

**Danelaw Centre for Living History
In-School Presentation / Activity Day
Statement of Child Protection and Risk Management Policy**

Please read this document carefully.

Background:

Danelaw Living History Services recognises that the safe and effective delivery of our range of in-school presentations and activity days requires a professional, collaborative and constructive approach to the identification and management of the hazards involved in working on school premises. This document is intended as a working tool for use by Danelaw staff in the planning and delivery of in-school services. The document complements but does not replace or remove the need for separate risk assessment exercises carried out by representatives of the host school, based on an awareness of the nature of the age, needs and capabilities of the participating pupils and staff, and of the physical location in which the presentation is to take place. This document is subject to continual review and updating.

Child Protection Policy:

It is recognised that schools have a legal duty of care towards their pupils, and that this extends to cover all visiting contractors. As an employer, Danelaw Living History Services recognise our own duty to ensure the safeguarding of all children and vulnerable persons that we come into contact with in the course of our work. Danelaw Living History Services actively seeks to comply with all relevant current legislation and recommendations of good practice. Pending the finalisation of the arrangements for the ISA and the Vetting and Barring scheme, Danelaw continues to make full use of the services of the CRB in our recruitment procedures and seeks to comply fully with the CRB code of practice and the requirements of the Data Protection act. In the normal course of events, Danelaw staff are classed within the category of persons who have only occasional, irregular, supervised contact with children in any host school. It is part of the agreement with the client school that our staff will not be left unsupervised with children at any time (See Our Responsibilities / Your Responsibilities below in this document). As such the relevant guidelines indicate that the host school would not normally require their own separate CRB check for the individual conducting the presentation.

It is noted however, that based on an awareness of their own operating circumstances, some schools elect to adopt local practices which exceed such recommendation, and may request further confirmation and evidence of suitability to work with children. As an employer, Danelaw Living History Services is prohibited by law from sharing disclosure information with any third party.

The member of Danelaw staff visiting the school may however agree to provide sight of their personal copy of their disclosure on the day of the planned visit. If such sight is required, the request should be made in writing to the Danelaw Centre for Living History at least one week in advance of the date of the presentation. In line with CRB and Data Protection guidelines, under no circumstances would we expect a host school to make a photocopy of this document, or to record anything other than the serial number of the disclosure and a note of any decision taken based on the sight of the document. Thank you for your co-operation in this matter.

Our Responsibilities:

In respect of our in-school services, Danelaw Living History Services warrants that:

- All staff visiting client schools for the purposes of delivering pre-booked presentations and activity days are recruited, stringently vetted and appointed on the basis that they are considered by our board of trustees to be fit and suitable persons to work directly with children and vulnerable persons.
- All staff visiting client schools hold current, enhanced, CRB disclosures and that staff are required to renew these disclosures on a periodic basis.
- All our activities will be delivered in a safe and professional manner, and that all participants will be treated appropriately, sensitively and courteously at all times.

Your responsibilities:

As the host school, we would request that the following points be noted and regarded as conditions of the agreement between the school and Danelaw Living History Services:

- A safe, suitable and reasonable route of access to the presentation area will be provided and explained to the visiting member of Danelaw Staff. Please bear in mind that our member of staff will have a substantial amount of equipment to transport from his/her vehicle to the presentation area and this should be taken into account when planning the event.
- A suitable changing area will be made available for our member of staff in cases where the staff member does not travel in costume.
- All furniture provided for use by our member of staff for display purposes and for seating by the audience / participants will be safe and fit for purpose.
- A member of the host school staff will be present at all times before, during or after the delivery of the planned presentation, and that levels of supervision will be appropriate to ensure that at no time will a member of Danelaw staff be left unaccompanied when any pupils are present.

Risk Management / Risk Assessment:

The nature and variety of the work undertaken by Danelaw staff is such that a single risk assessment document cannot cover every potential setting or working scenario. As such, this document can only act as a basic guide template for the ongoing process of risk management on the day of the visit.

Abbreviations used in this document:

DLS – Member of Danelaw Centre for Living History staff.

HSR / HS –Designated Host School Representative/any designated host school staff.

Period Covered:

The assessment covers the period between the arrival and final departure from site of the assigned member of staff.

Physical Area Covered:

The assessment covers designated car parking areas, designated pedestrian access routes, doors and corridors, the classroom, hall or other presentation areas, all as defined by the host school representative.

Equipment Covered:

The type and nature of the equipment used in the course of the presentation will vary from subject to subject.

