Risks	Staff or attendee personal information being compromised
Controls	- Implement the Newcastle University's policy for data breaches, including logging the breach and subsequent actions from thereon in - Informing and keeping the Data Manager informed - Assurance and approval of security in place by system provider - Requesting and providing comprehensive training on any platform used (in particular relation to the lead of the online event along with a Deputy for the purposes on monitoring and regulation) - Password protecting logins - Staff should use institutional email address at all times - University equipment supplied by NUIT should be used where possible to ensure additional levels of security - Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so

	Keep a record of the decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

3.1: Assessor		
Name: Laura Morgan	Signature: L Morgan	Date: 27 May 2022
3.2: Reviewer		
Name: Hilary Wilkinson	Signature: H Wilkinson	Date: 27 May 2022