COURTAULD

Courtauld Gallery Learning programmes

Safeguarding policy and reporting contacts:

https://courtauld.ac.uk/wp-content/uploads/2025/10/Safeguarding-Policy.pdf
helen.higgins@courtauld.ac.uk
peoplequeries@courtauld.ac.uk

Designated Safeguarding Lead for schools – contact details as per school website.

Activity Summary:

If you have booked a workshop of tour please note that the Courtauld Gallery Educators are experienced specialist educators but are only authorised to deliver this workshop/tour/session with a **Qualified Teacher or Group Leader present and sufficient adults** throughout to support with class management. Teachers/staff take full responsibility for class discipline.

Child ratio policy:

Ages 5 to 11 – 1:8 Ages
11 to 16 – 1:10 Ages
16-18 – 1:15
Over 18s – 1 responsible adult per group

By confirming the workshop or tour booking the school/college/organisation agrees to the terms and accepts the risk assessment outlined below.

Hazard	Person/Group at Risk	Risk Score H/M/L	Control Measure/s
Risks relating to safeguarding of children, young people and adults at risk of harm			
An individual who is inappropriate and unsafe to work with children/adults at risk of harm, in a position of responsibility	Participants and Courtauld Gallery (CG) Staff & Educators	L	• All members of CG Learning staff and educators hold a satisfactory enhanced DBS check and work within the CG's Safeguarding Policy. • CG Educators and student Learnings assistants have been briefed on the CG's Safeguarding Policy by CG Learning staff and have been given an electronic copy of the guidelines for reference. • The group leader must ensure that the CG Educator is never left alone and a member of staff is present throughout the session. • Under 18s must be escorted to the toilets by a teacher or responsible adult and supervised as necessary in the Gallery.

Emotional and behavioural welfare of participants and CG Educators	Participants, CG staff & Educators	L	• Before the session begins, the school/college/organisation has been asked for basic information on the size of group and number of staff, SEND information and any specific issues with the group or individuals that CG staff or Educators should be aware of. • The school/college/organisation must ensure an appropriate number of staff is provided to support the group and ensure their comfort and safety. For gallery visits this is Ages 5 to 11 – 1:8 Ages 11 to 16 – 1:10 Ages 6-18 1:15 Over 18s – 1 responsible adult per group • The CG staff and Educators are not to be left in charge of a group under any circumstances and the Educator is instructed by CG staff to terminate the workshop immediately should this occur. • Aggressive visitor response procedures are upheld by duty security officers at Courtauld Gallery.
Students exiting the grounds of Somerset House unsupervised with risk of getting lost or potential abuse of children by adults	Participants	L	• Groups must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders
At Somerset House			

Risks relating to accidents or injury (to a participant, educator or other member of staff)			
Injury from a collision with bike or car on the Strand and in Somerset House courtyard.	Participants	M	• The area on the Strand in front of Somerset House is pedestrianised but cyclists and cars are able to use it. Groups are advised to take extra care in this area, sticking to the pavement around the perimeter of the area where possible. • Vehicles are able to access Somerset House courtyard for deliveries and access needs. These are directed by security but groups are advised to take care in this area, sticking to the pavements where possible.
Injury from a slip, trip or fall in the grounds of Somerset House	Participants, CG staff & Educators	L	• Groups are advised to take extra care on the surfaces beneath the archway at the entrance of the gallery. These have raised curbs and in wet weather all surfaces may become slippery. • Grounds inspected daily by security staff. • The school/college/organisation is responsible for all students during their visit and fully qualified teaching staff or group leaders must be present at all times

			• The school/college/organisation will ensure there is an appropriate ratio of staff to participants. • Security staff qualified to administer first aid always present on site.
Injury from a fall from the balustrades around the courtyard of Somerset House with a deep drop behind.	Participants, CG staff & Educators	M	• Groups must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders. • Signage is present informing visitors not to sit on balustrades. • Security officers patrolling are instructed to warn against and prevent attempts to climb.
Slip, trip or fall in the temporary cloakroom space.	Participants, CG staff and Educators	L	• Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders • Extra care must be taken in this space which may also be storing parcels or other materials.
Slip, trip or fall in the Gallery	Participants, CG staff and Educators	L	• Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders • Extra care must be taken on the spiral gallery staircase. Groups are advised to walk in single file and should be reminded to take care. Appropriate footwear should be worn.

