

Readiness Level Red – Risk Assessment

This document has been completed to provide a risk assessment for the Southwell Scout Group Weekly Virtual Meeting via Zoom. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scout Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting. The structure of the Risk Assessment is presented in 8 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From L = unlikely through to H = H
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.

Date of risk assessment: March 2020

Risk	Hazard associated with risk	Who could be harmed	L	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants / gate crashing	Young people	L	<ul style="list-style-type: none"> • Waiting room • All participants to enter with their proper name initially • All participants to have cameras enabled • The use of a password (not automatically generated) • Meeting ID and Password not to be published online • Change Meeting ID and Password for each meeting • Meeting ID and Password to be emailed to parents the night before the meeting 	Section Leader / host of meeting
Virtual Scout Group	Bombing	Young people	L	<ul style="list-style-type: none"> • Only host can share screen • Disable "chat function" 	Section Leader / host of meeting
Virtual Scout Group	Unsupervised adult and young person interaction	Young people / adult	L	<ul style="list-style-type: none"> • No adult is allowed 1 on 1 with a young person • Parents to be in the same location as young person during meeting • Meeting to be recorded 	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	L	<ul style="list-style-type: none"> • Ensure PC / Laptop settings are up to date and security 	Section Leader / host of meeting

				<p>settings are enhanced.</p> <ul style="list-style-type: none"> Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	
Virtual Scout Group	Using leader's info to create a false meeting	Young people / leader / parents	L	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	Section Leader / host of meeting
Individual young person	Bullying	Young person	L	<ul style="list-style-type: none"> Ensure that adult to young people ratios are maintained. Disable Chat Function including individual communications. Monitor Breakout rooms. Deal with any incidents robustly. 	Section Leader / host of meeting

Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	L	<ul style="list-style-type: none"> • Ensure that young people are not positioned near potential sources of unexpected exposure i.e. toilet/bathroom • Remind parents to tell others within the house that a Scout Meeting is about to take place. 	Section Leader / host of meeting
Virtual Scout Group	Accidental exposure to foul language	Young person / adult / leader	L	<ul style="list-style-type: none"> • Remind young people of our Code of Conduct • Inform adults that the microphone will pick up their voices as well as young people and to ensure that they do not use foul language. 	Section Leader / host of meeting

As per the guidance issued by The Scout Association in their email of the 05 May 2020 if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.
3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity; and
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.