

Online Safety - I-connect Online Learning Journal Risk Assessment

Risk Identified: Data is inappropriately accessed from within the setting
Steps taken to mitigate risk:
All of the tablets the staffs use at the settings are password protected and each member of staff also has a password to access the I connect system. The tablets are all set to automatically log out of the system after a couple of minutes of being idle. Tablets are locked in the office at the end of the day.

Risk Identified: Data is accessed by the wrong relative
Steps taken to mitigate risk:
To ensure maximum safeguarding for each individual child on I connect, the following process is undertaken when adding a relative onto Iconnect. <ul style="list-style-type: none"> • Each child is linked to their relative/relatives manually to ensure that the journal is only accessed by the child's own relatives. • Each relative is set up using an email address given to staff by the parent. This is input taking care to double check it matches that of which the parent has provided. • Relatives are then sent a link through I connect by the manager, which they then use to set up their login details, including a password and a pin. This is NOT shared with the setting. • If a parent have a problem logging into their child's I connect account or they require a new login for any reason, a password reset email can be sent to the relative through I connect from the manager

Risk Identified: Data relating to a child is left on the system after they have left the setting
Steps taken to mitigate risk:
When a child leaves the setting their learning journals will be downloaded and send to parents through email or saved onto a memory stick that the child's parent provides. The child's last progress report will be printed off and given to the child's new setting or school. After records have been transferred and shared with parent's the child's data will be deleted.

