

Hafez Persian Language School

POLICY: Activities and Risk Assessment Policy

POLICY DATE: September 2024

Hafez School students benefit greatly from Farsi classes and other activities at school every Saturday. However, it is recognised that some activities and groups working carry an element of risk (ie dance). The teachers and adult assistants bear a heavy responsibility, and it is the intention to provide as much support as possible. Safety is of paramount importance and each member of the school and student's parents must consider the safety of each child and understand dangerous behaviour will not be tolerated.

Risk Assessments

A risk assessment is to be undertaken to identify the risks and hazards of the activity. The risk assessment must be written down for all the activities of the school especially for the physical activities such as Teakwondo and dance sessions or at break time.

Adult/Child Ratio's

The ratio of adults to children should be in line with National Guidelines. The legal requirement from OFSTED for activity groups is:

1:10 for 10+ Age Group

1:08 for Under 8's Age Group

1:20 for normal Farsi language class

Each extra activity will be accompanied by one salaried member of staff or paid sessional worker and at least one volunteer. This will apply to an emergency when a staff member or volunteer may have to leave the group to respond to an emergency. **No activities will be run solely by volunteers.**

Membership Form and Parental Consent

Hafez School membership form requires the parental Consent regarding the children's collection, medical, transport and media. An adult should escort the child under 12 without any exception and young people could make their own way if the parents or guardian have already permitted and signed the consent form. If a child's parents being late for the collection of that child, it will be the responsibility of the staff to wait for the parents and make sure that child is in a safe situation. If any arrangements have been agreed between two families or friends for the collection of their children, school must be informed in advance, and it must be written on consent form. **Under no circumstances should any child or young person with prior arrangements for being collected by a parent/guardian, be left alone at the end of any session.** A list of participants and their emergency contact details should be held at school all the time.