

Virtual Sessions with Schools

Children remain the responsibility of the School staff at all times.

Braintree District Museum Trust has a Child Safeguarding Policy (2019). All Museum Trust staff providing activities for children are DBS checked.

Virtual Session(s) in a School Classroom

Risk	Control Measures-Museum	Control Measures- School
Virtual session is hacked by attackers	<p>The Education Officer will set up each virtual session booked in advance on the chosen video conferencing site.</p> <p>Waiting room/lobby and password function enabled for each session if available on the chosen video conferencing programme. The host (the Museum) will have control over who is permitted into the session.</p> <p>Additional member of Museum Trust staff will be supporting the session including monitoring any unusual activity.</p> <p>The Museum Trust session facilitator will log out of the chosen video conferencing site and disable their webcam after each session is finished.</p> <p>The Museum Trust facilitator will disable the ability for anyone to join the session before them.</p> <p>Should a session be hacked, the Museum Trust facilitator or the additional member of Museum Trust staff will terminate it immediately and contact the appropriate authorities.</p>	<p>Teacher to monitor for any unusual activity during session.</p> <p>Teacher should terminate the session immediately if any unusual activity is spotted and inform the facilitator via another method of communication immediately.</p>
Use of WiFi to stream virtual sessions	Facilitator to use the Museum’s secured WiFi network available only to staff.	Teacher to log-in to virtual sessions using a secured workplace WiFi network. Alternatively, access the internet through a LAN cable.
Inappropriate content shared with pupils during sessions	All Museum Trust facilitators will be using a work laptop rather than their personal ones.	<p>Teachers should not share their screens during sessions.</p> <p>Teachers to use work computers/laptops to stream sessions.</p>

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	<p>Museum Trust facilitator to ensure that no sensitive data is shared during sessions.</p> <p>The Education Officer will review all session content in advance to ensure that it is appropriate.</p>	
<p>Session(s) images, videos or recordings are shared externally</p>	<p>No staff member from the Museum will record any of the sessions that they host.</p> <p>No staff member from the Museum will take any photographs or video footage during the sessions they host.</p>	<p>Teacher should not record sessions or take video footage.</p> <p>Teacher can take photographs during session if the school's safeguarding policy allows.</p>
<p>Museum facilitator hosts session in an inappropriate location</p>	<p>The Museum Trust facilitator will host virtual sessions on Museum premises, not in their own homes.</p>	<p>Teachers to stream sessions to pupils in an appropriate location.</p> <p>Pupils to be on school premises to participate in virtual sessions.</p>
<p>Inappropriate behaviour by facilitator and/or Museum staff</p>	<p>The Museum Trust facilitator and any Museum staff attending the session will be dressed appropriately.</p> <p>All Museum staff leading sessions for children are DBS checked.</p>	<p>Class teacher to remain with pupils throughout the session.</p> <p>Teacher should follow the Museum Trust's Complaints procedure by contacting the Safeguarding Lead at Braintree Museum (Robert Rose) should they have any concerns regarding the behaviour of a member of staff.</p>
<p>Managing pupil behaviour during sessions</p>	<p>The Education Officer or Museum Trust facilitator will send out session information to teachers in advance of session.</p>	<p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p> <p>Class teacher to manage bad pupil behaviour should it occur.</p>
<p>Use of webcam to view pupils during session</p>	<p>Museum Trust facilitator to offer a flexible approach to sessions. Session can be adapted to suit the level of pupil interaction deemed appropriate by the school.</p> <p>Museum Trust Facilitator and Museum staff to uphold professional behaviour throughout sessions.</p>	<p>Teacher to monitor pupils throughout sessions. Viewing of pupils during sessions can be changed and/or withdrawn at any time.</p>

