

# **WORCESTERSHIRE RECORD OFFICE**

## **POLICY STATEMENT ON EDUCATIONAL USE OF ARCHIVES**

### **Definition**

Education encompasses a wide range of people, groups and experiences. This policy relates to informal learning as well as formal education from 4-19, Further, Higher, and Adult Education.

### **Related policies**

There is a lot of overlap with other policies, especially outreach and promotion. This policy therefore needs to be read alongside other Record Office policies.

### **Aims**

We aim to:

- Support the Council in providing learning opportunities across all age groups
- Support the Council's priorities regarding education and lifelong learning
- Improve the quality of learning through increased access to archives
- Promote local distinctiveness and the diverse heritage of local communities
- Encourage people to engage with archives, especially those who are not aware of the Record Office service and how it can support formal or informal education

### **Objectives**

Our main objectives to meet these aims will be:

- To provide advice and guidance on the provision of archival documents for educational use
- To work co-operatively with all services within Heritage Services and other partners in Worcestershire County Council
- To devise and implement suitable learning opportunities, either by ourselves or through partnerships
- To provide a positive learning environment within the Record Office
- To enhance access to sources where practical
- To raise the Record Office public profile by all appropriate means
- To promote the study and awareness of the locality and its history by working with local history groups and other organisations

### **Outputs**

The Record Office may apply these objectives in practice through:

- Provision of searchrooms where customers can research and access the archives.
- Development of leaflets and publications for teachers, students and researchers
- Provision of workshops, talks and study visits
- Responding to requests for advice by telephone, e-mail, post and in person
- Regular development of the Record Office web site and inclusion of educational material
- Providing advice and information to local groups and societies
- Establishment of links with local educational organisations to promote exchange of information, identify sources for research, offer facilities for activities and encourage publication of results
- Liaison within Heritage Services, Children's Services and other Directorates to achieve aims and objectives to achieve aims and objectives

- Liaison with other organisations in hosting events, e.g. Local History Fairs
- Support of and co-operation with Worcestershire Archaeological and Historical Societies

The above are dependent upon staffing and financial resources available to carry them out. Whilst we try to work with any tutor, group or student who approaches us, we may not always be able to do this.

### **Staffing**

There is no specific member of Record Office staff working full time on educational related matters; however there are many members of staff who have specific responsibilities and involvement.

- **Record Office Heads Of Branches (ROHOB)** – this group is responsible for the strategic direction of the Record Office. They approve the Unit Business Plan and oversee the general direction of Education work.
- **Head of Worcestershire History Centre** – part of this role is to co-ordinate education and outreach for the Record Office. The postholder chairs the Learning Group and works with colleagues to devise a programme of activities. They are a conduit between ROHOB and the Learning Group.
- **Archivist (Customer Services and Outreach)** – these posts have a strong element of outreach within them, and this will normally include membership of the Learning Group.
- **Archives Assistant (Education)** – one post based at the County Hall Branch has a specialist role to be on the Learning Group to help colleagues keep abreast of what is happening in Education and assist where appropriate with educational events.
- **Outreach Assistant** – this post includes membership of the Learning Group, and as part of their outreach role they will assist with educational activities.
- **Learning Group** – this group, chaired by the Head of Worcestershire History Centre, meets at regular intervals throughout the year to review educational activity, and plan future events. As well as the postholders above other interested members of staff may be asked to join.
- **Project staff** – from time to time the Record Office may employ project staff who will be working with educational establishments as part of their remit.
- Other staff may also be involved on an occasional basis, and Worcestershire Record Office is keen to allow staff to help with educational activities where appropriate.

### **Child Protection**

Worcestershire Record Office takes child protection seriously and all relevant members of staff are submitted for CRB checks. Safeguarding training is part of standard training for staff within Adult & Community Services

### **Monitoring and Evaluation**

This policy is reviewed periodically to ensure it still meets the priorities of the County Council and the needs of our users.

Statistics of outreach and education activity are routinely kept to ensure appropriate priorities are being pursued. Evaluation of activities is made through questionnaires and the recording of personal comments so the quality of work and satisfaction of customers can be gauged. Results incorporate relevant evaluation tools, including the Inspiring Learning for All's Generic Learning Outcomes and Generic Social Outcomes.

Worcestershire Record Office is working towards gaining the Education Quality Badge and will work on other initiatives that are felt by the Learning Group and ROHOB to benefit the Record Office's delivery of services.

Adopted: March 2010