

Education Department Safeguarding / Health and Safety: Family Learning Events

Regular Minster education volunteers, and external organisations / personnel ('the team' below) are expected to abide by these guidelines when working for an education department event.

1. The children remain the responsibility of the adults (parents / carers) who brought them to the event. Therefore their safety and supervision is their responsibility. We do our best to ensure that the environment is child-friendly and safe, by minimising risk. Team members should read and apply the risk assessment document.
2. All team members should wear an education team badge to be easily identifiable. (There may be exceptions to this, such as costumed interpreters.)
2. No one-to-one activities take place, all children work in public settings. Children or vulnerable adults must never be left alone with a member of the education team under any circumstances, nor should a team member accompany children to the toilet.
3. First Aid assistance may be provided (first aid kits are available in vestry, Information Desk, by main door of the Palace), but the adults in charge of the children should deal with any situation. All incidents should be reported to the Education Officer, Education Administrator, Community Engagement coordinator or a Verger.
4. All activities are monitored by the Cathedral Education Officer, Community Engagement Coordinator or the Education Administrator, but trails or activities may be supervised or distributed by members of the Guild of Stewards or the education volunteers.
5. Any complaints, concerns or disclosures made by visitors will be dealt with by the Cathedral Education Officer in the first instance – and should be referred to her by team members. Issues or problems are investigated as quickly as possible and may be reviewed at training sessions or regular meetings. *If further support/advice is required the Cathedral and/or the Diocesan safeguarding Team will be contacted.*
6. We ask the team not to take their own photos: an appointed person may be assigned to do this on our behalf.
7. In the event of an emergency, the assembly point is at the top of the west path, for all venues: Palace, Education Garden and Minster. The team should ensure they know where this is and where the exits are. Minster: south and north doors (+ west door when large crowds are gathered), Palace: main door and fire escape, Garden: main entrance and through the paddock.

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