



Enrichment policy

Key staff members:	All staff
Responsible body:	Project Steering Group/Local Governing Body
Adopted:	June 2017
Last reviewed:	n/a
Next review:	June 2018

1. Introduction

At the heart of the Mulberry Schools Trust’s ethos is the belief that every young person deserves the opportunity to develop as a fully rounded individual, with the skill and qualities they need to lead fulfilled lives. Through access to extra-curricular activities, students are able to develop confidence, creativity, leadership skills and a life-long love of learning which benefits both their academic achievement and provides them with valuable life experience.

By providing access to the best possible opportunities, Mulberry has consistently proven that socio-economic disadvantage need not prevent students from achieving academic success and flourishing as individuals.

We are proud to offer one of the most extensive Extended Learning programmes in the country. Our outstanding enrichment programme is comprised of four strands:

Out of Hours Learning

At Mulberry we believe that opportunities for learning outside of the classroom are vital to students’ attainment and confidence. Please find attached terms and conditions for Mulberry staff leading extra-curricular activities, as well as a policy for visitors leading extra-curricular activities.

Global Education

Students’ experiences at Mulberry are greatly enriched through the global dimension of their education. Through a wide range of innovative activities we prepare students to thrive in our diverse, rapidly changing and interdependent world.

Pupil Voice

Voice is a central aspect of the school ethos, particularly since the voices of young people often go unheard in the public sphere. Mulberry aims to create an environment in which students’ voices are valued, and in which they gain the confidence to make their voices heard.

Young Women’s and Young Men’s Education

Mulberry School for Girls has been a pioneer in women’s education for fifty years, successfully raising young women’s aspirations, building their confidence and encouraging them to make their voices heard. Mulberry UTC will build on this to provide both male and female students with opportunities to engage with and learn from older generations of successful men and women, supporting them in leading a creative and empowering response to gender and equality issues.

2. Extended Learning programme at Mulberry UTC

The Extended Learning programme at Mulberry UTC will include a range of clubs and societies which are run by staff at Mulberry UTC and partner organisations, as well as those which are available across the Mulberry Schools Trust, including:

i. Model United Nations

Mulberry School for Girls is the lead school in the UK for UNAUSA's Global Classrooms MUN programme, the largest MUN programme for secondary schools in the UK. Students at Mulberry UTC will have full access to the Model UN programme, a valuable opportunity to gain knowledge of global issues, to develop confidence and presentation skills and to network with students from other London schools.

The Mulberry Schools Trust runs two annual MUN conferences, one in December and one in July. In 2017, the December conference will be held at Mulberry UTC, giving UTC students a unique opportunity to be fully immersed in the Model UN programme and to take up leadership roles in the planning and execution of the conference.

ii. Youth Conference

The annual Youth Conference for Year 12 students is a student-led initiative which is designed and run by students from schools within the Mulberry Schools Trust. It takes place in mid-February, with preparation starting in November. Students choose a theme for the conference and are responsible for all aspects of planning and delivery.

Students from Mulberry UTC will take a leading role in the planning of the next Youth Conference in February 2018. They will have the opportunity to run specific strands of the conference and to take responsibility for specific elements of the conference e.g. the design of the logo, programme and website. In this way, UTC students will further develop their knowledge of their specialist areas of study and will also gain project management, team-work and leadership skills.

iii. Being a Man (BAM and Women of the World (WOW) festivals at the South Bank Centre

Students from Mulberry School for Girls have been centrally involved in the WOW festival since its inception. UTC students will have the opportunity both to attend BAM and WOW and to contribute to the festivals in various ways, e.g. by taking part in panel discussions.

iv. Women's conference

The annual women's conference is one way in which the Mulberry Schools Trust celebrates and contributes to the achievement of women across the globe. UTC students will have the opportunity to be involved with the planning and execution of the next women's conference in July 2018, which will focus on global inequality.

v. Magic Me

The Mulberry Schools trust has strong links with Magic Me, an intergenerational arts organisation. Students at Mulberry UTC will have access to projects which are designed and run in collaboration with Magic Me, which will both support students' development of knowledge and skills and help to make a positive contribution to the community.

