



In-School Workshop Policy

Status	Statutory
Review Cycle	Annual
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Date of next review	September 2020

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1. Introduction

Latchmere Academy Trust provides many opportunities for its children to enrich and enhance their learning through the use of In-School Workshops/ Activities.

In implementing the arrangements and practices within this policy, children will be offered high quality learning experiences which are both rich and varied, all within the safe and secure environment of the school.

The LEA adopts as best practice the guidance given within:

- The RBK 'Guidelines for Educational Visits and Outdoor Education Activities 2006'
- The DFES 'Health and Safety of Pupils on Educational Visits' (HASPEV)

1.1 Definition

An In-School Workshop/ Activity can be any of the following:

- A Curriculum linked Workshop / Activity instigated by the school
- A Curriculum linked Workshop / Activity provided by an outside company
- A In-School Event which is charitable, sporting, leisure or any other

1.2 The Trust will ensure that:

- A trained Educational Visits Co-ordinator is appointed who will ensure that the In-School Workshop/Activity follows National, LEA and establishment guidelines and that the Group Leader is suitably competent to plan the workshop/activity
- The workshop providers always have access to First Aiders in the school office and trained Teaching Assistants within the year group, whatever the group size
- There is a Risk Assessment (RA) from the school and from the outside provider (if appropriate) for all In-School Workshops/Activities (see Appendix A)

- All accidents, incidents and 'near misses' are reported and investigated / the appropriate accident form completed
- Procedures are in place to monitor all workshops/activities

There is an approval system for In-School Workshops/Activities

There is a procedure for dealing with emergency situations / critical incidents including having a named school-based contact and a school-based emergency plan

2. Roles and Responsibilities

2.1 The Governing Body

The Governing Body satisfies itself that the appropriate procedures, and control measures are in place and the documented guidance notes are being followed.

2.2 The Headteacher

- The Headteacher is delegated by the Governing Body to approve all In-School workshops / activities of a perceived low risk, or regular nature
- The Headteacher is delegated by the Governing Body to approve all In-School Workshops/ Activities that hazardous.
- The Headteacher, together with the Leadership Team, will approve the written Risk Assessments and Critical Incident Plans (where appropriate) to ensure good practice

2.3 The Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator ensures that all In-School Workshops / Activities follow the correct procedures. The person with these responsibilities, together with the BPM, will write the In-School risk assessment and ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Booking and co-ordinating the planning of the workshop / activity with the BPM which will include venue suitability, curriculum links and health and safety aspects
- Establish with the BPM the purpose of the In-School Workshop/activity and selection, training and briefing of appropriate members of staff
- Ensure all adults helpers have valid, up-to-date Disclosures and Barring System (DBS) clearance for the supervising of children within RBK schools

- Write the Risk Assessment with the support of the BPM, ensuring that this has been approved by the Headteacher and Leadership Team a minimum of one week in advance of the In School Workshop / Activity (sporting fixtures – minimum of two days in advance); additionally, the provider of the In-School Workshop / Activity must submit their own Risk Assessment which must be attached to the school’s Risk Assessment, where appropriate
- Ensure that in the event of an accident the Health and Safety guidelines are followed by an Adult / staff member; if they are returned home by car that the school is aware of what of their belongings remain at school and that they are placed in a secure place until they can be picked up.

2.4 The Best Practice Manager

The Group Leader is responsible for identifying the purpose of the In-School Workshop / Activity and following the guidance published in the ‘Guidelines for Planning an Educational Visit or In-School Workshop’ booklet. The Group Leader is also responsible for the following:

- Establishing together with the EVC the nature of the In-School workshop/activity
- Supporting the EVC in the research, booking and planning of the workshop
- No financial commitment should be agreed until all relevant approvals have been confirmed
- Ensuring, together with the EVC, that the workshop / activity has been approved by the Headteacher and Leadership team
- Ensuring parental consent has been obtained where appropriate
- Staff supervision, including the designated First Aider, should be agreed and volunteer parental helpers notified, ensuring that all have valid DBS clearance for supervising children within RBK schools
- A Risk Assessment is required for In-School workshops that are deemed to be ‘hazardous’, to be written by the EVC and the BPM, ensuring that this has been approved by the Headteacher and Leadership Team a minimum of one week in advance of the workshop; additionally, the workshop provider must submit their own Risk Assessment which must be attached to the school’s Risk Assessment, where appropriate
- Prior to the workshop / activity; ensure all members of staff and class teachers are briefed appropriately as to the planned course of activities; possible movement of particular lessons to accommodate the workshop; be aware of pupil behaviour and any special pupil requirements (medical or other).

- The Group leader will continuously monitor the workshop/ activity regarding behaviour, medical and other needs and be prepared to stop the activity if it becomes hazardous and risks the health and safety of the pupils

- All In-School Workshops should be reviewed annually

This policy should be read in conjunction with the 'Guidelines for Planning an On-Site Educational Visit' booklet.

Appendix A.. Risk Assessment



Latchmere School
Tel: 02085467181

Destination:
Tel:
Issue Date:

Day Visit Risk Assessment

Risk Assessment for:

Date and Time:

Travel Arrangements:

Group Leader:

Accompanying Staff:

Accompanying Parent Helpers:

First Aider:

Amount of people:

Consent Forms Signed and Received:

Children with Complex needs requiring support:

Pupils with First Aid Requirements:

Potential Risks & Control Measure

Pupil	Medical

Hazards	Risk <i>(low, med, high)</i>	Control Measures

Headteacher's Signature:.....Date:.....

Group Leader Signature:.....Date:.....