



EDClass Risk Assessment

POL082

Issue number 1

Approved by Sam Warnes

EDClass Risk Assessment

Policy Overview

This Risk Assessment Policy establishes the operational and safeguarding controls for online teaching, learning, and alternative provision (AP) delivered through the EDClass platform. It defines potential hazards across remote and hybrid educational settings, sets out proportionate mitigation measures, and outlines the shared statutory duties between EDClass and commissioning schools, academies, and Multi-Academy Trusts (MATs).

This policy operates in strict compliance with current statutory guidance and frameworks:

- ✓ Keeping Children Safe in Education (KCSIE) (incorporating all staff requirements under Part One, filtering and monitoring standards, emerging digital harms, and early intervention via Family Help)
- ✓ Working Together to Safeguard Children
- ✓ Health and Safety: Responsibilities and Duties for Schools
- ✓ DfE Digital, Filtering and Monitoring Standards for Schools and Colleges
- ✓ DfE Online Education Accreditation Scheme (OEAS) standards
- ✓ UK GDPR / Data Protection Act 2018 and ISO 27001 standards for information security

Scope and Flexible Seat Allocation Model

This policy governs all administrators, teaching staff, support personnel, designated safeguarding leads, and learners interacting with the EDClass platform.

Whole-School Content Access and Seat Rotation

When a commissioning school secures an EDClass seat, whole-school access to academic, vocational, and behavioural repair content is unlocked. To optimise resource allocation and support early intervention, licensed seats may be rotated across varied cohorts and timetables:

- ✓ **Internal Alternative Provision (IAP):** Supporting targeted, internal school interventions.
- ✓ **Inclusion Units and Isolation / Detention:** Structured academic tasks paired with behaviour repair modules during internal sanctions or resets.
- ✓ **Off-Site and Remote Learners:** Students requiring remote education due to medical needs, suspension, or Emotionally Based School Avoidance (EBSA).
- ✓ **Part-Time and Phased Timetables:** Dynamic seat reassignment across mornings, afternoons, or alternating days.

Operational Safeguard on Seat Rotation: Because a single seat may serve multiple learners sequentially, commissioning schools must ensure that individual learner profiles, medical flags, and risk assessments are independently re-verified in the platform prior to each rotation. Risk data attaches to the individual student profile, never to the seat.

Governance, Leadership, and Onboarding

Safeguarding Leadership Structure

- ✓ **Safeguarding Primacy:** Operational safeguarding authority is led by **Kim (Head of Safeguarding)**. The Head of Safeguarding holds structural seniority over the Head of SEND in all risk management and escalation hierarchies to guarantee that child protection, statutory compliance, and immediate welfare concerns supersede curricular or special educational adjustments.
- ✓ **Multi-Agency and DSL Coordination:** EDClass maintains dedicated DSLs and DDSLs who act as direct liaison points with commissioning school DSLs, local authority safeguarding partnerships, and emergency services.

Digital Onboarding and Review Focus

- ✓ **Automated Onboarding:** School setup, user credentialing, and initial platform orientations are fully automated within the EDClass portal, eliminating administrative delays and ensuring standardised baseline compliance.
- ✓ **Focus on Ongoing Reviews:** Platform and school staff resources are prioritised toward continuous, scheduled learner reviews (weekly or bi-weekly). Reviews evaluate attendance patterns, engagement metrics, behavioural indicators, and home-environment safety factors to adjust provision dynamically.

Comprehensive Risk Assessment Matrix

Hazard / Risk Area	Likelihood / Severity	Preventative and Mitigating Controls (EDClass and Commissioning School / LA Joint Duty)	Residual Risk
Child Sexual Exploitation, Abuse and Online Harm (Grooming, indecent imagery/nudes, AI-manipulated media)	Low / Critical	• Mandatory enhanced DBS checks and barred list verification for all staff. • Fully monitored live sessions; one-to-one private chat disabled between learners. • Real-time digital filtering and AI content moderation across all communications. • Staff trained to recognise grooming, radicalisation, and financially motivated sextortion.	Low
Domestic Abuse, Family Discord and Home Camera Risks	Medium / High	• Continuous live video stream monitoring by EDClass staff. • Visual background blur enabled by default. • Instant session termination and rapid escalation to commissioning DSL if abuse, domestic violence, or inappropriate adult behaviour appears on screen.	Low