			• First aiders always present in the Gallery.
Slip, trip or fall or confinement when using the toilets in the Gallery	Participants, CG staff and Educators	L	• Groups must always be under the supervision of an accompanying responsible adult e.g. teachers, group leaders
Injury from a slip, trip or fall on the gallery spiral staircase.	Participants, CG staff and Educators.	L	• Groups are advised to walk in a single file and should be reminded to take care. • Appropriate footwear should be worn.
Heavy objects falling in the gallery	Participants, CG staff and Educators	L	• Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders. • Galleries are cleaned and inspected by staff daily.
Injury or illness sustained using specialist equipment, handling objects or materials during a visit	Participants, CG staff & Educators	L	• CG Educators will introduce any specialist equipment e.g. compasses. • Condition of objects are monitored closely by members of staff. • Use of sharp objects minimized. • The teacher/group leader will be responsible for ensuring that participants follow the instructions and guidance.

Fire within the building	Participants, CG staff & Educators	L	• School/college/organisation informed of fire evacuation procedures and fire marshalling point. • Courtauld security and facilities staff check rooms as part of evacuation procedure.
Risks relating to damage of objects			
Damage to displays and financial risk to gallery	Participants, CG staff & Educators	L	• Group must always be under supervision of the responsible adults.
Risks relating to infectious illnesses			
Hygiene and cleanliness: a lack of hygiene and hand cleanliness raise the risk of infection.	Participants, CG staff & Educators	M	• Face coverings may be worn when required. • Handwashing /sanitisation protocols to be followed. • Good ventilation in the Gallery
School/College/Organisation settings			
Risks relating to accidents or injury (to a participant, educator or other member of staff)			

Injury or illness including hospitalisation	Participants, CG staff & Learning Educators	L	• The school/college/organisation is responsible for administering first aid to participants in the event of an accident during a CG session or any ongoing health issues a participant might have. • The school/college/organisation is responsible for all participants during CG workshop sessions and fully qualified staff must be present at all times. • The school/college/organisation will ensure there is an appropriate ratio of staff to particpants.
Risks of trips or falls	Participants, CG staff & Learning Educators	L	• Trip hazards will be monitored by CG educators and school/college/organisation staff during the session, educators will be made aware of any known hazards on arrival.
Risk of being trapped in a fire or other emergency	Participants, CG staff & Learning Educators	L	• Staff will be asked to brief the CG educators on the setting's fire and/or emergency evacuation procedures on arrival. • In the event of a fire or other evacuation, the setting's standard evacuation procedures will be followed, led by the setting's staff. CG staff and educators are not responsible for supervising an evacuation.
Injury or illness sustained using specialist equipment or materials during a workshop	Participants, CG staff & Learning Educators	L	• CG Educators will introduce any specialist equipment e.g. compasses. • Use of sharp objects minimized.

			• The teacher/group leader will be responsible for ensuring that students follow the instructions and guidance.
Risks relating to infectious illnesses			•
Hygiene and cleanliness: a lack of hygiene and hand cleanliness raise the risk of infection.	Participants, CG staff & Educators	M	• Face coverings may be worn when required. • Handwashing /sanitisation good practice to be followed
Online			
Working online: Participants being overheard and seen by third parties in the CG Educator's home environment	Participants, CG staff & Educators	L	• CG Educators will work from a private space where possible, and if this is not possible, they will use headphones. • CG educators will ensure that their screen and participants' faces cannot be seen by others in their home/working environment.
Working online: use of images and audio	Participants, CG staff & Educators	L	• All workshops will be live streamed only, there will be no recording of sessions by any of the participants. • Any written documentation of the session activity after the event will be anecdotal only and will not include participants' names.

Working online: participants photographing themselves	Participants, CG staff & Educators	L	• When participating in tasks requiring photography participants will be reminded that they do not need to record their faces, and the importance of their digital footprint and selection of appropriate images. • Permission to use images on the Courtauld website and for reporting purposes will be sought with participants/organisers/teachers separate to this risk assessment.

On behalf of The Courtauld:

Signed by:
Print full name:
Date:
Job title:
Name of Institution: Courtauld Gallery

On behalf of the school/college/organisation:

Signed by:
Print full name:
Date:
Job title:
Full name of Institution: