

Risk Assessment

Risk Assessments And Health And Safety Guidelines – Contents

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Risk Assessment

Fire And Emergency Evacuation Procedures

- If an emergency occurs, you will not hear a bell ringing but an announcement over the public address system saying ‘ Attention please, attention please, an emergency has been reported in the building. Please leave the building by the nearest fire exit.’
- All fire exits are lit up and are identifiable as a green sign with a white arrow and a running figure.
- The designated adult accompanying each group of pupils must lead the group out of the building through the nearest fire exit.
- A member of Museum staff will join you shortly and escort you to the fire evacuation assembly point which is at the front of the STEAM building on the other side of the gravelled area.
- Do not worry if your class are not together as all groups will be reunited outside the Museum building.
- Do not try to find any belongings and do not use the lift.
- If you are in the Lunchroom when the alarm sounds, walk down the stairs to the ground floor together and go out through the nearest fire exit.
- If you are in the lift when the alarm sounds, the lift will automatically descend to the ground floor and the doors will open, allowing you to make a safe exit.
- Should a member of your group have mobility problems, there is a refuge point at the head of the stairs on every floor. Trained Fire Safety Officers will safely evacuate these persons.
- If you are having a Discovery Session with an Education Officer when the alarm sounds, the class, accompanying adults and Education Officer should together leave the building by the nearest fire exit.
- Museum staff will check the entire building to make sure that everyone is safely outside.
- It is vital that the Group Leader/Teacher in charge knows the number of pupils and adults in their party. We recommend a head count is conducted at regular points throughout the visit, especially on arrival and on departure.

Risk Assessment

Procedure For A Child Becoming Lost Or Separated

In the event of a pupil becoming lost or separated from their group, procedures are in place and will be communicated to the children on arrival.

Pupils should:

- Look for a member of staff. Members of STEAM staff and volunteers of the Museum will be either wearing a name badge or carrying a Swindon Borough Council identity card with a photograph of themselves on it.
- Try to find their way back to the reception area by following the exit signs and go to the Ticket Desk.
- Tell a member of staff they are lost.
- If they cannot find their way out, they should stay where they are.
- They should not leave the building or go outside.

Teachers should:

- Look for a member of staff. Members of STEAM staff and volunteers of the Museum will be either wearing a name badge or carrying a Swindon Borough Council identity card with a photograph of themselves on it.
- Tell one accompanying adult to find their way back to the reception area by following the exit signs and go to the Ticket Desk.
- Make sure that enough adults remain to observe the Standard Conditions for supervision.
- Tell a member of staff that a pupil has become lost or separated.

STEAM staff will:

- Make a tannoy announcement to alert all staff that a pupil has become lost or separated.
- Watch the doors to make sure a child answering the description does not leave the building.

Risk Assessment

Standard Conditions For School Groups Visiting STEAM

These conditions must apply in order for the generic assessment to be valid. It is the responsibility of the Group Leader to ensure that all Standard Conditions are met at all times.

The Group Leader should:

- Take responsibility for the behaviour of all pupils. School parties behaving in an unreasonable manner or in a manner that is deemed unsafe for themselves or others will be asked to leave the Museum.
- Be familiar with STEAM Fire and Emergency Evacuation Procedure (attached) and brief all accompanying adults.
- Be familiar with the procedures for getting lost or separated (attached) and brief all pupils and accompanying adults.
- Brief accompanying adults on all hazards on the attached Risk Assessments and Safe Systems of Work.

Teachers/Accompanying Adults should:

- Observe a minimum supervision ratio of 1 to 5 at KS1, 1 to 8 at KS2 and 1 to 15 at KS3 and above. This is also the minimum group walkabout number.
- Adhere to the supervision ratio throughout the visit. Whilst STEAM is a controlled environment and access is strictly controlled, there is always a risk from 'stranger danger'.
- Divide classes into small groups with a competent/trained/qualified adult responsible for the supervision and behaviour of each group.
- Remain with their designated group at all times and keep pupils under constant supervision.
- Supervise all visits to the toilet and shop.
- Supervise the access of pupils to all equipment, exhibits or interactives with moving parts.
- Monitor the behaviour of the pupils constantly throughout the visit.
- Conduct a head count at regular points throughout the visit, especially on arrival and departure.
- Warn pupils before they disembark from the coach on arrival and leave STEAM at the end of their visit to stay with their group leader and not to run. The coach drop off point for the Museum is directly outside the Museum door, there are no busy roads to cross, there is a controlled barrier to the drop off area, but there may be other coaches arriving and departing.
- Ensure that pupils are assisted with the lifting of any heavier objects/artefacts during Discovery Sessions.