Hazard / Risk Area	Likelihood / Severity	Preventative and Mitigating Controls (EDClass and Commissioning School / LA Joint Duty)	Residual Risk
Neglect and Student Welfare / Inactivity	Medium / High	• Automated alert triggers when a student displays unexpected platform inactivity or persistent absence. • Mandatory home-visit risk assessment protocol conducted by the commissioning school. • Direct liaison with Family Help and Children's Social Care where basic needs are unaddressed.	Medium
Child-on-Child Abuse and Cyberbullying	Medium / Medium	• In-lesson text and audio monitored; strict virtual classroom codes of conduct enforced. • Learners provided with a single-click discreet safety concern reporting mechanism. • Proactive behaviour repair content integrated into assignments.	Low
Mental Health Deterioration and Self-Harm	High / High	• Keyword alerting for suicide, depression, eating disorders, or self-harm triggers in student submissions. • Immediate flag raised to commissioning DSL; pastoral check-in protocols initiated. • Access to mental health signposting embedded within student portal.	Medium
Data Privacy and GDPR Breaches	Low / High	• Cloud storage compliant with ISO 27001 standards and UK GDPR. • Role-based access control for lesson recordings, strictly limited to authorised school personnel. • Robust end-to-end encryption across all data pathways.	Low
Seat Rotation / Cohort Profile Mismatch	Medium / Medium	• Individual learner baseline data must be entered into the platform prior to rotating a seat into inclusion, IAP, or isolation. • Safeguarding flags are isolated to individual student records, preventing cross-contamination of pastoral notes while maintaining visibility.	Low

Hazard / Risk Area	Likelihood / Severity	Preventative and Mitigating Controls (EDClass and Commissioning School / LA Joint Duty)	Residual Risk
Ergonomic and Environmental Hazards	High / Low	• Guidance on screen breaks (20-20-20 rule) and posture guidance built into learner induction. • Pre-flight physical space checks included in remote learning agreement.	Low

Working in Partnership: Roles and Responsibilities

EDClass Responsibilities

- ✓ **Live Oversight:** Maintain qualified teacher and supervisor presence throughout all live virtual classroom sessions.
- ✓ **Platform Safeguards:** Maintain ISO 27001 data protection, automated inactivity alerts, session recording archives, and secure chat moderation.
- ✓ **Escalation Pathways:** Escalate flagged concerns instantly to the commissioning school's Designated Safeguarding Lead (DSL) and, where life or immediate harm is threatened, emergency services.
- ✓ **Staff Compliance:** Mandate annual safeguarding training for all staff in line with KCSIE Part One, safer recruitment protocols, and online vulnerability detection.

Commissioning School Responsibilities

- ✓ **Pre-Placement Profiling:** Complete learner profile data, including SEND, EHCP status, Looked After Child (LAC) status, and known behavioural or safeguarding histories prior to seat activation.
- ✓ **Supervision and Attendance:** Supervise on-site learners (inclusion units, detention, IAP) and track statutory attendance daily for off-site placements.
- ✓ **Physical and Home Visits:** Conduct physical home visits and complete the digital environmental risk assessment questionnaire on the platform for all off-site learners.
- ✓ **Hardware and Filtering:** Ensure school-issued hardware complies with DfE Filtering and Monitoring Standards, blocking harmful material on remote devices.

Off-Site and Home Visit Risk Assessment Protocol

For all students accessing EDClass off-site, commissioning schools must conduct home visits and complete the digital questionnaire hosted on the EDClass platform. This questionnaire is fully customisable to align with specific MAT or local authority risk assessment thresholds.

Statutory Mandate and Pre-Placement Verification

- ✓ **Mandatory Commissioning School Home Visits:** Before a student accesses EDClass remotely off-site, the commissioning school is legally and operationally required to

conduct physical home visits. Alternative provision cannot be delivered in a vacuum; schools retain statutory duty of care.

- ✓ **Digital Questionnaire on EDClass:** The findings from the visit are completed and held directly on the EDClass platform, creating a centralised, auditable digital record.
- ✓ **MAT and Local Authority Customisation:** The questionnaire is fully configurable. Multi-Academy Trusts (MATs) and Local Authorities (LAs) can embed their specific safeguarding matrices, local thresholds, and risk criteria into the form.

Home Visit and Off-Site Safety Checklist

Core Verification

- ✓ **Physical Address and What3Words:** Verifies the physical location of the student down to a 3-meter square. This provides precise, geolocated coordinates that can be instantly handed to blue-light emergency responders if an acute incident occurs.
- ✓ **IP Address and Network Connection:** Confirms that the pupil connects from an approved, stable domestic IP address, ensuring connection reliability and verifying that the learner is not accessing the platform from unauthorised locations or unmonitored networks.
- ✓ **Presence of a Responsible Adult:** Confirms a designated, vetted adult is physically present in the home during school hours to supervise the student, support welfare routines, and respond in an emergency.

Physical Environment

- ✓ **Dedicated, Quiet Learning Zone:** Ensures the workspace is free from excessive background noise, domestic chaos, or foot traffic, giving the student an environment suitable for cognitive focus and engagement.
- ✓ **Clear Emergency Egress Routes:** Checks that hallways, doors, and fire escape paths are free of clutter, locks, or obstructions in case of a fire or domestic evacuation.
- ✓ **Electrical Safety and Cable Management:** Inspects devices, power sockets, and trailing cables to mitigate electrical shocks, fire hazards, or trip injuries.
- ✓ **Pet Management and Animal Safety:** Ensures domestic pets do not present physical danger, aggressive disruption, or continuous distraction during live camera instruction.