Virtual Session(s) When Pupils are Home Learning

Risk	Control Measures-Museum	Control Measures- School
Virtual session is hacked by attackers	<p>The Museum Trust facilitator will monitor for any unusual activity during session.</p> <p>Should the session be hacked, the facilitator will terminate the session immediately and inform the school teacher via another method of communication.</p> <p>An additional member of Museum Trust staff can support the session including monitoring any unusual activity at the request of the school.</p> <p>The facilitator will log out of the chosen video conferencing site and disable their webcam after each session is finished.</p>	<p>A member of school staff will set up each virtual session in advance on their chosen video conferencing site.</p> <p>Waiting room/lobby and password function enabled for each session if available on the chosen video conferencing programme. The host (the teacher) will have control over who is permitted into the session.</p> <p>The school will be in charge of informing pupils and the Museum facilitator of the necessary log-in details for the session(s) in advance.</p> <p>Class teacher to remain online with pupils throughout the session.</p> <p>Teacher to monitor for any unusual activity during session.</p> <p>Teacher should terminate the session immediately if any unusual activity is spotted and inform the facilitator and pupils via another method of communication.</p> <p>Teacher will contact the appropriate authorities if deemed necessary if a session is hacked.</p>
Use of WiFi to stream virtual sessions	Facilitator to use the Museum’s secured WiFi network available only to staff.	Teacher and pupils to access the session(s) via the most secure method available to them.
Inappropriate content shared by facilitator or pupils during session(s).	<p>All Museum Trust facilitators will be using a work laptop rather than their personal ones.</p> <p>Museum Trust facilitator to ensure that no sensitive data is shared during sessions.</p>	<p>Only the teacher or the session facilitator will be allowed to share their screens.</p> <p>Teachers to use work computers/laptops to stream sessions wherever possible.</p> <p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p>

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	The Education Officer will review all session content in advance to ensure that it is appropriate.	
Session(s) images, videos or recordings are shared externally	<p>No staff member from the Museum will record any of the sessions that they host.</p> <p>No staff member from the Museum will take any photographs or video footage during the sessions.</p>	<p>Teacher should not record sessions or take video footage.</p> <p>Teacher can take photographs during session if the school's safeguarding policy allows.</p>
Museum facilitator hosts session in an inappropriate location	<p>The Museum Trust facilitator will host virtual sessions on Museum premises, not in their own homes.</p> <p>An additional member of Museum Trust staff who can support the session at a school's request may do so remotely from their own home. If this is the case, they will make sure stream the session(s) from an appropriate room and keep their webcam turned off at all times.</p>	Pupils and the class teacher to stream the session from an appropriate location in their homes.
Inappropriate behaviour by facilitator and/or Museum staff	<p>The Museum Trust facilitator and any Museum staff attending the session will be dressed appropriately.</p> <p>All Museum staff leading sessions for children are DBS checked.</p>	<p>Class teacher to remain online with pupils throughout the session.</p> <p>Teacher should follow the Museum Trust's Complaints procedure by contacting the Safeguarding Lead at Braintree Museum (Robert Rose) should they have any concerns regarding the behaviour of a member of staff.</p>
Managing pupil behaviour during sessions	The Education Officer or Museum Trust facilitator will send out session information to teachers in advance of session.	<p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p> <p>Class teacher to manage bad pupil behaviour should it occur.</p> <p>Pupils should keep their microphones on mute during the session unless told otherwise by the teacher or session facilitator.</p>

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		<p>Teacher to monitor the chat function to ensure no private conversations between pupils takes place.</p> <p>Wherever possible, disable the ability for pupils to enter the session before the teacher and/or the session facilitator has logged on.</p>
<p>Use of webcam to view pupils during session</p>	<p>Museum Trust facilitator to offer a flexible approach to sessions. Session can be adapted to suit the level of pupil interaction deemed appropriate by the school.</p> <p>Museum Trust Facilitator and Museum staff to uphold professional behaviour throughout sessions.</p>	<p>Teacher to monitor pupils throughout sessions. Viewing of pupils during sessions can be changed and/or withdrawn at any time.</p>