- Convey the following Standard Conditions to all accompanying adults and pupils.
- Ensure that they are adhered to at all times.

Pupils should:

- Not run in any part of the Museum.
- Not climb up/over the sides of exhibits.
- Not climb onto exhibits except where clear access is provided and then only under adult supervision.
- Not pull on free standing exhibits.
- Not access any equipment, exhibits or interactives with moving parts unless it is under adult supervision.
- Not access cordoned off areas.
- Keep well away from the edge of the Station Platform.
- Wear appropriate footwear, properly done up.
- Stay with designated group at all times.
- Follow the attached procedure if they become lost or separated.
- Follow the procedure attached if the Fire Alarm sounds.
- Use only the steps/ramps and signed access points when entering/leaving the exhibits
- Note and act upon any signage.
- Respect and act upon the instructions of Education Officers, Museum staff and volunteers.
- Respect other Museum visitors.
- During Education Officer led sessions:
 - not pass objects/artefacts over each others' heads but over each other's knees
 - keep objects/artefacts above the seating mats in case they are dropped
 - use both hands to handle objects/artefacts
 - not snatch objects/artefacts from each other
 - keep well away from the edge of the Station Platform during role-play

Other Information:

- Each class is allocated a secure cloakroom for coats, bags and lunches. These are locked away on arrival and retrieved for you at lunchtime and on departure.
- A purpose built lunchroom (Group Refreshment Room) is available for the use of school parties on the second floor. One toilet for the use of females and one for the use of males adjoin the lunchroom (only for the use of pupils in the lunchroom). Further toilets for use over the lunchtime period are located in the STEAM reception area on the ground floor.
- If you need first aid assistance, make this known to a member of STEAM staff. A first aider is always available on the STEAM site.

Safe System Of Work

In accordance with: Management of Health & Safety at Work Regulations 1999

Department: Leisure & Libraries	Section: STEAM – Museum of the G.W.R.	Location: Railway Village
Task/Activity: Self guided tour of Swindon's Railway Village	Risk Rating: Low	Reference No:

Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below

1. Minimum supervision ratios must apply – 1 adult to 5 pupils at KS1, 1: 8 at KS2, 1:15 at KS3 and above.
2. Pupils must be supervised at all times by the teacher.
3. Children must wear suitable footwear properly done up.
4. Children must walk to, from and around the Railway Village in pairs and in a crocodile.
5. The Teacher must lead the crocodile at all times.
6. Teachers and adult helpers must distribute themselves at regular intervals along the crocodile with one bringing up the rear in order to supervise the safe passage of children along the pavements and to ensure that children do not under any circumstances step onto the roads.
7. Teachers and adult helpers must ensure that the children stay closely together in the crocodile.
8. The Teacher must follow the prescribed route.
9. Pupils must not run or walk ahead of the Teacher at any time.
10. The Teacher must lead the group to safe crossing places.
11. The teachers must supervise pupils crossing the roads.

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below

I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.

Signed: Name:

Date:

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: **Leisure & Libraries**

Section: **STEAM – Museum of the G.W.R.**

Location: **Railway Village**

Task/Activity **Self guided tour of Swindon's Railway Village**

Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Pupils	MAIN ROUTE Vehicles (RTA)	Risk of RTA to children crossing road to National Monuments Record Centre (and return).	L	Supervision of pupils by teachers.	L To All	Y To All
Pupils	Vehicles (RTA)	Risk of RTA to children on Bristol Street at tunnel exit.	M	Supervision of pupils by teachers. Teacher to lead group through tunnel. Pupils not to run through tunnel or walk ahead of the Teacher.		
Pupils	Vehicles (RTA)	Risk of RTA to children at entrance to Great Western Business Centre.	L	Supervision of pupils. Teacher to lead group. Teachers to supervise pupils crossing entrance.		
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Bristol Street.	L	Teacher to lead group to a safe crossing place i.e. by the water tower. Teachers to supervise pupils crossing road.		
Pupils	Additional/ Optional Route Vehicles (RTA)	Risk of RTA to children crossing Church Place twice to access churchyard (and return).	L	Teacher to lead group to a safe crossing place. Teachers to supervise pupils crossing road.		

Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 Ssow)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Bathampton Street.	L	As above.	L To All	Y To All
Pupils		Risk of RTA to children crossing Exeter Street.	L	As above.		
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Emlyn Square to Mechanics' Institute.	L	As above.		
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Emlyn Square to Glue Pot Public House	L	As above. Use level crossing.		
Pupils	Additional/ Optional Route Vehicles (RTA)	Risk of RTA to children crossing Reading Street (and return).	L	Teacher to lead group to a safe crossing place. Teachers to supervise pupils crossing road.		
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Oxford Street.	L	As above.		
Pupils	Vehicles (RTA)	Risk of RTA to children crossing Emlyn Square.	L	As above. Use traffic island.		
Pupils	Main Route Vehicles (RTA)	Risk of RTA to children crossing Bristol Street to tunnel entrance.	L	Teacher to lead group to a safe crossing place. Teachers to supervise pupils crossing road.		
Date of assessment:		Date of Last Assessment:	Review Date:	Reference No:		
Overall Risk Rating: Low			Managers signature:			

Risk Assessment

Safe System of Work		
In accordance with: Management of Health & Safety at Work Regulations 1999		
Department: Leisure & Libraries	Section: STEAM – Museum of the G.W.R.	Location: Station Platform
Task/Activity: Discovery Sessions on the Station Platform or in the Offices	Risk Rating: Low	Reference No:
Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below		
<ol style="list-style-type: none"> 1. Minimum supervision ratios must apply – 1 adult to 5 pupils at KS1, 1:8 at KS2, 1:15 at KS3 and above. 2. Pupils must be supervised at all times by the teacher under the direction of the Education Officer. 3. Maximum number of pupils for a Discovery Session on the platform is 33. 4. The gap at the edge of the platform must be pointed out to the pupils by the Education Officer before any role-play. 5. Pupils must be supervised at all times by the teacher and accompanying adults during any role-play. 6. Pupils must be assisted with the lifting of any heavier artefacts by the Education Officer or teacher and accompanying adults. 7. Discovery Sessions will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others. 		
Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below		
<p>I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.</p> <p>Signed: Name:</p> <p>Date:</p>		

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: Leisure & Libraries		Section: STEAM – Museum of the G.W.R.			Location: Station Platform	
Task/Activity Discovery Sessions on the Station Platform or Offices						
Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Education Staff Pupils	Slips, trips and falls	Risk of falls from platform due to gap between platform and tracks	M	Supervision of children required.	L	Y
Pupils	Manual handling	Lifting artefacts, handling artefacts	M	Ensure pupils are assisted with the lifting and handling of heavier artefacts.	L	Y
Date of assessment:	Date of Last Assessment:	Review Date:	Reference No:	Name of Assessor: Steve Hopkins Helen Orford		
Overall Risk Rating: Low		Managers signature:				

Risk Assessment

Safe System of Work		
In accordance with: Management of Health & Safety at Work Regulations 1999		
Department: Leisure & Libraries	Section: Steam - Museum of the G.W.R.	Location: Exhibition and Circulation areas
Task/Activity: Slips, trips and falls	Risk Rating: Low - medium	Reference No:
Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below		
<ol style="list-style-type: none"> 1. The Museum must be inspected before opening. All areas must be checked for: <ul style="list-style-type: none"> • Cleanliness • Tidiness • General health and safety of facilities 2. Checks must ensure that areas are tidy and no obstructions are in public walkways. 3. The facility checks must be carried out at least twice a day with one of the checks being carried out before the Museum opens. 4. Good house keeping must prevail at all times ensuring that all fire exit routes remain clear and free of obstructions. 5. All trip hazards must be removed where possible. Warning signs must be in place for any hazards that remain (hazard warning tape etc.) 6. The responsible person identified for supervising user groups must be made aware of the gaps between the platform and the trains. (Via teacher information packs etc.) 7. Any objects that are at risk of falling over and causing injury must be tied down. 8. All equipment must be regularly maintained and inspected to identify any defects particularly items that have been designed as interactive with visitors. 9. All portable equipment must be PATS tested. Leads must not cause a tripping hazard. Electrical equipment not is accessible to children. 		
Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below		
I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.		
Signed: Name:		
Date:		

