| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Inappropriate contact between leader and youth* | *Grooming* | *Waiting Room enabled.*  *All leaders involved will be safely recruited.*  *Two leaders online before any young person let in from Waiting Room.*  *There are always two leaders in any breakout group, otherwise the group does not happen.*  *All young people leave meeting before any leaders*  *Leaders informed they should never contact a young person via Zoom on their own.*  *Parents informed this is the rule.* |  |  |  |  |
| *Inappropriate displays on Zoom* | Porn shown, state of undress, bullying | Participants checked in Waiting Room before they are allowed to enter.  Screenshare turned off except Host.  Background changing by participants disabled.  Annotations of screenshare disabled as standard.  Inform young people of the code of conduct.  Inform parents and young people that young people need to be fully dressed.  Inform them that they should set up where possible in front of a blank wall so people can’t cross behind them.  Multiple Co-hosts set up for each meeting.  All leaders trained and regularly reminded about Mute All and Remove buttons. |  |  |  |  |
| Inappropriate contact during session from leader or other young person | Grooming, bullying | Direct messages turned off in account settings, except between participants and everyone and v.v. |  |  |  |  |
| Inappropriate filming |  | No filming should take place. Settings can be changed to this effect before the meeting starts.  Parents to be informed that no filming can take place. |  |  |  |  |
| Inappropriate attendee | Grooming, voyeur | Setting of camera on as people arrive. Anyone not recognised, not to be allowed in through Waiting Room. |  |  |  |  |
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