Risk Assessment and Safeguarding:

The Natural History Museum has created a risk assessment for the virtual workshops. Please see below the safeguarding measures the Museum has put in place for these workshops.

- The Natural History Museum will email a unique, password protected link for each individual virtual workshop.
- Staff leading the workshops will be logged in and presenting from the Museum's account and never from a personal account.
- All staff presenting and running the technology for the workshops have enhanced DBS checks.
- The workshops will be streamed from a suitable, secure location with safeguarding measures in place.
- Presenters will be dressed professionally in Museum uniform, with cameras at eye height.
- Museum staff only will share their screens as required and schools can keep their cameras off if required.
- We will only use content that has been developed by Natural History Museum educators specifically for the virtual workshops and appropriate to the audience.
- The Museum will manage personal information in line with our Data Protection Policy which can be found here: [https://www.nhm.ac.uk/about-us/ticketing-terms-and-conditions-of-sale.html](https://www.nhm.ac.uk/about-us/ticketing-terms-and-conditions-of-sale.html)
- The Museum will not share images or video of the workshops.
- The session and activities have been risk assessed.
- The Museum has a safeguarding policy in place and ensure all staff received regular safeguarding training.

In order to comply with our safeguarding guidelines please see below what is expected from the teacher joining the virtual workshop:

- The unique link sent to access the workshop is only to be used by the one class booked into the workshop. This link can’t be shared with pupils at home or other classes.
- A teacher must remain in the room for the entire workshop.
- The teacher is responsible for managing student behaviour during the workshop.
- Please do not take recordings or photos of the workshop presenters or content.
- The chat function should only be used by the teacher.
- The workshop should only occur in a classroom setting to comply with our safeguarding guidelines.