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: **Leisure & Libraries**

Section: **STEAM – Museum of the G.W.R.**

Location: **Exhibition Areas and circulation areas**

Task/Activity **Slips, trips, and falls**

Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Visitors Staff	Slips, trips, falls	Risk of tripping over uneven floors, or over Museum articles.	M	All hazards identified and adequately marked. Good house keeping required. Regular inspection of facilities.	L	Y
	Fall from height	Risk of falling between engine/carriage display and Station Platform.	M	Areas must be assessed and covered where practical. Existing gaps must be identified and visitors warned of drops via notices. Schools to be made aware of these areas. Schools to supervise children at all times.	L	Y
	Objects Falling	Risk of objects being pulled over	M	Items must be secured.	L	Y
	Work Equipment	Risk of injuries from equipment within the Museum	M	Items must be regularly maintained and inspected for defects.	L	Y
		Electrical hazards	M	All portable equipment to be PATS tested. No trailing leads. Equipment must be maintained and services regularly.	L	Y
Date of Assessment:		Date of Last Assessment:		Review Date:	Reference No:	Name of Assessor: Steve Hopkins

Safe System Of Work

In accordance with: Management of Health & Safety at Work Regulations 1999

Department: Leisure & Libraries	Section: STEAM – Museum of the G.W.R.	Location: Caerphilly Hall
Task/Activity: On the Footplate Experience	Risk Rating: Low	Reference No:

Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below

1. Minimum supervision ratios must apply – 1 adult to 5 pupils at KS1, 1 to 8 at KS2 and 1 to 3 at KS3 and above.
2. Pupils must be supervised at all times by the teacher under the direction of the volunteer (driver) or Education Officer.
3. Fall hazards exist from the steps and the tender of the engine. The steps must be positioned correctly and only by the driver or Education Officer.
4. The teacher must supervise the ascent of the steps by pupils from the bottom of the steps. The driver or Education Officer must supervise from the footplate at the top of the steps.
5. The pupils must be told to sit down in the tender as soon as they reach the top of the steps as directed by the driver or Education Officer and remain seated.
6. After the pupils have sat down, all other activities are under the direction of the driver or Education Officer with the teacher supervising the pupils.
7. The firebox door must only be opened and closed by the driver or by one pupil under the direction of the driver or Education Officer.
8. The teacher must descend the steps first and supervise the descent of the pupils from the bottom of the steps. The driver or Education Officer must supervise the descent from the footplate at the top of the steps.
9. The On the Footplate Experience will be stopped if the driver or Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below

I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.

Signed: Name:

Date:

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: Leisure & Libraries		Section: STEAM – Museum of the G.W.R.			Location: Caerphilly Hall	
Task/Activity On the Footplate Experience						
Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Education Staff Pupils Volunteers	falls/trips	Falls from the steps whilst accessing the locomotive Falls from the engine tender	M M	Supervision of pupils by teacher under direction of volunteer or EO. Steps positioned correctly and made secure by volunteer or EO. Volunteers and EOs to be familiar with Safe Systems of Work. Supervision of pupils by teacher under direction of volunteer or EO. Steps positioned correctly and made secure by volunteer or EO. Pupils are told they must remain seated. Volunteers and EOs to be familiar with Safe Systems of Work.	L L	Y Y
Date of assessment:	Date of Last Assessment:	Review Date:	Reference No:	Name of Assessor: Helen Orford Steve Hopkins		
Overall Risk Rating: Low		Managers signature:				

Safe System Of Work

In accordance with: Management of Health & Safety at Work Regulations 1999

Department:
Leisure & Libraries

Section:
STEAM – Museum of the G.W.R.

