

The Warner Textile Archive- In-House Visits (COVID-19)

Children remain the responsibility of the School staff at all times.

Braintree District Museum Trust has a Child Safeguarding Policy (2021). All Archive staff providing activities for children are DBS checked.

Prevention

Preventive Measure	Control Measures - Archive	Control Measures - School
Minimise risk of contact with individuals who develop COVID-19 symptoms	<p>Staff instructed to remain at home if displaying any symptoms of COVID-19.</p> <p>Anyone displaying clear symptoms whilst on the premises will be asked to leave immediately.</p> <p>Any potentially contaminated surfaces will be sanitised immediately. A deep clean will also be organised.</p> <p>All members of the Education Team will wear a face shield or mask when in contact with pupils. Social distancing will also be maintained wherever possible.</p>	<p>Ensure that pupils, staff and other adults do not visit the Archive if they have symptoms of COVID-19 or have tested positive in the last 10 days.</p> <p>Ensure anyone that develops COVID-19 symptoms during an Archive visit is immediately sent home. A member of the Education Team should then be informed immediately.</p> <p>If anyone is awaiting collection, they must wait outside the Archive and stay at least 2m away from others. Children must have appropriate adult supervision whilst waiting to be collected.</p> <p>If an infected person needs to use the toilet whilst waiting to be collected, schools must inform a member of staff who will direct them to the facility to be used.</p>
Enhanced cleaning regime	<p>The Archive has a regular cleaning regime in place.</p> <p>Cleaning staff wear masks and clean hands when sanitising frequently touched surfaces.</p>	<p>Please inform a member of staff if a frequently touched area requires cleaning to reduce the risk of spread of COVID-19.</p>
Ensure regular handwashing	<p>Hand washing facilities and sanitiser points available in the Archive building.</p> <p>Members of the Education Team are encouraged to regularly wash or sanitise hands.</p>	<p>Ensure that pupils, teachers and adults regularly wash/sanitise their hands during their visit. This includes when they arrive as well as before and after lunch.</p>

Preventive Measure	Control Measures - Archive	Control Measures - School
		Teachers and adults to supervise and support pupils in handwashing and use of sanitiser stations.
Social distancing and interaction with the general public	<p>The Warner Textile Archive is closed to the general public. Access is only available through appointment/booking only.</p> <p>Members of the Education Team will maintain social distancing wherever possible.</p>	<p>Ensure pupils and adults maintain social distancing from members of the Education Team wherever possible.</p> <p>Supervise and support all members of the group to adhere to Archive rules and guidance.</p>
Ensure good respiratory hygiene ('catch it, bin it, kill it' approach)	<p>Members of the Education Team to wear face coverings (mask and/or face shield) at all times in public areas.</p> <p>Bins provided and emptied regularly.</p>	Ensure appropriate resources (tissues, hand sanitiser etc) are available to pupils and adults whenever needed.
Use of toilets during visit	<p>Toilet facilities in the Archive are used only by members of staff.</p> <p>All toilets within the Archive are cleaned regularly.</p>	School staff to supervise pupils.
Sharing of resources during education sessions	<p>Education Officer to advise schools on what resources they should bring in advance of visit.</p> <p>The Archive to manage the risk regarding the use of resources and handling objects by pupils.</p> <p>A more detailed risk assessment for each session can be sent to teachers in advance. Please contact the Education Officer to request this.</p> <p>Handling objects and resources will be quarantined for a least two days before and after each visit.</p>	School to provide resources requested by the Archive.

Response to Infection

Response Description	Control Measures - Archive	Control Measures - School
NHS Test and Trace process	<p>The Archive will comply with test and trace process as outlined by the NHS. School contact details will be passed to NHS Test and Trace team if requested.</p> <p>If a member of the Education Team tests positive for COVID-19, schools who have visited the Archive and had potential contact with this person will be informed immediately.</p>	<p>If a member of a school group tests positive for COVID-19 and visited the Archive whilst they were infectious, the school must inform the Education Officer immediately.</p>
Contain any outbreak by following local health protection team advice	<p>The Archive will follow local Health Protection team advice.</p> <p>In the event of the Archive closing due to COVID-19 (outbreak, local lockdown or change in government guidance etc) the school will be informed and affected visits can be postponed or cancelled at no cost to the school.</p>	<p>In the event of the school being unable to visit the Archive due to COVID-19 (outbreak, local lockdown or change in government guidance etc), the school must inform the Archive immediately to postpone or cancel the visit at no cost to the school.</p>

Outreach Visits (COVID-19)

