

Minster Education Events: Safeguarding notes

- Children remain the responsibility of the teachers and authorised adults from their school.
- Teachers are responsible for administering first aid to their pupils, but first aid facilities are available on site, and any incidents should be reported to staff to be recorded in the accident book.
- Team members should read and act upon the guidelines for physical safety outlined in the risk assessment, eg: pointing out steps, holding heavy doors, demonstrating safe use of equipment, rules for undertaking an activity safely.
- Be gentle, friendly and patient at all times.
- No member of the team should be alone with a child at any time.
- Children should be taken to the toilet by an adult from their school, or if this is not possible 2 members of the TT team can take them.
- Be vigilant and if you should have any concerns about a child, or a disclosure is made to you, we must report it. In the first instance this is to Diana or Emma.
- If you are concerned about the behaviour of one of the team, you have a duty to report it to Diana or Emma.
- Touch and contact should not be initiated by you. Remember children don't know you and therefore may not be comfortable with strangers touching them.
- It is no longer a requirement that all volunteer team members be DBS checked (although some may be). Staff members are checked, and we ask volunteers for a clergy signature.
- Team members may not take photos of children unless authorised to do so by Diana or Emma, in agreement with teachers and in line with our guidelines. (Schools may photograph the building and their own children).

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Risk Assessment Summary: *These can be found in full on the Minster and Time travelling Websites and will be at the Control Table at Time Travelling. Please try to find time to read the full version.*

- All team members should wear a team badge
- Pupils are never alone and remain part of a group, but the Minster remains open to the public.
- If a child is lost and separated from their group, a full list of schools and routes is available at control and helpers should reunite them with their group as soon as possible.
- Buses should park on Minster side of street so no road crossing is necessary. When waving off children, volunteer team should say goodbye outside the Cathedral before the gate and not accompany schools onto the pavement. Teachers need to have control at this point.
- When moving around the buildings, encourage children to walk and hold handrails, beware of steps and trip hazards. Heavy doors should be held open by adults.
- First Aiders are the vergers and Diana, Emma and Matt, and a First Aid kit is available in the Vestry and at Control. Schools should administer first aid to their children, but incidents / accidents should be reported to us.
- All areas are accessible by wheelchair users except Chapter House, High Altar and Pilgrim's Chapel.
- The lift in Great Hall should be used only with supervision of trained staff.

- Supervise use of scissors and lighting of candles or other hazardous equipment carefully and remind children of safe use.
- In the event of an emergency, evacuate the building by the nearest exit, guides lead their group out via north or south doors (Minster) / main entrance or emergency exit (Great Hall). The assembly point is near lych gate at the top of the west path. Children should gather with their school leaders. Please do not re-enter the building until you are told that it is safe to do so.

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