

Workshop information – policy and procedures

Please read this section carefully so that you are fully aware of the requirements and responsibility of our staff and yourselves. In doing so we will ensure you and your group gain the most from the visit.

Pre visit

- The booking form must be completed and returned by email prior to the visit.
- All workshops are tailored to suit the needs of your pupils. It is therefore very important that you inform the Education Officer on the booking form of any special requirements including medical conditions, allergies (latex, stings), phobias (balloons) that may affect the running of the workshop or any additional needs.
- A general risk assessment is available; the school must tailor the risk assessment to the specific needs of the class and the environment the group is working in.
- If appropriate, it is the responsibility of the school to obtain permission slips from parents/guardians to enable the pupils to participate in the workshops.
- The school must ensure that all pupils are dressed appropriately for any outdoor activity, particularly river or pond dipping. This includes; waterproof jackets, wellington boots, sun hats, sun screen and insect repellent depending upon the outdoor conditions.
- If you wish to cancel the workshop, please contact the Education Officer as soon as possible.
- For paying groups, workshops that do not get re-booked please refer to our cancellation charges in our Terms & Conditions document.

The Workshops

- Teachers and staff from the school must be present and responsible for the discipline and behaviour of pupils at all times.
- When walking to and from an off site location the teachers must have full responsibility for the pupils. All members of the group must adhere to the schools risk assessments and school protocols for walking off site and for completing an off site activity.
- Kingfisher will send one member of staff to deliver the workshops in or out of the classroom. The school must provide adequate number of additional adults to meet the schools policy of pupil:staff ratios when working out of the classroom. Kingfisher staff will work off the school site with a maximum of 36 pupils with a 1:10 ratio at any one time.
- The school must provide an adequate number of first aiders and appropriate first aid kit (including eye wash) for the number of children and staff in the whole group who are working off the school premises.

- Kingfisher Education will have available all the COSHH information (Control of Substances Hazardous to Health) as required for that activity.
- The Kingfisher Education Officer will provide all necessary resource materials for each workshop. During the booking process we will discuss the need to access any additional resources such as the use of white boards and projectors.
- In order to monitor the workshops effectiveness and ensure continuous improvement, we ask for feedback and comments from you and your pupils.

Post visit – Water Workshop only

- Each pupil will be given a water booklet and a gift to keep. The booklet contains a water diary for the children to complete and can be used for extension work from the programme to highlight the need to save water.