

**Safeguarding, Child Protection Information & Risk Assessment for
GRACE'S ENGINEERING WORKSHOP provided by *OfficialGraceWebb.com***



Safeguarding & Child Protection

Safeguarding & Child Protection: officialgracewebb fully recognises its responsibility under the Education Act 2002 to adhere to government policy to safeguard and promote the welfare of children. It takes this responsibility seriously and is committed to our duty of care for children.

This document should be read in conjunction with the following government documents:

- o "Keeping children safe in education. Part 1: Information for all school and college staff." HM Government, September 2016
- o "Working together to safeguard children: Guide to inter-agency working to safeguard and promote the welfare of children." HM Government, March 2015

Officialgracewebb understands we have a duty of care that coincides with that of our client schools, including:

- o Identifying concerns early to prevent them from escalating.
- o Providing a safe environment in which children can learn.
- o Knowing what to do if a child tells us he/she is being abused or neglected, or is vulnerable.
- o Following a referral process if they have concerns.
- o Reporting concerning behaviour of any adults working with the children.

Officialgracewebb will follow the procedures set out in our client schools' safeguarding protocols.

A member from Officialgracewebb could become concerned for the welfare of a child during the workshop. These concerns could include:

- o Receiving a child disclosure of abuse of any kind, including physical, emotional or sexual abuse, or neglect.
- o Witnessing an incident that causes them concern; or
- o Observing evidence of physical harm outside of 'normal' parameters.

Should a concern be raised, the Officialgracewebb staff member should follow the client schools' safeguarding protocols.

The steps to be taken will include:

- o Reporting the event to the class teacher and the school safeguarding officer;
- o Completing any paperwork required.

A record will be made for future reference. In accordance with our data protection policies and the EU's General Data Protection Regulation (2016), these records will be kept securely for a period of five years, after which they will be destroyed.

Risk Assessment

Significant hazards i.e. how might people foreseeably be harmed?	Precautions and control measures i.e. what steps will be taken to reduce the risk of harm to an acceptable level?	Overall risk acceptable? (Yes or No?) i.e. has the risk of harm been reduced to a reasonable and acceptable level?
Mini Machines could possibly leak fluid.	Mini Machines will be emptied of any fluids before bringing into schools and will be placed on a mat to absorb any fluid in the unlikely event that they leak.	YES
Children may hurt themselves/slip whilst sitting on a mini machine as well as putting on a helmet.	The mini machines are small and suitable for children to sit on. The mini machines keys are to be kept with the workshop leader. Children are not allowed to handle the keys. As children get on and off a mini machine, there will be a member from officialgracewebb overseeing this as well as a member of school staff to support children. Guidance will be given to children, from a member of officialgracewebb, as to where to place their hands and feet on the machine to minimise the unlikely risk of trapped fingers, etc.	YES
Hands may become dirty after touching the mini machines.	Children will be guided by a member from officialgracewebb to the appropriate areas to place their hands on the mini machines. Children and staff to be reminded to wash their hands after touching the mini machines.	YES
Children may hurt themselves whilst using craft equipment.	Usual classroom equipment such as pencils, rulers, scissors, glue, felt tips, etc. to be provided for children to use by the school/class teacher so children are familiar with normal equipment use to minimise the unlikely risk of injury. Any new equipment in use will be demonstrated by a member of officialgracewebb and there will be school staff supporting children with their craft activities.	YES
Children and/or Grace may get hurt whilst Grace demonstrates the mini moto.	The mini moto is electric, therefore will emit no exhaust fumes, exhaust noise, etc that may cause bodily harm. Children will be sat in a safe area and told to stay there whilst the mini moto is moving for their own safety. The mini moto travels at approximately 6mph, which is an average adult jogging speed (https://www.healthline.com/health/average-jogging-speed), therefore the mini moto will not be travelling at dangerous speeds. Grace will be wearing a helmet when travelling on the mini moto. The mini moto is regularly maintained to ensure working brakes, safe tyres, tightened screws, etc. The mini moto will be operated in a large space, such as the school hall and will only be operated for a maximum of 3 minutes.	YES