



**Risk Assessment - Use of Tapestry as an online LJ**

<u>Area/Activity</u>	<u>Hazards</u>	<u>Who/how?</u>	<u>Measures taken?</u>	<u>Further action?</u>	<u>Risk - H, M, L?</u>
Staff to have their own tablet to use Tapestry to make observations of the children.	Tablet getting lost or people other than staff being able to access Tapestry.	All members of FS staff - tablets being taken out of school.	Ensure staff only take tablets home if absolutely necessary. Encourage staff to be in the habit of logging out of Tapestry after use (not just logging out automatically).	Discuss with all FS staff.	L
Photographs/Video's of children.	Images of children being shared without consent e.g. on social media sites.	Staff/Parents - use of Tapestry out of school.	Staff aware and agreed on actions to be taken above to ensure tablets are kept safe and secure. Parents signed to agree to images of their children being shared on Tapestry and agreed not to share images of other people's children.	Monitor this to ensure parents are happy with the way their children's images have been used on Tapestry.	L
Parental commenting on their child and group children photo's.	Comments from parents to be of a negative nature and parents to have conversations using comments below children's observations.	Parents - using the comments box.	Staff are NOT to reply to comments left by parents on Tapestry. It was agreed that they can 'like' a comment only.  If parents begin to leave negative comments or take part in a negative conversation via Tapestry they will be spoken to about this by FK and if it continues the comment feature will be removed.	Monitor the comments parents leave and report anything negative to FK.	L