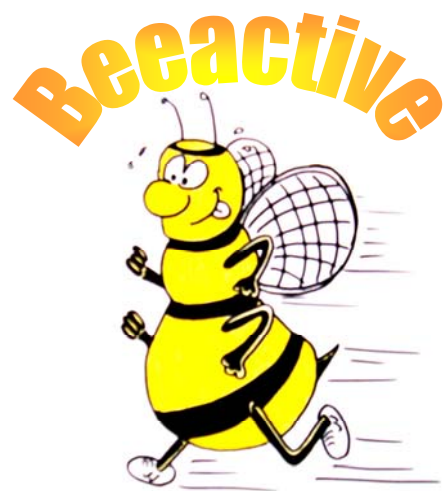


School Support Group



**MFL Cultural
Experiences**



**Healthy Living
Workshops**

This document contains:

An overview of School Support Group

Extended services information

Recommendations & feedback

Risk assessment

Safer recruitment policy

Every child matters

Contact details

Our mission statement

"To develop and deliver a range of safe experiences for children which inspire, encourage and educate"

School Support Group is a local Essex based resource which specialises in delivering enthusiastic and exciting cultural and healthy living workshops to schools. We have volumes of recommendations and excellent feedback, results of which are included in this document. We are enhanced CRB checked and liability insured.

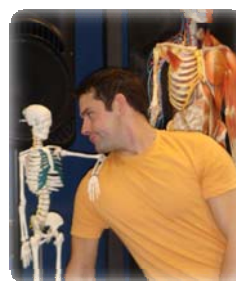
During our events:

We combine enthusiastic talks, stories and lively kinetic activities with the use of props, audio and visual stimulation to really create an overall experience for children. With our consistent attitude towards linking our material with the Primary Curriculum and our commitment to the welfare of children, we are setting the standard for developing responsible educational resources. We are extremely pleased to say that we have engaged and inspired thousands of pupils across many schools.

Workshop coordinators:

The combined experience of the senior coordinators in delivering children's events and presenting has provided us with a unique approach to delivering our experiences. From enquiry through to completion of the day we are flexible, enthusiastic and professional.

We are looking to develop other experiences to add to our range of school events and we are currently creating options for PTA and extended services events.



“We appreciate the requirement to be flexible in our approach, content and delivery when dealing with extended services events”

Extended Services

There are several key factors we have taken into consideration regarding how we approach the development of extended services options. We understand that events can vary significantly, particularly in terms of the age of children involved, the volume of children who attend on the day and the preferences of each local distribution group and extended services coordinator.

Developing new experiences

We currently offer French, Spanish, German, English and Healthy Living options. Please do let us know if you there are other experiences you would like us to offer for extended services. We are happy to discuss, research and create from scratch an event specifically for you. It can be something completely different to what we currently offer and we would appreciate your ideas, requests and suggestions!

The cornerstone of our success has been our ability to create an inspiring, fun atmosphere and deliver educational material effectively. This enables us to be forward thinking and approachable with new ideas. As a result we are looking to develop a range of new experiences to accommodate the requirement for a series of varied, entertaining and educational activities for children.

Tailoring our experiences

The main objective of our approach is to be flexible, tailoring each event to your specific requirements. There are many ways we can apply our existing format to suit your needs. Being flexible in this capacity is hugely important in ensuring that the children gain the most from their experience and you receive the best possible service from start to finish.

"We have been rated by teachers as 10.38% good and **89.62% excellent**"

94% of teachers have provided us with additional positive comments

SSG Feedback

The content and delivery of our resource has been developed through research, trials and feedback from teachers, children and others who have directly observed our workshops.

We take great pride in the results we have obtained and continue to develop the experience for all participants. In addition we strive to ensure a consistently high standard for schools from enquiry right through to the delivery on the day. On the following pages we have created graphs which detail the quality and quantity of all of the feedback forms we have been given.

Below we have included an example of our feedback forms which are allocated to teachers and other observers following the experience:

Evaluation Form

We would be grateful to receive feedback of the ***** in-hall ***** activities.
This will be taken into consideration during the planning of future events.

