

*Risk Assessment for the Learning Centre*

**Location:** **Susanna Barford Room** and/or **Cathedral** (content that is not highlighted applies to both the Cathedral and the Susanna Barford Room)

**Frequency:** **Dependent on school bookings; Monday-Friday during school term times**

**Supervision arrangements:** **Pupils remain the responsibility of the school; at least two Learning Centre volunteers per class of 30**

**Date of first risk assessment:** 14 August 2019

**Name of leader with responsibility:** Education Officer

<b>What are the hazards?</b>	<b>Who might be harmed, and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>
Child being lost/ unsupervised	They might become distressed and may also come into contact with unknown adults.	Schools remain responsible for pupils at all times and are expected to have a suitable ratio of adults to children (not including the Learning Centre volunteers)  <b>The Susanna Barford Room is in a secure area, not accessible to the public, with its own designated toilets.</b>	Ensure that guidelines and procedures are followed.  <b>Ensure that the key pad doors to the Susanna Barford Room remain closed.</b>

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Use of toilet accessible to others.	<p>The child can come into contact with unknown adults/ members of the public.</p> <p>Use of the same toilets as children may leave Cathedral staff and volunteers vulnerable to accusation.</p>	<p>The Susanna Barford Room has toilets not accessed by the public and a keypad/locked entrance separating it from the Link corridor and stairs.</p> <p>Schools are responsible for the supervision of toilet visits.</p> <p>On occasions when it is necessary to use public toilets (e.g. Journey to the Manger), schools are encouraged to keep to designated toilet breaks.</p>	Volunteers should direct the school groups to the toilets and remind staff that they should be supervising toilet visits.
Unknown (potentially criminal) individuals accessing Learning Centre sessions.	Children and staff distress; criminal activity	<p>Susanna Barford keypad door shut during sessions to prevent public access.</p> <p>If there is a particularly disruptive or potentially dangerous individual in the Cathedral, school group to be moved to a different location if necessary/possible.</p> <p>Welcomers should be aware that taking photos of children participating in Learning Centre activities is not allowed and communicate this to visitors, particularly when visitors are purchasing a photo permit.</p>	The phone in the Susanna Barford Room can be used to contact the Education Officer or Vergers to get help.

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		<p>Learning Centre staff and volunteers, Vergers and welcomers should request that members of the public stop taking photographs and delete them from their device, where practicable (it will not always be possible to prevent visitors from taking photographs).</p>	
		<p>The Cathedral has a lockdown procedure in the event of any violent criminal activity.</p>	<p>Volunteers to be aware of and know how to implement the lockdown procedure for the Susanna Barford Room.</p>
<p>Accidental Harm</p>	<p>Children having slips and falls, or minor injuries – bumps and minor cuts</p>	<p>The Vergers and Education Officer are First Aid trained and can assist in administering First Aid, should the school staff be unable to do so.</p> <p>Children are supervised at all times, and unsafe behaviour is addressed by school staff and, if necessary, volunteers when it arises.</p>	<p>Training for volunteers would include information regarding where to seek help in case of any accidents.</p> <p>Behaviour/ expectation guidelines for volunteers.</p>
<p>Sickness and ill health</p>	<p>Child being ill.</p>	<p>Schools remain responsible for the children and should have emergency contact details.</p>	<p>The phone number of the school office needs to be consistently recorded in Libris (the Cathedral diary system).</p>
<p>Inappropriate contact with Cathedral staff or volunteers or</p>	<p>Physical and emotional harm</p>	<p>All Cathedral Clergy and all staff and volunteers working with children and young people are DBS checked and have received safeguarding training in line with Church of England guidance.</p>	<p>Safeguarding training is reviewed in accordance with Cathedral policy.</p> <p>CCTV is monitored and accessed by a limited number of Cathedral staff.</p>

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members of the public.		<p>Two volunteers are present.</p> <p>The Link Corridor and public areas of the Cathedral have CCTV.</p> <p>Schools remain responsible for and supervise their pupils at all times.</p>	<p>Images are made available to the Police in the case of criminal activity. Images are not made available to parents / guardians.</p>