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1 Introduction

Welcome.

Teaching is at the heart of what Greentop Community Circus Centre does and we have compiled this booklet to provide you with an induction and support. This guidance was originally drafted for Youth Circus teaching children and youths between the ages of 3-18yrs, circus and performance skills, but now extends to all teaching at Greentop.

Our mission is to promote excellent circus that inspires young people, strengthens communities and develops artists. Our vision is to be a centre for excellence in social circus and we see the region as a creative studio in which we take an active part.

Our teaching and creation programmes intend to promote high quality experiences that welcome all, promotes positive attitudes and is safe. We achieve this through a range policies and procedures that are underpinned by a set of values that we expect everyone to align to:

Quality: Just as we strive to hone incredible skills, we strive for quality in everything we do.

Participants: Circus is our passion, so we create and deliver it with care and appreciation of our participants and audience

Sustainable: The Green in Greentop reflects our founders' aspiration for working as part of a wider natural world. We are making a future where Greentop is financially, socially and environmentally sustainable.

Safe: We provide a safe space for people of all abilities take physical risks, be ambitious and innovative

Collaborative: We work collaboratively - reaching out across the city, across art-forms, activities, cultures and sectors

Staffing

Our relationship with freelance Teachers at Greentop is defined through a contract. Prior to each term or project a contract and work schedule will be emailed to you by the youth circus co-ordinator or Programme Consultant. We cannot engage a circus teacher to work with young people or vulnerable adults unless they have a successful enhanced DBS check.

For Youth Circus Weekly classes benefit from a key teacher attending every class; this gives the participants and parents continuity. This ideal is sometimes hard to create, so session plans and a session log book is used to collate information for the staff team to access, record activity and incidents and concerns.

The Lead Teacher is a new role that started October 2018 will support and co-ordinate teaching delivery across youth and adult programmes. They will have responsibility to:

1. Lead youth circus teaching, running regular weekly classes in a range of disciplines and oversee progression.
2. Oversee evening progression courses, and in part teaching
3. Lead development of a Youth Circus troupe
4. Coordinate teaching team and promote quality practice,
5. Be involved in planning and programming design with Youth Circus leader and Programme Manager

The recommended amount of staff per session is one teacher to ten children/adults. in aerial classes; it is one teacher to 6 children/adults. Where possible Aerial classes staff are supported by volunteer teachers.

2. Preparation

Before the beginning of the class, the following list of jobs needs to be completed:

1.Risk Management

In order to maintain a high standard of safety we seek to ensure the space is fit for purpose. you need to check to identify any potential dangers. A Risk Assessment for the activity is carried out annually. Please read this and add any comments. RAs can be found:

- Hard copy in the cabinet of policies and RAs.
- The Greentop web site (Artist Development Risk Assessment drop down page)

By visually scanning all equipment and the area's that participants have access can help minimise accidents. If a risk is identified in the space, then it is crucial to try to resolve the problem before arrivals for the class, otherwise to inform any member of the team. It is the role of each and every one of us to reduce and resolve risks, making sure the equipment and space are clean, clear of hazards and fit for purpose.

2.First Aid Kit

First aid is located on the wall in the kitchen. It is for use by qualified first aiders apart from minor injuries. Please notify the office if there is anything missing from the first aid kit. It is checked weekly by the office. Please note the accident book is located in the first aid kit box on the wall in the café area. There are instructions for use on the inside lid of the Kit.

3.Safeguarding:

Safeguarding of everyone, particularly young people and vulnerable adults, is everyone's responsibility. Be aware of any particular needs of participants before the class so you can adapt your approach to teaching and the space appropriately. Be aware of the safeguarding policy and incident procedure (copy in the class folder, on the noticeboard and see Greentop web site).

4.Planning the class

For adult classes each tutor has their own lesson plans. For youth circus the Lead Teacher will have a plan for the term, developed with the key teacher for each course. It will be kept in the session log book, to inform the rest of the staff team. Recording the activities, games, conditioning, class focused tasks helps tutors who weren't present at the last session understand what activities were practiced last week. Session plans also help to complete monitoring and contributes valuable information for evidencing our impact.

5.Adapting the Space

Once the lesson plan is completed it is necessary to adapt the space to accommodate for the planned learning activities. Adapting the space can take time, particularly when other activities are taking place can be time consuming, therefore accounting for this time may included in the lesson plan.

6.Kit

Please inform the office if there is kit missing. Keys for general kit are stored on a the key hook near the kitchen area (wooden spoon attached) Youth Circus kit keys are in the office .

7.Heating and lighting

Please adapt the heating and lighting to make it suitable for class. The switch for the heating can be found in the greenroom. The **heating must be switched off** before leaving the centre. Lighting switches are by the toilets.

8.Registration set up

Set the table by the entrance door. The registration sheet (and, where needed float) must be set in place ready for the arrival of the participants.

9.The entrance door

The front door will need to be open 15 minutes prior to the class.

To minimise safeguarding risks we need to control access to the building during classes. During the warm up the door can be left open for latecomers. Once the warm up is complete the door should be closed. Latecomers or parents picking up participants can knock to be let in.

In extreme heat doors maybe left open only if there is enough staffing to monitor doors as well as teach. If in doubt close the door.

The current entrance arrangements are not ideal and this approach is being reviewed – your feedback is welcome.

3. Class Operation Procedures

1. Welcome people into the centre

If they haven't been before please point out the basics to them

- Fire escape
- Toilets
- Kettle
- Racks for belongings
- First Aid kit

Please tell the participants about forthcoming events, encourage use of Greentop tags in social media (on the noticeboard) and point them in the direction of posters and fliers on the tables for more information

2. Registration

The teacher is responsible for signing participants in to class;

- Names are included on a register to be marked as present.
- The cost of classes vary and for most cases are pre paid on line Prices are noted at the top of each class register. Please record any payments on the payment sheet provided; this is normally attached to the registers. In the notes section of the youth circus register it will state either, BW= paid online, Cash weekly, Taster session, Paid.
- For children get a parent/carer signature in the drop of and pick up column of the register
- if these are children this is a good opportunity to communicate with the parents about issues that may need to be taken in consideration on the day or other issues regarding the class. Any information that needs noting down in the session log, and inform other staff and volunteers before the session begins, some information may need to be passed to staff sensitively.

3. New participants

If a new participant attends, please:

- place their name on the bottom of the register.
- gain an emergency contact number written clearly on the register next to their name.
- Ask them/ carer/parent to complete the medical/consent form
- For adult classes we don't put emergency no on register - it's on Medical form

4. Consent and Medical information Form

These forms give consent for participants to take part, photo consent and relevant medical or behavioural information

When receiving a completed medical consent form, it is essential for the person that has received the form to read it. The reader must search for any significant information that could affect how the leaders approach teaching the participant so that we can respond appropriately to their needs. It is the role of the reader to communicate such information with the other members of the team. If any questions arise, on the information recorded on the form, then it is also the role of the reader to discuss this with the person who has signed the form.

The reader should also check that the form is legible and that a contact name and number in case of emergency are provided. If any sections are left blank the reader should check that this is because there is no relevant info to put in them

Completed forms to be placed in the class folder and placed in the lockable cupboard at the end of the session.

Completed Adult forms to be filed Alphabetically by Forename in one of the 2 folders provided for this purpose, not by course attended as many attend multiple courses

5. Finance

Youth circus: At the end of each class any money collected needs to be placed in the cash box or for adult classes in the folder and locked in the lockable cupboard with the register folders.

6. In case of Emergency

- **Telephones** It is necessary for all teachers to own a mobile phone that is capable of making outward going calls. There is no landline or office phone in the training space; therefore, we rely on mobile phones in the case of an emergency. Telephones should be switched to silent during workshops unless there is a valid reason to do as this does disrupt lessons.

- Fire

In the event of a fire, please sound the alarm, gather at the bus stop on Holywell Road in an orderly manner.

The lead teacher will instruct the teachers and volunteers to collect the register, and the signing in book from the lobby, and exit the building with the participants and parents from the nearest safe exit, and gather at the bus stop on Holywell Road. Lead teacher will check the main space, toilets and other areas are empty as they leave the building. And call the fire brigade, once outside a register will be taken to check everyone is present.

- Safeguarding Incident

Please refer to the safeguarding flowchart procedure attached to this document. The policy and written procedure is in the policy file.

- Incidents

Please apply common sense. If the threat is an immediate danger call 999. If you feel under threat from a participant seek another member of staff, do not remain on your own with them. If the threat is not an immediate danger call Police on 101. Incident forms can be found in the class register folder.

Incident forms: Staff can use these to record anything they feel that is a concern in the session, or an incident regarding participants, staff, equipment, accidents or any safe guarding concerns.

- Accidents

Greentop promotes first aid training for all freelance teachers. If you have first aid qualification please take appropriate action, note any action taken in the Accident Report Book in the First Aid Box and inform the office. If you are not first aid trained report to the First Aiders on site if in office hours Hannah Lamare, and Trudi Patient. Most classes happen when the office is unstaffed. Depending on the nature of the injury it might be necessary to call an ambulance or for someone to go to Accident and Emergency (the Northern General Hospital is the nearest A&E department).

Any accident that leads to someone using the First Aid kit (even just a plaster) or having to sit out of the session must be written up on an Accident Report form (in the First aid kit).

Any injury that is bleeding / weeping must be securely covered before someone starts / continues a session to avoid getting such bodily fluids on any equipment. See blood borne disease policy here www.Greentop.org/risk-assessments

7. Start the class with you

Warm up as appropriate, checking for illness / injury / medical conditions

8. End of class

For youth circus At the end of the class please;

1. Open the door to let the parents/guardians in to collect the children.
2. Ensure the children to stay in the space until their adult responsible for collecting them arrives.
Late parents, if parents are very late collecting the staff can contact the emergency contact number from the medical consent form.

For all classes:

1. all of the staff team are responsible for checking the equipment is tidied away, the space is clean and clear, registers, paperwork and money put in the lockable cupboard, and the heating and lights switched off before locking up.
Collect feedback from the participants about the session or Complete Impact Monitoring information This is done at the end of the course for adult classes
2. Put equipment away.
3. Make sure that the participants have cleaned up any mugs that they used and have left the kitchen clean
4. Please sign and date the register and write down the total amount of money collected. Also check that the amount collected matches the amount that should have been collected (i.e. the sum of the fees against each participant's name).
5. If there were any issues (including the centre not being left in a suitable state for you at the start of your session) please write this on the register.
6. Lost property At the end of the session, please place any lost property in the lost property box under the pigeon holes. If the owner of the lost item is known, please note down in the session log who has left what.
7. Put the bag with the float, money collected and register through the office door.
8. Turn off heating and lights.
9. Leave the building and lock the door

Saturday youth circus Tuck shop

A tuck shop is run by parent volunteers on a Saturday; the parents will set up, and pack it away. The tuck shop price list & a float cash box are kept in the lockable cupboard with the registers. The tuck shop can be accessed by other classes, and runs on a honesty box system.

4 Policies

The following policies are all relevant to the teaching role and can be found in hard copy in the locked cupboard or www.Greentop.org/risk-assessments

- Safeguarding policy and procedure
- Health and safety policy
- Risk Assessments: Please identify RA appropriate to you.
- Equal opportunities Policy
- Blood Borne Disease Policy