Vulnerability and Context

- ✓ **Signs of Neglect or Unkempt Home:** Checks for physical indicators of deprivation, including persistent damp, lack of heating, inadequate sanitation, lack of food, or hazardous living conditions.
- ✓ **Family Dynamics and Domestic Tensions:** Evaluates observed hostility, parental conflict, coercion, or domestic stress that could affect student mental health or indicate domestic abuse.
- ✓ **Appropriateness of Device Location (Prohibited in Bedrooms/Bathrooms):** Enforces a strict boundary rule: learning devices **must** remain in communal or shared living spaces. Operating webcams inside private spaces like bedrooms and bathrooms is

strictly prohibited to protect the pupil from exploitation, prevent accidental exposure, and uphold professional boundary standards for staff.

Immediate Statutory Safeguarding Escalation

If home checks uncover indicators of abuse, severe neglect, or hazardous environments, schools must immediately bypass platform workflows and enact statutory child protection procedures:

- ✓ **Family Help / Section 17 (Children Act 1989):** Triggered when a child is identified as a "Child in Need" who requires local authority services and support to achieve or maintain a reasonable standard of health or development.
- ✓ **Section 47 (Children Act 1989):** Triggered when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, **significant harm**, requiring an immediate local authority child protection investigation and multi-agency strategy discussion.

Live Session Monitoring and Concern Identification

Once off-site learning begins, frontline vigilance operates continuously across standard operating hours (09:00–16:00):

- ✓ **Automated System Triggers:** Keyword filters flag text entries, search terms, or chat inputs associated with self-harm, distress, violence, or abuse.
- ✓ **Frontline Visual and Audio Triggers:** UK-qualified teachers observe distress markers on camera, physical injuries, background domestic conflict, or unauthorised individuals entering the frame.
- ✓ **Inactivity and Compliance Flags:** The platform flags unannounced disconnects, prolonged idling, or refusal to participate in required visual check-ins.

Immediate Evidence Capture and Frontline Preservation

Upon detecting a concern or receiving a student disclosure, frontline staff follow strict procedural boundaries:

- ✓ **No Interrogation:** Staff maintain calm reassurance without investigating, probing, or making false promises of confidentiality.
- ✓ **Verbatim Logging:** Staff record exact, objective student statements directly into the secure portal immediately.
- ✓ **Tamper-Evident Digital Capture:** Chat transcripts, screen captures, audio/video streams, and system timestamps are automatically secured for audit trails.

Concern Identification

Concerns originate through three distinct triggers:

- ✓ **Platform Alerts:** Automated keyword flags, flagged chat interactions, or blocked searches.

- ✓ **Camera Observations:** Visual distress, marks of physical harm, domestic disturbances, or unauthorised adults appearing on camera.
- ✓ **Inactivity:** Unexplained session drops, prolonged idling, or refusal to respond to live checks.

Internal Triage

The EDClass Safeguarding Team, led by **Kim (Head of Safeguarding / Lead DSL)**, reviews the incoming alert against historical logs, learner context, and known vulnerabilities to determine risk severity.

Pathway A: Urgent — Immediate Danger

Used when there is an immediate threat to life, acute violence, or an active disclosure of severe harm:

- ✓ **999 Emergency Dispatch:** The safeguarding team calls blue-light services directly, transmitting the student's verified address, What3Words location, and specific household risk factors captured during the Stage 1 home visit.
- ✓ **Direct DSL Phone Call:** EDClass phones the commissioning school's Designated Safeguarding Lead immediately to coordinate local actions (bypassing email or standard ticketing).
- ✓ **Direct MASH Referral:** Formal referral details are submitted directly to the local authority Multi-Agency Safeguarding Hub (MASH) and Children's Social Care.

Pathway B: Pastoral / Disengagement

Used for non-acute concerns, attendance drops, repeated disengagement, or emerging low-level welfare indicators:

- ✓ **Automated Alert to School DSL:** Sends immediate digital notification directly to the commissioning school's designated lead.
- ✓ **Logged on EDSafe System:** Generates a secure, timestamped audit log within the internal safeguarding repository.
- ✓ **Scheduled Fortnightly Multi-Agency Review:** Feeds the incident into a bi-weekly multi-agency panel (school, alternative provision, social care, SEND leads) to evaluate placement suitability and adjust support plans.

Review Cycle and Governance

The safety policy and platform risk parameters are governed by continuous oversight mechanisms:

- ✓ **Annual Scheduled Review:** A comprehensive yearly audit of all off-site risk assessment templates and operational workflows.
- ✓ **Triggered Out-of-Cycle Reviews:** Immediate reviews and updates enforced whenever:

- ✓ The Department for Education updates statutory frameworks (such as Keeping Children Safe in Education / KCSIE or Working Together to Safeguard Children).
- ✓ Emerging digital threats or platform vulnerabilities are identified.
- ✓ Formal post-incident debriefs highlight operational gaps after a serious safeguarding escalation.