Appendix 1. Out of Hours Learning Terms and Conditions for UTC Staff

Terms and Conditions for MULBERRY UTC STAFF

SECTION 1: PROCEDURES

- All regular extra-curricular activities must be approved following the submission of an '**Out of Hours Learning Proposal Form**'.
- All staff running extra-curricular activities must confirm the dates, times and locations of sessions with the Director of Extended Learning at the start of each term.
- If requested, please submit a termly plan outlining the content of each session to the Director of Extended Learning before the launch of your programme.
- Staff are responsible for publicity and recruitment for their programmes.
- Full registers for all clubs must be submitted to the Director of Extended Learning at the end of every term.
- Please ensure that you and student participants fill in evaluation forms (available from the Director of Extended Learning) at least once each academic year.
- After-school clubs run from 4pm to 5pm unless otherwise agreed.
- Take a register at every session. Templates are available from the Director of Extended Learning.
- For after-school clubs, you **MUST** send a student with the register to the main office, no later than 4pm. The register will be photocopied by them and immediately returned to the student to give to you. This is vital for Health and Safety as we must know who is on-site.
- If you need to reschedule or cancel a session, or if you change the time, dates, or location of your sessions please let the Director of Extended Learning know beforehand.
- If you are running activities outside of your directed/contracted time, please remember that your working day should include a break of at least twenty minutes.
- Both teaching and non-teaching staff should also inform their Line Manager that they are facilitating Out of Hours Learning activities and may not facilitate more than one per day.

SECTION 2: HEALTH AND SAFETY

- In case of injury or a student falling ill, please follow usual school procedure and notify the First Aider on duty. In the case of an emergency, call 999 and inform a member of SLT.
- In case the fire alarm sounds, ensure you have your register with you and then evacuate the building using the closest exit route. Once outside the building please proceed to the astro-turf pitches and report to the member of facilities staff on duty. If any child is missing, notify staff immediately. Do not re-enter the building until given clearance from senior staff.
- All the same Child Protection policies and procedures apply after school as during the school day. Please refer to the relevant documents on the school website:
- Any correspondence regarding clubs should be via school email; social media communication is not permitted between students and staff. Students are not to create social media groups affiliated with Out of Hours Learning activities.
- Please refer to the section on visitors below should non-mulberry staff be involved in Out of Hours Learning activities.

SECTION 4: VISITORS

- You must provide names of any visitors, volunteers, artists or sports coaches who are leading or assisting with Out of Hours Learning activities in advance.
- If they are a **ONE-OFF VISITOR**:
 - a) They should sign-in at reception, obtain a Visitor's Pass and display it prominently
 - b) They must be supervised by a member of Mulberry staff at all times. You will meet them at reception and escort them to and from the designated room as well as during the activity.
 - If they are a **REGULAR VISITOR**:
 - a) Give their name to the Director of Extended Learning.
 - b) If each visitor is able to provide the evidence listed below to the Finance Manager, they may work with UTC students unsupervised.
 - c) If for any reason they cannot provide all or part of this evidence, they must be supervised by a member of UTC staff. You will meet them at reception and escort them to and from the designated room as well as during the activity. If there is more than one individual visiting, and if any one of them cannot provide the evidence detailed below, they must all be supervised by a member of UTC staff; a visitor cannot be a chaperone for another visitor, even if in possession of a DBS certificate.
 - d) If the visitor is regularly working with students, unsupervised by UTC staff, they must read and sign the separate document '**Out of Hours Learning Terms and Conditions for Visitors**', to be submitted to the Director of Extended Learning.

IF THE INDIVIDUAL IS AN EMPLOYEE OR VOLUNTEER AT ANOTHER ORGANISATION

The organisation is to provide the following information confirmed in writing:

- The named individual is in possession of a current, clear DBS certificate
- The organisation is satisfied that there is no reason why this individual should not work with children
- This individual has the right to work in the UK
- Either this individual has not lived outside the UK for more than 6 months in the past 5 years, or they have provided a Certificate of Good Character from the relevant country.

IF THE INDIVIDUAL IS VISITING INDEPENDENTLY e.g. freelance

The visitor is to provide the following evidence:

- A current, clear DBS certificate
- Photo ID
- Proof of right to work in the UK (e.g. passport)
- Confirmation in writing that you have not lived outside the UK for more than 6 months in the past 5 years, or a Certificate of Good Character from the relevant country
- Two references.