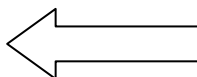
Please mark the box you feel most appropriate and kindly complete the comments section for further feedback. Thank you for your time and cooperation.

Name

School

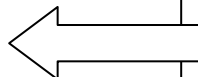
Poor Average Good Excellent

- 1) Ability to capture pupils' attention
- 2) Ability to maintain children's attention
- 3) Interaction with staff: i.e. polite and approachable
- 4) Pupils enjoyment of their hall activities
- 5) Overall service level



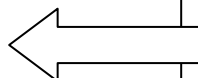
The first five 'tick box' sections enable teachers and other observers to easily rate our performance in several key areas. This provides us with valuable information about the overall experience and workshop delivery received by both pupils and teachers.

Positive comments



This section not only provides us with professional and or personal opinions, it also enables us to follow trends across different and similar experiences, identifying what we are delivering / achieving most effectively.

Constructive criticism



This section provides us with valuable information on how we can develop the experience further. It also enables us to receive ideas and guidance from different people across a broad spectrum of skills.

Please return via email to: info@mflschoolsupport.co.uk

Our data

The following information has been taken directly from 235 teachers' feedback forms we have received from 1st April 2009 to 1st June 2010. We have the hard copies of every form available to any School or LA official who wishes to validate the data. It has been evaluated in two parts.

Part 1: The first set of information is from the 'tick box' section of the feedback forms

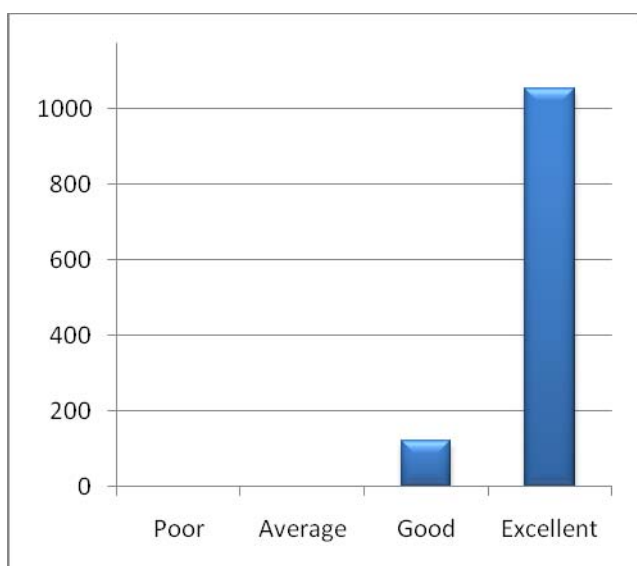
The feedback data in this section includes French, Spanish, German, English and Beeactive experiences. From those forms there is:

- A possible 1175 ticks available which could potentially range from poor through to excellent.

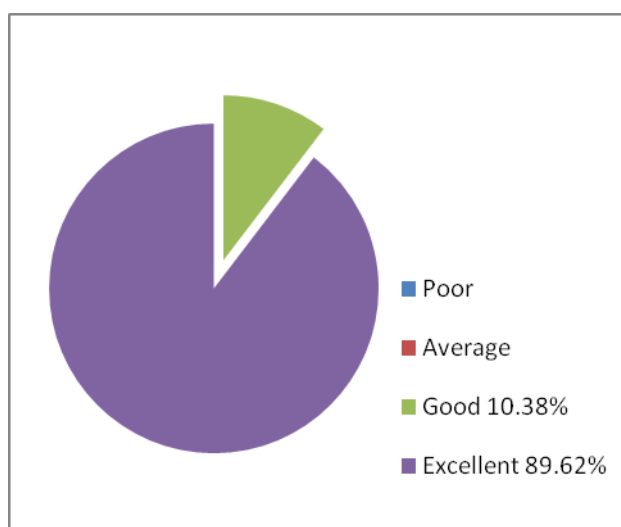
Rating section of the feedback forms

Rating	Number of ticks
Poor	0
Average	0
Good	122
Excellent	1053

Volume from 1175 available ratings



Percentage from 1175 available ratings



Results overview:

We are extremely pleased to state that we have 89.62% rated excellent, 10.38% rated good, 0% average, 0% poor. These encouraging results demonstrate our approach to creating an experience is exceptionally well received in schools. As we have the four options for teachers to rate us, the very high standard of ratings shows at an overview we are consistently delivering above the expectations of schools.

