

Hafez Persian Language School

POLICY: Activities and Risk Assessment Policy

POLICY DATE: September 2026 – 2027

Review Date: September 2027

1. Purpose of the Policy

Students at **Hafez School** benefit greatly from participating in Farsi language classes and a range of educational, cultural, creative and physical activities provided by the school on Saturdays.

The school recognises that some activities, particularly physical activities such as dance and drama, games and activities during break times, may involve an increased level of risk. The school is committed to taking all reasonable steps to identify, assess and minimise these risks and to provide a safe and supportive environment for all students, staff and volunteers.

The safety and wellbeing of every child is of paramount importance. All staff members, volunteers, students and parents/carers are expected to contribute to maintaining a safe environment. Behaviour that places a child, young person or another person at risk will not be tolerated.

2. Risk Assessments

Appropriate risk assessments must be carried out for school activities where there is a foreseeable risk to the health, safety or wellbeing of students, staff or volunteers.

Risk assessments should identify:

- Potential hazards associated with the activity;
- Who may be at risk;
- The level and likelihood of the risk;
- Measures required to reduce or control the risk;
- Appropriate supervision arrangements;
- Any specific equipment, facilities or safety precautions required; and
- Any additional considerations relating to individual students where relevant.

Written risk assessments must be maintained for activities presenting particular or additional risks, including physical activities such as **drama, dance, sports and organised break-time activities**, as well as special events, trips or activities taking place outside the normal classroom environment.

Risk assessments should be reviewed regularly and whenever there is a significant change to an activity, venue, equipment, staffing arrangement or other relevant circumstance. They should also be reviewed following any significant accident, incident or near miss.

Staff responsible for an activity must familiarise themselves with the relevant risk assessment before the activity begins and ensure that the identified control measures are followed.

3. Adult-to-Child Ratios and Supervision

The school will ensure that an appropriate number of responsible adults are available to supervise children and young people. The level of supervision will take into account the age and needs of the children, the nature of the activity, the environment in which it takes place, and the findings of the relevant risk assessment.

As a general guide, the school aims to maintain the following supervision ratios:

- **Children aged 10 and over:** approximately 1 adult to 10 children;
- **Children under 8:** approximately 1 adult to 8 children;
- **Normal Farsi language classes:** approximately 1 adult to 20 students, where appropriate to the age, needs and circumstances of the class.

These ratios are guidance for the school's normal operation and may be increased where an activity, the age or needs of the children, or a risk assessment indicates that additional supervision is required.

For extracurricular and physical activities, appropriate staffing must be provided. Where necessary, this should include a salaried member of staff or paid sessional worker together with additional suitable adult support.

Staffing arrangements should, wherever reasonably practicable, allow for situations in which one adult may need to leave the group temporarily to respond to an emergency without leaving the remaining children inadequately supervised.

Activities must not be run solely by volunteers.

All staff and volunteers involved in activities must follow the school's safeguarding, health and safety, behaviour and emergency procedures.

4. Membership Form and Parental Consent

Parents/carers are required to complete the school's membership and consent documentation and provide accurate and up-to-date information concerning their child.

This should include, where applicable:

- Emergency contact information;
- Relevant medical, allergy or health information;
- Arrangements and permissions for collection;
- Permission relating to travel or transport where applicable;
- Permission relating to photographs, videos and other media; and
- Any other information necessary for the child's safety and wellbeing while attending the school.

Parents/carers are responsible for informing the school promptly of any changes to this information.

5. Arrival and Collection of Students

Children **under the age of 12 must be collected by an authorised adult**, unless a specific alternative arrangement has been agreed in writing with the school in accordance with the school's procedures.

Older students may be permitted to travel to or from school independently where their parent/carer has provided prior written consent.

If a parent/carers is late collecting a child, a responsible member of staff must remain with the child and ensure that the child is kept in a safe and supervised environment until an authorised adult arrives.

Parents/carers should contact the school as soon as possible if they know that they are going to be late.

Where parents/carers arrange for another family member, friend or authorised adult to collect their child, the school must be informed in advance. The school must be satisfied that the person collecting the child has been authorised by the parent/carers before releasing the child into their care.

Under no circumstances should a child who is expected to be collected by a parent, carer or other authorised adult be left alone at the end of a session.

6. Emergency Information

The school must have access to an up-to-date list of participating students and their emergency contact details during all school sessions and activities.

Staff responsible for activities must know how to obtain emergency assistance and follow the school's procedures in the event of an accident, illness, safeguarding concern or other emergency.

Where an accident or significant incident occurs, it must be recorded and reported in accordance with the school's relevant procedures. Parents/carers should be informed where appropriate.

7. Responsibilities

The School Management is responsible for ensuring that appropriate arrangements are in place for risk assessment and safe supervision.

Teachers, activity leaders, sessional workers and volunteers are responsible for following the school's policies, relevant risk assessments and agreed safety procedures.

Parents/carers are responsible for providing accurate information about their child, keeping emergency contact details up to date, following the school's arrival and collection arrangements, and informing the school of any matter that may affect their child's safe participation in an activity.

Students are expected to follow instructions from staff, behave responsibly and avoid behaviour that could place themselves or others at risk.

8. Monitoring and Review

This policy will normally be reviewed annually, or earlier if there is a significant change in school activities, relevant guidance, legislation or safeguarding requirements.

Approved by: Nazanin Abolkheriyan _____

Position: Head of the Hafez School _____

Date: 1st September 2026 _____

Signature:

Abolkheriyan