IF STUDENTS FROM OTHER SCHOOLS ARE VISITING MULBERRY UTC

- If students from other schools are visiting Mulberry UTC accompanied by their teacher, they must each sign in at main reception and their supervising teacher must remain on the school site throughout the visit.
- If students from other schools are visiting Mulberry UTC to participate in Out of Hours Learning activities, unaccompanied by their teachers, the following information should be obtained from their school in writing:
 - Full name of student
 - Teacher's name and contact details
 - Next of kin name and contact details
 - Any relevant medical information

- Confirmation that the student's parent/carer is aware of the time and place of the activity and consents for their child to attend independently.

Visiting students should sign-in at reception, obtain a Visitor's Pass and display it prominently. They must be supervised by a member of Mulberry UTC staff. You will meet them at reception and escort them to and from the designated room as well as during the activity.

Please note that young people aged over 18, including former Mulberry School or Mulberry UTC students, count as visiting adults and the visitors guidelines above apply.

SECTION 5: RESOURCES

Please obtain advance approval for any expenses, such as resources/equipment for your activities or travel costs for trips.

Where possible, the Director of Extended Learning will make purchases.

To receive reimbursement for approved purchases where this is not possible:

- a)** Complete a Petty Cash Claim Form.
- b)** Attach original VAT receipts.
- c)** Provide these to the Director of Extended Learning who will sign and submit the form.
- d)** The Finance Officer will notify you when your cash/cheque is ready for collection.

I have read and agree to the above terms and conditions:

NAME:

SIGNATURE:

DATE:

Appendix 2. Out of Hours Learning Terms and Conditions for Visitors

Terms and Conditions for VISITORS

Before beginning work at Mulberry UTC, you must read the UTC Child Protection Policy then submit a signed copy of this document to the Director of Extended Learning, along with any accompanying evidence/documentation.

SECTION 1: DOCUMENTATION

- If you are able to provide us with the evidence listed below for yourself, and any other individuals leading or assisting with facilitation of Out of Hours Learning activities, then you may work with Mulberry UTC students unsupervised.
- If for any reason you cannot provide all or part of this evidence, you will be supervised by a member of Mulberry UTC staff. A member of staff will be assigned to you to meet you at reception and escort you to and from your designated room as well as during your activities. If there is more than one individual visiting, and if any one of them cannot provide the evidence listed below, you will all be supervised by a member of Mulberry UTC staff. A visitor cannot be a chaperone for another visitor, even if in possession of a DBS certificate

IF THE INDIVIDUAL IS AN EMPLOYEE OR VOLUNTEER AT ANOTHER ORGANISATION

The organisation is to provide the following information confirmed in writing:

- The named individual is in possession of a current, clear DBS certificate
- The organisation is satisfied that there is no reason why this individual should not work with children
- This individual has the right to work in the UK
- Either this individual has not lived outside the UK for more than 6 months in the past 5 years, or they have provided a Certificate of Good Character from the relevant country.

IF THE INDIVIDUAL IS VISITING INDEPENDENTLY e.g. freelance

The visitor is to provide the following evidence:

- A current, clear DBS certificate
- Photo ID
- Proof of right to work in the UK (e.g. passport)
- Confirmation in writing that you have not lived outside the UK for more than 6 months in the past 5 years, or a Certificate of Good Character from the relevant country
- Two references.

SECTION 2: PROCEDURES

- Confirm the dates of your sessions with the Director of Extended Learning at the start of each term.
- If requested, please submit a termly plan outlining the content of each session to the Director of Extended Learning before the launch of your programme.
- Please ensure that you and student participants fill in evaluation forms at least once each academic year.
- After-school clubs run from 3:45pm to 4:45pm unless otherwise agreed.
- Please bring photo ID with you on every visit to verify your identity with reception staff.

- On arrival, sign-in and obtain your Visitor's Pass. Please display it prominently.
- Take the register at every session. At after-school sessions, send a student with the register to the main office no later than 4pm. The register will be photocopied by them and immediately returned to the student to give to you. This is vital for Health and Safety as we must know who is on-site.
- If you need to reschedule or cancel a session, please let the Director of Extended Learning know beforehand.