Location:
Speed to the West

Task/Activity:
Air Raid Experience

Risk Rating:
Low

Reference No:

Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below

1. Minimum supervision ratios must apply - 1 adult to 5 pupils at KS1, 1:8 at KS2, 1:15 at KS3 and above.
2. Pupils must be supervised at all times under the direction of the Education Officer.
3. Maximum number of pupils inside the shelter must be 33.
4. Teachers and pupils must enter the shelter under the direction of the Education Officer
5. After the pupils have sat down, all other activities are under the direction of the Education Officer.
6. At the end of the experience, Teachers and pupils must exit the shelter under the direction of the Education Officer
7. The air raid siren should be kept well behind the sand bags until this time.
8. The siren must have the 'do not touch' sign on it at all times.
9. The Education Officer must move the siren into a position where the pupils can see it.
10. The teacher and accompanying adults must make sure that the pupils keep at a distance from the siren, which makes it impossible to touch it.
11. The Education Officer only must operate the siren.
12. After the demonstration of the siren, it must be replaced well behind the sand bags.
13. After the last Air Raid Experience of the day, the Education Officer must store the siren inside the shelter and lock the door.
14. The Air Raid Experience will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below

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Signed: Name:

Date:

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: Leisure & Libraries		Section: STEAM – Museum of the G.W.R.			Location: Speed to the West	
Task/Activity Air Raid Experience						
Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Education Staff Pupils	Cuts/Abrasions Strike Against Slips, Trips, Falls	Risk of stumbling, falling on entry to air raid shelter as light very dim	M	Adequate supervision required.	L	Y
	Confined Spaces	Risk of overcrowding in air raid shelter leading to unsafe egress from shelter in the event of a fire	M	Adequate supervision and maximum numbers adhered to.	L	Y
	Work equipment - air raid siren	Risk of children trapping fingers in moving barrel	M	Adequate supervision. Education Officers to follow Safe System of Work.	L	Y
Date of assessment:	Date of Last Assessment:	Review Date:	Reference No:	Name of Assessor: Helen Orford Steve Hopkins		
Overall Risk Rating: Low			Managers signature:			

Safe System Of Work

In accordance with: Management of Health & Safety at Work Regulations 1999

Department: Leisure & Libraries	Section: STEAM – Museum of the G.W.R.	Location: Station Platform
Task/Activity: Evacuation Experience	Risk Rating: Low	Reference No:

Can Standard Conditions be met (Y/N) – if NO determine Local Controls Below

1. Minimum supervision ratios must apply - 1 adult to 5 pupils at KS1, 1:8 at KS2, 1:15 at KS3 and above.
2. Pupils must be supervised at all times under the direction of the Education Officer.
3. Maximum number of pupils inside the carriage must be 33.
4. Fall hazards exist between the train and the platform. The group leader must warn the pupils to keep away from the white line, which designates the safe distance from the edge of the platform.
5. The teacher and accompanying adults must supervise as the pupils enter and exit the carriage.
6. After the pupils have sat down, all other activities are under the direction of the Education Officer.
7. All group activities/role-play will take place by the station building away from the edges of the platform.
8. Pupils must not be allowed to run around the carriage due to the lighting levels.
9. The Evacuation Experience will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for others.

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below

I have read this Safe System of Work and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.

Signed: Name:

Date:

Risk Assessment

In Accordance With: Management Of Health & Safety At Work Regulations 1999

Department: Leisure & Libraries		Section: STEAM – Museum of the G.W.R.			Location: Station Platform	
Task/Activity Evacuation Experience						
Persons At Risk	Hazard Identified	Application Of Risk	Initial Risk Rating (H/M/L)	Controls Required (Follow 01 SSOW)	Updated Risk Rating (H/M/L)	Standard Conditions Apply (Y/N)
Education Staff Pupils	Slips, trips and falls	Risk of falls from platform due to gap between platform and carriage	H	Supervision of children required. Gap should be covered by permanent step up.	L	Y
	Cuts/Abrasions Strike Against	Risk of stumbling/falling within the carriage due to carriage being dark	L	Adequate supervision required.	L	Y
	Fire/Explosion Confined Spaces	Risk of overcrowding in carriage leading to unsafe egress from carriage in the event of a fire	M	Adequate supervision and maximum numbers adhered to.	L	Y
Date of assessment:	Date of Last Assessment:	Review Date:	Reference No:	Name of Assessor: Helen Orford Steve Hopkins		
Overall Risk Rating: Low		Managers signature:				

STEAM Education Safeguarding Policy

Background

There are c.20,000 school visitors a year to our organised Programme for Schools at the Museum and STEAM Education occasionally deliver outreach activities in the local community. All children visit with their own teacher and staff and parents from their school. They participate, with an adult who knows them, in a teacher led visit or in planned Discovery Session/s or events. The primary responsibility for the care of children rests with the accompanying adults, however the Museum seeks to ensure that its educational activities and policies also afford as much protection as is reasonably practicable. Volunteers support some formal educational events.

STEAM is committed to the mandatory principle that children who access museums, libraries and archives should be safe and protected from harm, in accordance with the Every Child Matters outcomes. This policy should be considered to encompass a wide meaning of health and safety as well as to protect children from abuse.

- The welfare of children is paramount. All staff and volunteers have a responsibility to report concerns.
- All children have the right to protection from harm.
- STEAM should ensure that all reasonable measures are taken so that its physical space is safe and secure and experiences are enjoyable and positive.
- All education staff working directly with children at STEAM (Education Officers and volunteers) or engaged in outreach activities should be aware of their responsibility to ensure the safeguarding of children.
- All staff and volunteers are responsible for supporting this policy.

I. Visitor access to the Museum

- I.1** The Museum is open to the general public and has a busy Corporate Events Programme. All educational visits and events take place in parts of the Museum open to the general public.
- I.2** Spaces closed to the public are accessible only by arrangement with STEAM staff. Visitors to these areas, including volunteers, must sign in the visitors' book at the Ticket Desk at the start and end of their visit.
- I.3** The Museum requires all children taking part in staff or volunteer led educational activities to be accompanied by responsible adults. There are published supervision ratios, Health and Safety guidelines, Safe Systems of Work and a Code of Conduct for School Visitors (pupils and teachers), which must be adhered to.
- I.4** Visiting schools are asked to identify to us vulnerable children with specific support needs.
- I.5** All education sessions and events, where members of staff work directly with children, are delivered by Education Officers or volunteers with enhanced CRB clearance and will be ISA registered.

2. Staff and volunteers – recruitment and screening

- 2.1** Staff are recruited in accordance with Swindon Borough Council policy. Safer Recruitment procedures will be followed for the recruitment and selection of Education Officers who will work directly with children (following Swindon Local Safeguarding Children Board guidelines and procedures), to ensure that staff do not pose a risk of harm to children, including:
- a)** At least one member of the interview panel will be trained in Safer Recruitment.
 - b)** Statements relating to safeguarding will appear in advertisements, candidate information, person specifications and job descriptions.
 - c)** The need for enhanced CRB and ISA checks will be stated in the advert.
 - d)** Information about safeguarding procedures and practices will be sent to short listed candidates.
 - e)** Gaps in employment history and inconsistencies will be explored.
 - f)** Identity checks will be made against official documents.
 - g)** Direct contact will be made with each referee to verify the reference.
 - h)** There will be written confirmation that a referee knows of no reason why the person should not be employed to work with children.
 - i)** A safeguarding question will be included in the face-to-face interview.
 - j)** Any relevant qualifications e.g. Qualified Teacher Status, will be verified.
 - k)** The statutory duty to refer to the Independent Safeguarding Authority Register before employment will be complied with.

2.2 All applicants to volunteer at STEAM are interviewed, their identity is confirmed by photographic identification and two references are checked.

2.3 STEAM Education staff supervise all volunteer-supported education activities.

2.4 All staff and volunteers are required to undertake a standard or enhanced disclosure through the Criminal Records Bureau. All those working in the Education Department, who are mainly working with children and directly involved in the teaching and delivery of the Programme in the Museum and in schools, will undertake enhanced disclosure and will also be ISA checked and registered.

3. Staff and volunteers – training

3.1 The Education Manager will attend multi agency training and refresher training every two years, cascade to Education Officers and volunteers within the same timeframe and training will be documented.

3.2 The Education Manager will attend Swindon LSCB training in managing allegations against staff as required and procedures for this will be shared with staff.

3.3 There is regular staff training and awareness raising for volunteers.

3.4 All new staff and volunteers are trained as part of their induction.

3.5 We do not conduct education of any sort on a one-to-one basis.

3.6 Training is provided in appropriate treatment of children to staff and volunteers who come into contact with them. They will be treated with dignity and an understanding of their needs, without any advantage being taken of their weaker position.

4. Staff and volunteers – behaviour

4.1 A STEAM Education Code of Conduct for the appropriate treatment of children exists.

All staff will:

- Treat children respectfully and expect that they treat each other respectfully. NOTE: When in role, the Education Officer will often use language and mannerisms with children appropriate to the era.
- Challenge bullying, racist, homophobic and discriminatory incidents and language.
- Listen carefully to children.
- Be mindful of the need to maintain professional boundaries.
- Be aware of danger from others and question situations they find suspicious
- Be aware of appearances and behave in a way that will avoid any misunderstanding of motives or actions.
- Be aware of placing themselves in vulnerable situations or those that might appear compromising.
- Be aware that the child or an observer may misconstrue even well intentioned physical contact.
- Consider the way in which comfort and reassurance are offered to a distressed child and do it in an age appropriate way.
- Be good role models and not use offensive language or make sexually suggestive comments in the presence of a child or young person.
- Seek assistance from colleagues where appropriate.
- Act professionally in all matters.
- Report to Line Manager any inappropriate behaviour observed or overheard.
- If approached by a child wanting to talk, listen positively, remain calm and reassure the child, tell the child the information needs to be shared with people who need to know and can help, record and date the discussion (using the child's own words if possible) and discuss with the Education Manager or other designated person at the earliest opportunity.

4.2 All STEAM Education staff will avoid the following unacceptable practices both for the protection of children and the safeguarding of our own staff and volunteers:

- Being alone with or in sole charge of a class or group of children or an individual child in a private environment (e.g. air raid shelter; evacuation carriage), including supporting a child with a medical condition or disabled children; if this is unavoidable, taking simple precautions e.g. keeping a door open, ensuring they can be clearly observed or seen by others, telling or summoning another member of staff.
- Making or encouraging others to make inappropriate personal comments which demean or humiliate.
- Making suggestive comments, even in jest.
- Engaging in rough play or physical contact.
- Allowing or engaging in inappropriate touching or rough play of any kind. The main principles of touch are:
 - The desire to be touched should always be initiated by the child.
 - Touch should always be appropriate to the age and stage of development of the child.
- NOTE 1): The Early Years and Foundation Stage and sometimes KSI will sometimes want to hold hands with or give a hug to the Education Officer. Education staff will always ensure other adults observe this.
- (NOTE 2): Engaging in role-play or using costume and artefacts with a class will involve physical contact between the Education Officer and pupils.
- Accompanying children to the toilet.

- Using physical intervention or restraint, other than to prevent danger or injury to the child or others, damage to property or the Museum collections, or to prevent a criminal offence e.g. to prevent theft or serious anti-social behaviour. Even then, be careful to use only the minimum restraint necessary.
- Doing things of a personal nature for children that they can do for themselves or that an accompanying responsible adult can do for them.

- 4.3** Procedures exist to minimise opportunities for abuse, which include staff and volunteers working in an open environment, avoiding private, secluded or unobserved situations or locations with children.
- 4.4** First aid treatment is wherever possible carried out with more than one adult present except in the rare situation of serious injury, where any delay in providing urgent first aid pending the arrival of medical aid would be harmful to the child. In addition, schools should always supply a responsible adult from their party to accompany children if they need first aid.

5. Helping to make the Museum a safe environment:

- 5.1** All adults who are not paying visitors or paid STEAM staff must sign in and out at the Ticket Desk.
- 5.2** All reasonable measures will be in place to ensure the risk of harm to children is minimised.
- 5.3** It is the Group Leader's responsibility to fully familiarise him/herself with the document 'Risk Assessments and Health and Safety Guidelines' prior to the visit, to ensure that all accompanying adults and, where applicable, children are briefed before the visit and to be aware of their responsibilities whilst at STEAM e.g. minimum supervision ratios and procedures for lost and separated children.
- 5.4** School groups will be reminded of procedures for the Emergency Evacuation of the building, what to do if they become lost or separated and the Standard Conditions for School Groups Visiting STEAM as part of the meeting and greeting process.
- 5.5** CCTV at the Ticket Desk will be used to monitor school groups' adherence to the Standard Conditions for School Groups Visiting STEAM.
- 5.6** There will be good supervision by Education Officers and especially accompanying school staff in all teaching areas. School staff only are responsible for the supervision of children in toilets, the school lunchroom and around the Museum displays and collections areas. Ultimate responsibility for children remains with the teacher.
- 5.7** There will be regular assessment and review of Risk Management for all educational activities including Risk Assessments and Safe Systems of Work, which will be communicated to all STEAM Education staff and visiting teachers.
- 5.8** Robust Health and Safety procedures will be communicated to all STEAM Education staff and to visiting teachers and regularly reviewed.
- 5.9** STEAM Education staff will adhere to Safe Systems of Work for all educational activities at all times.
- 5.10** STEAM Education staff will promote safe practice and challenge poor and unsafe practice.

- 5.11** STEAM Education staff will bring any Health and Safety issues or emerging risks to the attention of the Education Manager.
- 5.12** Minimum supervision ratios for school groups will be communicated to visiting teachers and schools will be challenged on arrival at the Museum and again by STEAM Education staff where they do not appear to be met.
- 5.13** Discovery Session/s will be stopped if STEAM Education staff are left unattended with a class or if they consider there is insufficient supervision for the children.

6. When a member of STEAM Education staff visits a school or engages in outreach activities

- 6.1** The supervision of the children remains the responsibility of the school being visited.
- 6.2** At least one member of staff from the school should be present with STEAM Education staff at all times.
- 6.3** STEAM Education staff should take their STEAM ID badge and be prepared to comply with school security procedures e.g. by signing in and out and wearing a visitor's badge.
- 6.4** Any concerns STEAM Education staff have about child protection issues whilst on an outreach visit should be reported to the designated child protection person in that setting.

7. Education Department policy and procedures

- 7.1** There will be ongoing monitoring of compliance with government legislation, South West Child Protection Procedures and Local Safeguarding Children Board guidelines.
- 7.2** STEAM Education policy, procedures and practices will be evaluated and reviewed annually.
- 7.3** Procedures for visiting schools and teachers and their responsibilities whilst at STEAM will be reviewed annually and these responsibilities will be communicated to visiting teachers.

8. Reporting

- 8.1** Any concerns can be reported to the Education Manager, who will be trained in current legislation within recommended timescales and maintain contact with the Local Safeguarding Children Board. Any suspected abuse will be reported following South West Safeguarding and Child Protection Procedures. This could include physical or verbal evidence that a child has been abused either before arrival at the Museum or during their visit, or allegations made about child abuse.
- 8.2** Any problem will be dealt with seriously, documented and dated and, where necessary, passed on to the appropriate authorities.
- 8.3** The STEAM General Manager will deputise in the absence of the Education Manager. STEAM will ensure there is always cover for this role during school term time. Reserve designated persons will need to be appointed.

9. Photographs and other recordings

- 9.1** The Museum is aware that photographs of children may be vulnerable to abuse by unscrupulous persons. Consent will be sought from the school prior to the taking and use of photographic images of children by STEAM Education staff.
- 9.2** Any permission granted by parents/carers/the school is for that specific use only. Images must be clearly labelled, dated and the agreed use noted. If the image is to be used for a different purpose, it is necessary to gain new permission.
- 9.3** A picture of a child will never be identified by name on any STEAM Education publicity or website under any circumstances.
- 9.4** Visitors and other members of the public are permitted by the Museum to take photographs in the Museum displays and collections areas. Responsibility for their class in this respect rests with individual teachers. Any members of the public who appear to be taking photographs in inappropriate circumstances should be challenged where there are reasonable grounds for suspicion.
- 9.5** If an event is being photographed or filmed, Museum staff should make visitors aware that this is happening, so they can move away if they do not wish to be included.