In addition it also provides us with a method of maintaining high standards as feedback data is a vital aspect of ensuring consistency in those areas specified, across varying subject matter and in various schools.

Part 2: The second set of information is taken from the comments sections of the forms

Positive comments can range in detail from a particular aspect or to an overall opinion of the experience or workshop. For this comments section to be filled out already provides us with a great insight into the quality of our resource; the teacher/observer feel they wish to express in a supporting statement in addition to providing us with good/excellent ratings.

Constructive comments can also range in detail, from a minor point in one particular workshop to constructive comments based upon the experience as a whole. We find this feedback most useful in our development and cross reference it with the positive comments to ensure we do not remove or alter any valuable aspect of the experience. They generally contain an idea or even a method to develop or apply to our existing format.

No Comments are rare however perfectly acceptable as we have no 'poor' or 'average' ratings. In this instance a no comment would lead us to believe the teacher either does not have the time or does not wish to express opinion on any particular aspect of the workshop, but is pleased with the overall delivery outlined in the ratings section.

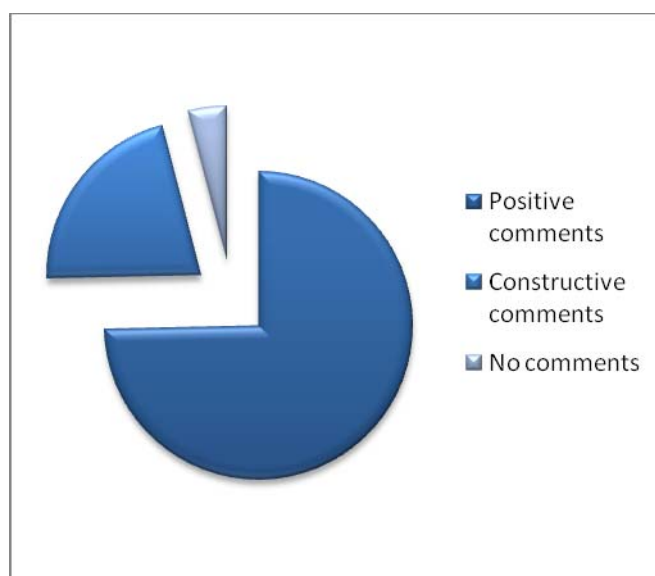
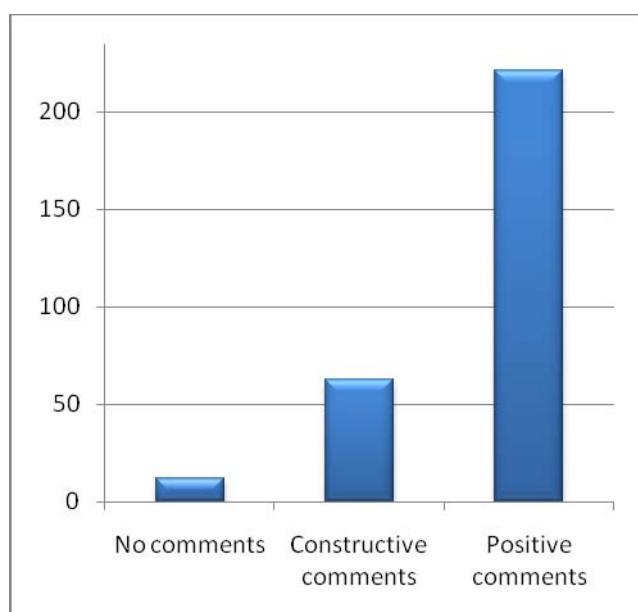
The feedback data in this section includes French, Spanish, German, English and Beeactive experiences. From those forms there is:

- A possible 235 positive, negative, or no comment sections.