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Risk	Control Measures- Museum/Archive	Control Measures- School
Spread of COVID-19	<p>Member(s) of the Education Team leading the session(s) will not enter the school premises if they have any symptoms of COVID-19 or tested positive in the last 10 days.</p> <p>Members of the Education Team will comply with any required testing or rules outlined by school.</p> <p>If a member of the Education Team develops symptoms during visit, they will immediately inform the main contact at the school and leave the premises immediately.</p> <p>Members of the Education Team will provide contact details for NHS Test and Trace.</p> <p>Member(s) of the Education Team will wear a face shield or mask throughout the entire visit. Gloves can also be worn upon request.</p> <p>Social distancing will be maintained wherever possible.</p> <p>Member(s) of the Education Team will wash their hands upon arrival and after every session when necessary.</p>	<p>Please contact the Education Officer if pupils, staff and other adults develop COVID-19 symptoms 10 days or less before the visit.</p> <p>Follow school protocol if anyone develops COVID-19 symptoms during the outreach visit. A member of the Education Team should then be informed immediately.</p>
Contact with different pupils when setting up and down	<p>Member(s) of the Education Team will ask a member school staff to escort them around the building if they need to visit another area of the school (such as the toilets).</p>	<p>School to arrange arrival and departure time in advance with Education Officer to minimise contact with pupils outside of the class/classes they are visiting.</p>

Carrying handling objects in and out of the school building	Member(s) of the Education Team will transport handling objects in and out of the school building.	If school staff are required to assist in moving objects, a face shield and/or mask must be worn when doing so. School staff to wash hands once task is complete. School staff to assist the member(s) of the Education Team with access in and out of the building.

A detailed risk assessment for each education session we offer is available upon request. Please contact the Education officer at schools@bdtm.org.uk for more information.

Virtual Visits

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Virtual Session(s) in a School Classroom

Risk	Control Measures-Museum/Archive	Control Measures- School
Virtual session is hacked by attackers	<p>The Education Officer will set up each virtual session booked in advance on the chosen video conferencing site.</p> <p>Waiting room/lobby and password function enabled for each session if available on the chosen video conferencing programme. The host (the Museum or Archive) will have control over who is permitted into the session.</p> <p>Additional member of Museum Trust staff will be supporting the session including monitoring any unusual activity.</p> <p>The session facilitator (a member of the Education Team) will log out of the chosen video conferencing site and disable their webcam after each session is finished.</p> <p>The session facilitator will disable the ability for anyone to join the session before them.</p> <p>Should a session be hacked, the session facilitator or the additional member of Museum Trust staff will terminate it immediately and contact the appropriate authorities.</p>	<p>Teacher to monitor for any unusual activity during session.</p> <p>Teacher should terminate the session immediately if any unusual activity is spotted and inform the facilitator via another method of communication immediately.</p>
Use of WiFi to stream virtual sessions	Facilitator to use the museum's secured WiFi network available only to staff.	Teacher to log-in to virtual sessions using a secured workplace WiFi network. Alternatively, access the internet through a LAN cable.
Inappropriate content shared with pupils during sessions	Each session facilitator will be using a work laptop rather than their personal ones.	<p>Teachers should not share their screens during sessions.</p> <p>Teachers to use work computers/laptops to stream sessions.</p>

	<p>Session facilitator to ensure that no sensitive data is shared during sessions.</p> <p>The Education Officer will review all session content in advance to ensure that it is appropriate.</p>	
<p>Session(s) images, videos or recordings are shared externally</p>	<p>No staff member from the Museum or Archive will record any of the sessions that they host.</p> <p>No staff member from the Museum or Archive will take any photographs or video footage during the sessions they host.</p>	<p>Teacher should obtain permission from the Education Officer in advance if they wish to record sessions or take video footage.</p> <p>Teacher can take photographs during session if the school's safeguarding policy allows.</p>
<p>Museum facilitator hosts session in an inappropriate location</p>	<p>Session facilitator will host virtual sessions on Museum or Archive premises, not in their own homes.</p>	<p>Teachers to stream sessions to pupils in an appropriate location.</p> <p>Pupils to be on school premises to participate in virtual sessions.</p>
<p>Inappropriate behaviour by facilitator and/or Museum staff</p>	<p>The session facilitator and any additional staff attending the session will be dressed appropriately.</p> <p>All members of the Education Team leading sessions for children are DBS checked.</p>	<p>Class teacher to remain with pupils throughout the session.</p> <p>Teacher should follow the Museum Trust's Complaints procedure by contacting the Safeguarding Lead at Braintree Museum (Robert Rose) should they have any concerns regarding the behaviour of a member of staff.</p>
<p>Managing pupil behaviour during sessions</p>	<p>The Education Officer or session facilitator will send out session information to teachers in advance.</p>	<p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p> <p>Class teacher to manage bad pupil behaviour should it occur.</p>
<p>Use of webcam to view pupils during session</p>	<p>Facilitator to offer a flexible approach to sessions. Session can be adapted to suit the level of pupil interaction deemed appropriate by the school.</p> <p>Session facilitator and any additional staff to uphold professional behaviour throughout sessions.</p>	<p>Teacher to monitor pupils throughout sessions. Viewing of pupils during sessions can be changed and/or withdrawn at any time.</p>

Virtual Session(s) When Pupils are at Home

Risk	Control Measures-Museum/Archive	Control Measures- School
<p>Virtual session is hacked by attackers</p>	<p>Facilitator will monitor for any unusual activity during session.</p> <p>Should the session be hacked, the facilitator will terminate the session immediately and inform the school teacher via another method of communication.</p> <p>An additional member of Museum Trust staff can support the session including monitoring any unusual activity at the request of the school.</p> <p>The facilitator will log out of the chosen video conferencing site and disable their webcam after each session is finished.</p>	<p>A member of school staff will set up each virtual session in advance on their chosen video conferencing site.</p> <p>Waiting room/lobby and password function enabled for each session if available on the chosen video conferencing programme. The host (the teacher) will have control over who is permitted into the session.</p> <p>The school will be in charge of informing pupils and the Education Officer of the necessary log-in details for the session(s) in advance.</p> <p>Class teacher to remain online with pupils throughout the session.</p> <p>Teacher to monitor for any unusual activity during session.</p> <p>Teacher should terminate the session immediately if any unusual activity is spotted and inform the facilitator and pupils via another method of communication.</p> <p>Teacher will contact the appropriate authorities if deemed necessary if a session is hacked.</p>
<p>Use of WiFi to stream virtual sessions</p>	<p>Facilitator to use the museum's secured WiFi network available only to staff.</p>	<p>Teacher and pupils to access the session(s) via the most secure method available to them.</p>
<p>Inappropriate content shared by facilitator or pupils during session(s).</p>	<p>All session facilitators will be using a work laptop rather than their personal ones.</p> <p>Facilitator to ensure that no sensitive data is shared during sessions.</p> <p>The Education Officer will review all session content in advance to ensure that it is appropriate.</p>	<p>Only the teacher or the session facilitator will be allowed to share their screens.</p> <p>Teachers to use work computers/laptops to stream sessions wherever possible.</p> <p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p>

<p>Session(s) images, videos or recordings are shared externally</p>	<p>No staff member from the Museum or Archive will record any of the sessions that they host.</p> <p>No staff member from the Museum or Archive will take any photographs or video footage during the sessions.</p>	<p>Teacher should obtain permission from the Education Officer in advance if they wish to record sessions or take video footage.</p> <p>Teacher can take photographs during session if the school's safeguarding policy allows.</p>
<p>Museum facilitator hosts session in an inappropriate location</p>	<p>Facilitator and any additional staff will host virtual sessions on museum premises, not in their own homes.</p>	<p>Pupils and the class teacher to stream the session from an appropriate location in their homes.</p>
<p>Inappropriate behaviour by facilitator and/or Museum staff</p>	<p>The facilitator and any additional staff attending the session will be dressed appropriately.</p> <p>All members of the Education Team leading sessions for children are DBS checked.</p>	<p>Class teacher to remain online with pupils throughout the session.</p> <p>Teacher should follow the Museum Trust's Complaints procedure by contacting the Safeguarding Lead at Braintree Museum (Robert Rose) should they have any concerns regarding the behaviour of a member of staff.</p>
<p>Managing pupil behaviour during sessions</p>	<p>The Education Officer or facilitator will send out session information to teachers in advance of session.</p>	<p>Class teacher to prepare pupils in advance of the rules/correct behaviour for the session.</p> <p>Class teacher to manage bad pupil behaviour should it occur.</p> <p>Pupils should keep their microphones on mute during the session unless told otherwise by the teacher or session facilitator.</p> <p>Teacher to monitor the chat function to ensure no private conversations between pupils takes place.</p> <p>Wherever possible, disable the ability for pupils to enter the session before the teacher and/or the session facilitator has logged on.</p>
<p>Use of webcam to view pupils during session</p>	<p>Facilitator to offer a flexible approach to sessions. Session can be adapted to suit the level of pupil interaction deemed appropriate by the school.</p>	<p>Teacher to monitor pupils throughout sessions. Viewing of pupils during sessions can be changed and/or withdrawn at any time.</p>

	Facilitator and any additional members of staff to uphold professional behaviour throughout sessions.	
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