

## Working with groups

*If you are organising workshops with groups of children out of school you should bear in mind the additional responsibilities you must address to keep yourself, the people who may work with you and the students safe.*

### Health and safety

If other people are working with you in the workshops you have a 'duty of care' to them. You must make sure that the environment they are working in is safe. It is advisable that you carry out a risk assessment. You can access templates from the Health and Safety Executive website: [www.hse.gov.uk/risk/resources.htm](http://www.hse.gov.uk/risk/resources.htm)

We would recommend that you have a designated qualified first aider and a standard first aid box at hand that is regularly checked and maintained. Make sure it is clearly accessible and labelled; do not include pills, medicines or creams of any kind.

### Accident reporting

You should have a simple form to record accidents, incidents and near misses. It should include the following: name of pupil, staff member in charge/witnesses, nature of accident/illness, date, time, how the accident occurred, action taken.

### Insurance

As a MU member you are covered by Public Liability Insurance which will protect you from financial consequences of claims against you for bodily injury and/or damage to property of any person not your employee whilst teaching in a public or private place (including at home). [www.musiciansunion.org.uk/Home/Advice/YourCareer/Protection/Public-Liability-Insurance](http://www.musiciansunion.org.uk/Home/Advice/YourCareer/Protection/Public-Liability-Insurance)

### Appropriate levels of adult supervision

Depending on how many children are in the group and their age, you may require two or more adults to be present (parent, volunteer or teacher). Be aware of the gender balance of the children to the staff ratio.

## Useful information

### Safeguarding

- [www.musiciansunion.org.uk/Home/Advice/Education/Safeguarding-Child-Protection](http://www.musiciansunion.org.uk/Home/Advice/Education/Safeguarding-Child-Protection)
- [platinum.educare.co.uk/music](http://platinum.educare.co.uk/music)
- [www.safenetwork.org.uk](http://www.safenetwork.org.uk)

### First aid and health and safety training courses

- [www.sja.org.uk/sja/first-aid-training-courses.aspx](http://www.sja.org.uk/sja/first-aid-training-courses.aspx)
- [www.redcrossfirstaidtraining.co.uk](http://www.redcrossfirstaidtraining.co.uk)