SECTION 3: CODE OF CONDUCT

- **ID:** Always bring photo ID with you and wear your visitor's badge when on-site.
- **Child Protection:** Please make yourself familiar with the Mulberry UTC Child Protection Policy. If you suspect that a student may have experienced physical/sexual/emotional abuse or neglect, or if a student expresses ideas which are a cause for concern, you have a legal obligation to inform the school immediately. You should inform staff at reception that you need to speak to the Designated Safeguarding Lead (Sally Brian) or another member of SLT.
- **Discipline:** Most UTC students are co-operative and enthusiastic learners. However should a student be disrespectful, abusive, consistently disruptive or endanger the health and safety of others you should in the first instance warn them verbally. If repeated verbal warnings are ignored, ask the student to leave or contact a member of UTC staff for assistance. Avoid physical contact with students. You may only restrain a child if this is the only way to protect her health and safety or that of others. If you have any serious disciplinary issues you must, following the session, submit a report on the incident to the Director of Extended Learning and Designated Safeguarding Lead.
- **Photography/Filming:** You are not permitted to take images of students of any age without first consulting the Director of Extended Learning and obtaining signed consent from a parent/carer.
- **Communication:** A member of Mulberry UTC staff must be copied in to any email correspondence with students. You are not permitted to contact students through any form of social media, including Facebook and Twitter, or by phone. Please do not encourage students to themselves use social media (e.g. tweeting about a charity campaign) without first consulting the Director of Extended Learning. You are not permitted to request the postal addresses of students.
- **Movement around the school site:** Please do not move around the school site away from your designated room unless necessary. While it is ok to leave the room briefly, please do not leave students alone for an extended period of time. You are not permitted to take the students to other parts of the school site other than your designated room, or off the school site, without first consulting the Director of Extended Learning.
- **Working in isolation:** In running out of hours programmes, please be aware that you may on occasion be working in isolation, though there will always be staff present in the building to assist you should the need arise. To protect yourself from any accusation of wrong-doing you must:
 - a) Avoid situations where you are alone with a single student.
 - b) If you are working with an individual student make certain that you leave the door to the room open.
 - c) Avoid physical contact with students unless absolutely necessary for instruction.
 - **Risk Assessment:** If physical contact with students is necessary for instruction (such as in sports or first aid classes), if activities involve using potentially dangerous equipment (such as in cooking or technology classes), or if otherwise requested, please provide a risk assessment to the Director of Extended Learning.
 - **Trips:** You are not permitted to take students off the school site, without first consulting the Director of Extended Learning. If you would like to offer students the opportunity of a trip, please note that this must be planned in line with UTC policy and must be proposed at least one month in advance.
 - **Avoid discussing inappropriate topics with students.** These include: sex and relationships, drugs and

extremism (the government has defined extremism in the Prevent strategy as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs”). The school provides a planned education curriculum on these topics; it is unnecessary and inappropriate for such issues to be discussed during Out of Hours Learning activities.

- **Ethos:** During your time at the school, please uphold the values of the Mulberry UTC community. We aim to support our students in developing confidence, creativity, leadership and love of learning.

SECTION 4: HEALTH AND SAFETY

- In case of injury or a student falling ill, inform reception staff that you need the assistance of a First Aider. In the case of an emergency, call 999 and ask reception staff to find a member of SLT. You may be asked to submit an incident report. Should a member of school staff trained in First Aid not be available, the premises staff should be contacted.
- In case the fire alarm sounds, ensure you have your register with you and then evacuate the building using the closest exit route. Once outside the building please proceed to the assembly point and report to the member of staff on duty. If any child is missing, notify staff immediately. Do not re-enter the building until given clearance from senior staff.

SECTION 5: PAYMENT

- If you wish to charge a fee for your services, this must be agreed with the Director of Extended Learning prior to the start of the programme.
- Please submit an invoice to the school termly.
- A cheque will be posted to you, usually within one month of the date of the invoice.
- Payment will not be issued unless we receive completed registers at the end of each term.

On the invoice you should provide the following information:

- Full legal name or company to which the cheque should be addressed
- Contact details including your postal address
- National Insurance number
- Date of invoice
- Purchase Order Number (to be provided by the school)
- Brief description of work provided
- Dates worked and length of sessions
- Total fee

Invoices should be sent to:

Director of Out of Hours Learning
Mulberry UTC
64 Parnell Road
London E3 2RU

I have read and agree to the above terms and conditions:

NAME:

SIGNATURE:

DATE: