

Provider Statement

PART 1: To be completed by the Visit Leader

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| Name & address of establishment (school/service) | |
| School Email | |
| Name of Visit Leader/ Teacher | |
| Name of provider | Ripon Museum Trust The Workhouse Museum, 75 Allhallowgate Ripon HG4 1LE |
| Provider Email | Katy.omalley@riponmuseums.co.uk |
| Provider Contact | Katy O'Malley, Learning Officer |
| Date(s) of visit | |

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| 1. Learning Outside the Classroom Quality Badge | | |
| 1.1 | Do you hold a valid Learning Outside the Classroom Quality Badge? | No |
| 2. Data Protection | | |
| 2.1 | Do you comply with the Data Protection Act 2018 and GDPR? | Yes |
| 2.2 | Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned? | Yes |
| 2.3 | Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)? | Yes |
| 3. Waivers / Disclaimers | | |
| 3.1 | Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence? | Yes |

| 4. Insurance | | |
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| 4.1 | Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity? | Yes |
| 4.2 | If Yes, what is its indemnity limit? | £ 10 M |
| 5. Health, Safety and Emergency Policies | | |
| 5.1 | Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection? | Yes |
| 5.2 | Do you have procedures for accidents & emergencies, and for reporting incidents and accidents? | Yes |
| 6. Staffing | | |
| 7.1 | Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity? | Yes |
| 7.2 | Are there regular opportunities for liaison between your staff and establishment staff? | Yes |
| 7.3 | Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff? | Yes |

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| 11.1 | Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties? | Yes |
| 11.5 | Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures? | Yes |
| 11.6 | Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff? | Yes |
| 11.7 | Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary? | Yes |

SECTION F – ACCREDITATION

7. Details of any accreditations held by the Provider

ACE Museum Accreditation (due July 2024)

PROVIDER CONFIRMATION

I can confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.

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| Signed | <i>Katy O'Malley</i> | Date | 01/03/24 |
| Name | Katy O'Malley | Position | Learning Officer |
| Name of Provider | Ripon Museums Trust | | |
| Address of Provider | The Workhouse Museum, 75 Allhallowgate Ripon HG4 1LE | | |
| Telephone | 01765 690799 | Website | www.riponmuseums.co.uk |
| Email | Katy.omalley@riponmuseums.co.uk | | |

Additional Information

Ripon Museum Trust host school visits at three museum sites, The Workhouse, The Prison and Police Museum and the Courthouse Museum. All at situated in the Ripon City area and within walking distance of each other and of the coach park (your arrival destination). Museums staff will meet your school party at the coach park and accompany you between museums,

Risk assessments are available on booking.

Pre visits can be arranged if required and pre visit information will be sent with your booking form.