Risk Assessment Section 1 – General Site Safety / Arrival Departure

Hazard / Activity on site	Associated risk	Potential to cause harm	Controls in place, responsibility and action.	Risk Outcome
Arrival at site.	Unfamiliarity with access routes, designated parking areas. Pedestrians and vehicles sharing space. Collision with child / adult / other vehicle.	Med / High.	-Plan journey times to avoid rush. -Study guidance notes / correspondence from host school in advance. -Comply with all notices / speed restrictions / directions on sight. -Have contact telephone numbers / names of host staff to hand and all relevant paperwork to hand.	Low / Med.
Alighting from vehicles in Car park.	Slip / trip/ fall.	Low / Med	-Identify designated drop off and parking areas. -Wear appropriate clothing and footwear	Low
Stairways / access to different levels	Slip / trip / fall.	Med.	-Wear appropriate clothing and footwear while transporting equipment. -Raise any concerns with the HSR.	Low
Load carrying.	Dropping of weight on own or other individual's foot. Physical trauma or strain.	Med Med	-Ensure equipment is appropriately packed and loads are evenly distributed. -Do not overload boxes. -Do not attempt to rush by doubling up loads.	Low Low
Use of unfamiliar furniture / table / display areas.	Collapse of tables / falling of display items on to audience.	Low / Med	-Visually inspect all furniture. - Ensure adequate separation between audience and display.	Low Low

Risk Assessment Section 2 – Activity Breakdown.

The exact range of objects used for the talk and the activities offered vary depending on the type of day booked. The following list covers the range of activities normally undertaken across all our talks. Please contact us for specific information regarding which of the following activities will be offered.

Hazard / Activity on site	Associated risk	Potential to cause harm	Controls in place, responsibility and action.	Risk Outcome
Initial presentation / talk.	Slip / trip/ fall	Low.	-DLS. Ensure lighting level appropriate. -DLS Visual inspection of floor area before commencing talk	Low
	Dropping of items on self or audience member.	Low	-Ensure adequate space around presentation tables. -Handle all objects with care. -Display all long / bulky / unusual items on purpose built display equipment or stands.	Low
Activity 1. Artefact handling / sketching.	Collision impact.	Low	- Appropriate level of supervision to be provided. HSR/HS -Sensible speed of movement enforced by all staff.	Low
	Nipping / Crushing of fingers by objects.	Low	-DLS/HS to supervise closely. Children to be warned of hazard by DLS/HS - No sharp or edged or heavy objects to be identified for handling.	Low
Activity 2. Clay work (Air drying clay).	Bench / table collapse.	Low.	- DLS/HS to check furniture throughout day.	Low
	Allergic reaction.		-Children warned of hazard.	Low
	Ingestion of clay.		-Check for known allergies. HS/DLS	Low

Activity 3, Game making. (May include clay work to make counters)	Stabbing injury from pencils.	Low	-All staff to supervise children.	Low
	Allergic reaction.	Low	- Check for known allergies DLS/HSR	
	Ingestion of clay.		-Children warned of hazard DLS/HSR.	
Activity 4. Pomander / plague bag making.	Slip / trip / fall	Low.	-Area inspected by all staff regularly. Hazards removed or brought to attention of children.	Low
	Table/Bench collapse.	Low	-DLS/HSR to check furniture regularly.	Low
	Allergic reaction to Oranges / Cloves / Herbs.	Low.	Allergy information checked with school by DLS/HSR	Low
Activity 5. Copybook Writing,	Slip / trip / fall	Low – Med.	-Children to be warned of hazard. -HS to supervise children.	Low
			-Sensible speed of movement enforced by all staff.	Low
	Bench/table collapse.	Low.	-DLS/HS to check furniture throughout day.	Low
	Ingestion of ink.	Low.	-Water based non-toxic poster paint used. -Children warned not to put near mouth.	Low
	Allergic reaction to contact with quills.	Low	-Children warned not to put near mouth. -Pens made from bleached feathers.	Low

			-Pens boil washed on regular basis.	
Activity 6 Leather thong work / bracelet making.	Strangulation.	Low / Med	-Children supervised and appropriate standards of behaviour established. DLS/HSR	Low.
Activity 7. Pike Drill. (Tudor only).	General hazard level.	Med.	-This activity is constantly supervised by DLS/HSR. -Children thoroughly briefed on safety.	Low
	Slip/trip/fall.	Low	-Activity done in designated area. -All drill conducted at walking/marching speed.	Low
	Impact to head / limbs from pikes.	Med.	-Helmets, where used worn over padding of hat. -Lightweight wooden pikes used. -Appropriate level of assistance provided to children as required. -Pike heads constructed and monitored to re-enactment safety standards.	Low
Activity 8: Spear and shield drill. (Viking / Roman only).	Slip / trip / fall.	Med - High Low – Med	- Activity directly supervised by DLS / HSR. - Working area inspected and children warned of slippery surface DLS / HSR	Low
	Collision impact.	Low – Med	- Working area kept clear of obstacles and other children. DLS / HSR - 'Charge' drill to be closely supervised.	Low

			Omit if surface unsuitable or weather conditions inappropriate. DLS/HSR.	Low
	Impact of shield with face.	Low	-Children to be warned to keep shield over stomach at all times. DLS	Low
	Play fights.	Low - Med	-Children warned of danger and given clear instruction. -Close supervision of children DLS/HSR/HS/all adults.	

Additional Notes: