



The Drama Hut - Risk Assessment: onsite and online workshops

Review cycle: Annually or as required

Reviewed: September 2023

The content of our sessions:

The Drama Hut works hard to ensure that our sessions are of the highest standard, and content is appropriate for the age group we are working with.

The Drama Hut works hard to ensure that the historical information we share with the children, is accurate and appropriate for the age group we are working with. The actor works in character and there is artistic license taken in the portrayal of historical figures. If requested, we can provide a more detailed breakdown of the workshop content, in addition to the overview on our website. We regularly monitor our workshops and facilitators, by visiting schools onsite and online and observing sessions.

The space we work in (onsite):

The Drama Hut requires a clear space to work in and at least one member of staff to be present.

We work with a maximum of 30 children at a time, unless prearranged with the school. The sessions require the children to work practically and physically, often moving around the space alone or in groups, therefore we do not feel that it is safe or practical to increase this number.

To minimise the risk of injury, when a facilitator first enters the space, they will check that all obstacles such as PE or lunch time equipment have been removed. They will also check that the floor is not wet or slippery. However, the provision of a clear safe space is the responsibility of the school, and we reserve the right to either request a more suitable space or the reasonable removal of obstacles before the session can begin.

Adults and strangers:

We state clearly that we require at least one member of school staff to be present in the workshop.

All our facilitators have up to date DBS's and present a copy of this (or update service details), together with photographic ID on arrival at the school.

It is the responsibility of the school staff to make sure all the children taking part in the session, remain in the hall/classroom during the session.

Fire and evacuation:

As visitors to the school, our facilitators will adhere to the school's procedures and cannot take responsibility for the children.

Online Workshops:

- For live sessions the children must be in an appropriate room and have a good amount of light for the actor to be able to see them. The room should, as far as possible be a clear space for the children to work in. To minimise the risk of injury it is the school's responsibility to check that all obstacles have been removed and that the floor is not wet or slippery - the children will be moving around a lot.
- All our actors have up to date enhanced DBS's. It is a requirement for a teacher to be present online in all workshops and be available to assist the actor during the session.
- When the session is being hosted via the Drama Hut on Teams, all necessary safety features required will have been activated. If we are working with children who are learning at home, all participants will be held in a waiting room prior to the workshop and should be admitted by the teacher only, who will have been made a co-host.
- It is the teacher's responsibility to check internet connection and log in to the session at least 10 minutes prior to the workshop to ensure connectivity.
- Please note that occasionally sessions are recorded and held for 30 days for legal purposes. We may also record some sessions, for internal training purposes only.
- We cannot be held accountable for any technology failure at the school end. This includes (but is not exclusive to) if the audio cannot be heard clearly enough, if picture quality is very poor, internet connection is slow and patchy.

Behavior (onsite & online):

There is an expectation by The Drama Hut that our facilitators and the work they do, whether we are working with children learning from school or at home, will be respected by children and teaching staff alike. If children display inappropriate behavior, the facilitator will ask them to stop. If the behavior persists, we expect school staff to intervene. If any behavior makes it difficult for the workshop to continue as planned, the facilitator will end the session until appropriate action has been taken. If for any reason the facilitator feels that the environment is unsafe for them or the children, they have the right to end the session immediately and without notice.

If a minor safeguarding issue occurs during a live online session, the actor will either: make a note, and The Drama Hut will contact the school after the session or, the actor will ask the teacher present to deal with the child/children involved.

We ask that staff make the facilitators aware of any additional needs particular children may have, either prior to our visit or on the day.