Comments section of the feedback forms

Nature of comments

Positive comments	221
Constructive comments	63
No comments	12



Results overview:

We are extremely pleased with the 284 positive and constructive comments we have received. It helps to ensure we are able to successfully monitor and develop our resource. The comments come from many different teachers who have experienced, developed and applied various methods in teaching children. We consider our feedback forms to be a vital aspect of our continued efforts to provide schools with a highly recommended and responsible resource.

"Our resource consistently
delivers maximum enjoyment
with minimal risk"

SSG Record Of Risk Assessment

School Support Group has £5m public liability insurance

Assessed by: James Single

Date: 01/05/2010

Activity: MFL School Support - Modern foreign language workshops
Beeactive - Healthy living workshops

Significant hazards / risks:

Venue: All activities are carried out on school premises or similar venues.

- Potential for the venue to be unsuitable for activity due to lack of appropriate space
- Potential for trip hazards in the designated activity area
- School Support Group coordinators unaware of fire exits and assembly point

During both workshops there is minimal risk to participants and observers which include:

- Tripping over during dance/training activity
 - Participants colliding with observers
 - Risk of muscular strain
 - Risk of pupils pulling over static display and sound equipment causing varying degrees of potential injury
-

Who could be harmed?

Coordinators

Participants

Observers

Control measures currently in place:

Venue: Coordinators to assess the suitability of the designated activity area upon arrival.

- Area deemed too small for activities will result in the reduction of the size of the group or the request of a more suitable area
 - Area to be assessed for potential trip hazards. Hazards must be removed, cordoned off or highlighted to participants depending upon the severity of the hazard
 - Coordinators to actively request information regarding fire safety from venue staff
-

Workshop measures:

During workshops there is strict continual adult supervision and verbal instruction from a trained School Support Group workshop coordinator. Coordinators will highlight to participants:

- a designated demonstrated whistle means to stop activity immediately
- laced or strapped footwear is to be effectively secured
- to ensure they are aware of observers and others performing activities close to them
- a gentle warm up is used prior to physical excursion
- static display and sound equipment to be situated in a suitable area, close to a wall
- speaker / sound system leads will always be placed above doorways or fire escapes
- where ever possible display will be tied off to an appropriate wall fixture
- where an appropriate fixture is not available, during times when the coordinator/s are not in the immediate area (e.g. lunch times) the display will be cordoned off with the use of red and white barrier tape

Competence Requirement:

Workshop coordinators must follow guidelines laid out by School Support Group during activities. Coordinators must be trained on identifying and rectifying risks before and during the workshops.

What more needs to be done to control the risk?	Priority high, med, low
To remove any individuals who refuse to adhere to instructions of the coordinator/s	Low
To immediately report in writing and remove from the venue any defective sound or display equipment	Low
To review our risk assessment immediately upon introducing new equipment or every six months otherwise	Low

Date reviewed: 01/05/2010

Date of next review: 01/11/2010

"School Support Group is committed to ensuring children are able to learn safe, play safe and stay safe"

SSG Safer Recruitment Policy

School Support Group is committed to ensuring the safeguarding and promoting welfare of children. As a result we have adopted a stringent approach to recruitment within our resource and by extension we apply careful consideration to any relationships we form with any other resource, supplier or provider.

Recruitment

During recruitment we will ensure our policies and procedures are consistent with Essex Safeguarding Children Board guidance.

Our recruitment and final selection process is intended to ensure that no unsuitable person will be employed or work under a self employed basis, as a member of School Support Group in any capacity. This is achieved through aspects of our recruitment policy we have outlined below.

Our aim:

- To ensure a consistent and thorough approach to every applicant.
- No appointed person will be allowed to commence employment until satisfactory written professional, personal references, qualifications and enhanced CRB disclosures have been evidenced and recorded by School Support Group.

Recruitment Policy – Control measures outlined:

Below we have identified the key aspects of our recruitment policy in ascertaining the suitability of an individual to working with children. We have not included below any reference to how we evaluate or evidence an individual's professional or behavioral capacity to perform their employment. School Support Group will be referred to in the following statements as SSG.

- Any advertised position must state that short listed applicants will be required to go through a stringent series of checks *prior* to commencing employment.
- Prior to commencing employment these checks will include a satisfactory: Enhanced CRB disclosure, Section 142 of the Education Act 2002 (previously known as List 99), Protection of Children Act (PoCA).
- The candidate will be made aware that these checks will be carried out by an external recruitment vetting service such as 'Capita' or similar.
- Any candidate offered employment with SSG will require a minimum of two forms of personal identification:
 - * 1 x Photographic ID; must be either a valid Passport or current driving license.
 - * 1 x Address validation; must be a bank or building society statement dated within 3 months or a utility bill dated within 3 months.
- Ongoing suitability will be monitored through an individual's MPM (Monthly Performance Meeting) where ongoing behavioural indicators will be discussed, documented and evidenced.

(Personal Identification can only be accepted as proof following examination from an SSG Senior Coordinator who has been trained by SSG in identifying fraudulently obtained or created identification)

Every Child Matters

"We have outlined several priorities of the Essex Children and Young Peoples Plan 2009/11 that form fundamental aspects of our resource ethos. They are areas of the plan which we feel could apply directly to SSG in the capacity of our MFL & Beeactive workshops. This demonstrates our commitment to the continual development of a responsible educational resource."

Priority 1

Be Healthy

Tackle health inequalities, helping all children and young people make informed healthy lifestyle choices, with access to the services they need.

S SG – School Support Group Commitment

Encouraging all children, young people and families to make lifestyle choices that minimise the risks to their health and wellbeing

Through ‘Beeactive healthy living workshops’ we strive to increase awareness of the body and the requirement for a balanced diet. Effective presenting combined with the use of audio & visual aids, we provide children with guidance on healthy lifestyle choices. Opportunities are available for evidencing workshop session content.

Priority 4

Stay Safe

Strengthen the services and processes that keep children and young people safe from neglect and abuse. Essex Safeguarding Children Board

Ensuring that staff working with children and young people are properly vetted, skilled, trained and supported

S SG has a stringent approach to recruitment and a positive proactive attitude towards development and support within our resource. Our Safeguarding policy is available to any school, extended service or LA official.

Priority 7

Enjoy and Achieve

Enable all children and young people to aspire, learn, achieve highly and realise their potential.

Supporting schools to improve academic performance and rates of progress

Our workshop contents are designed to help schools work towards as many elements of the Primary Curriculum as we are able to. Achieved through a combination of enthusiastic talks, physical movement, visual & audio aids we aim to provide evidencing opportunities for schools and encourage pupil participation through enthusiasm and praise at every opportunity.

Priority 8

Make a Positive Contribution

Provide all children and young people with opportunities for a fulfilling and enjoyable childhood. We will aim for a sustainable legacy by maximising the potential of the 2012 Olympic and Paralympic Games.

Develop a wide range of affordable and safe activities for all children and young people

Our tiered pricing structure has been created to ensure schools with low pupil volumes and lower budgets are able to host an event at their school ensuring all pupils’ enjoyment.

Providing opportunities to play, participate and realise potential in the arts, and cultural, sporting and volunteering activities

Our experiences have been created to ensure maximum enjoyment of the pupils whilst achieving and learning. We always ensure pupils are given the opportunity to fully engage with the activities in a responsible way, in a controlled environment.

Priority 10

Narrowing The Gap

Improve the life chances of looked after children, young carers and all other children and families at risk of poor outcomes.

Ensuring no child or young person is discriminated against because of their background

We deliver a consistent attitude towards all pupils participating in our workshops, regardless of their background. In addition we pay careful attention to ensure no pupils are bullied or segregated during their session.

Event cost

"We have adopted a tiered pricing structure to ensure excellent value for every event"

The cost of events can vary significantly. Factors which influence this include the volume of pupils involved and the choice of event. We appreciate the requirement to cater as much as possible for all budgets, so please contact us for a quotation. Our contact details are on the back page of this document.

We are currently in the process of creating our Beeactive pages, please visit our website for further details of our Modern Foreign Language experiences and some example quotes from our feedback forms:

www.schoolsupportgroup.co.uk

Please feel free to email or call us with your questions or suggestions:

info@schoolsupportgroup.co.uk

07885 388543