



**K'NEXT Generation**

**ONLINE**

**Workshop Guide**

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## Contents

Workshop Information 1: Requirements.....	3
Workshop Information 2: Teacher’s role during the workshop – using K’NEXT Generation Equipment.....	4
Workshop Information 2: Teacher’s role during the workshop – using School Equipment.....	5
Curriculum for Excellence 1: Workshop Scope & Ethos .....	6
Curriculum for Excellence 2: Experiences & Outcomes and Benchmarks .....	7
Follow-on Activities 1a: Pupil review template for First Level pupils.....	8
Follow-on Activities 1b: Pupil review template for Second Level pupils.....	9
Follow-on Activities 2: Further ideas .....	10
Procedures for providing Covid-19 safe K’NEXT Generation Online Workshops.....	11
Procedures Timetable.....	12
K’NEXT Generation Online Workshops Risk Assessment .....	13
Risk Matrix .....	19
Contact for additional help or support:.....	20
K’NEXT Generation website:.....	20
Copyright statement.....	20

## Workshop Information 1: Requirements

Workshop	Age	Maximum number pupils	Responsible persons <sup>1</sup>	Duration (mins)	Room	Furniture	Technical Requirements
KAPLA 10 Plank Challenge	P2 P3	P2:30 P3:30 Comp:25	One	45-60	Classroom	Chairs Desks	1. A desktop/laptop computer with an internet connection, camera, microphone & speakers.  (An email will be sent prior to the workshop containing a link and information about how to connect to the online workshop.)  2. A large screen/whiteboard.  3. Optional: an iPad <sup>2</sup>
KID K'NEX Shapes & Numbers							
KAPLA 10 Plank Challenge	P4 P5 P6 P7	P4:33 P5:33 P6:33 P7:33 Composite: 25					
K'NEX Shapes & Towers							

1. Refers to minimum number of persons provided by the school, who MUST remain in the workshop at all times. More helpers are always welcome. Extra support for ASN pupils provided by the school at school's discretion.
2. An iPad can be used by the teacher as a close-up camera so that the presenter can see what an individual pupil is building and give advice directly to the pupil. Although this is a useful enhancement to the workshop it is not a requirement.

## **Workshop Information 2: Teacher's role during the workshop – using K'NEXT Generation Equipment**

(A copy of this page will be in each crate)

### **Before the workshop, please:**

1. give one Kit Bag to each pupil
2. ask pupils not to open the Kit Bags until asked to by the workshop presenter
3. give one record sheet to each pupil (P2-7 KAPLA and P4-7 K'NEX workshops)
4. check that pupils have a pencil (P2-7 KAPLA and P4-7 K'NEX workshops)
5. using the class computer, join the online workshop using the link provided
6. check video and sound quality with the presenter.

### **During the workshop (OPTIONAL):**

1. using a class iPad if available, join the online workshop using the same link as above
2. use this iPad as a 'close-up' camera to allow the presenter to interact with individual pupils
3. the volume on the iPad should be turned off.

### **After the workshop, please:**

1. ensure that:
  - a. each pupil has put all equipment in their Kit Bag
  - b. all Kit Bags are returned to the crate
  - c. spares bag is in the crate
  - d. record sheet bag(s) are in the crate (P2-7 KAPLA and P4-7 K'NEX workshops)
  - e. the tape measure is in the crate (P4-7 K'NEX workshop)
2. return the crate to the school office for collection (there is no need to seal it)

## **Workshop Information 2: Teacher's role during the workshop – using School Equipment**

(A copy of this page will be sent to the school)

### **Before the workshop, please:**

1. give each pupil 10 KAPLA planks
2. ask pupils not to play with planks until asked to by the workshop presenter
3. give one record sheet to each pupil
4. check that pupils have a pen/pencil
5. using the class computer, join the online workshop using the link provided
6. check video and sound quality with the presenter.

### **During the workshop (OPTIONAL):**

1. using a class iPad (if available), join the online workshop using the same link as above
2. use this iPad as a 'close-up' camera to allow the presenter to interact with individual pupils
3. the volume on the iPad should be turned off.

### **After the workshop, please:**

1. disconnect from the online workshop

## Curriculum for Excellence 1: Workshop Scope & Ethos

K'NEXT Generation workshops have been adapted to be delivered online in order to comply with Scottish Government Guidelines for schools during the Covid-19 pandemic. However, just like their offline counterparts, they are designed to support, complement and enhance the Curriculum for Excellence (CfE).

The scope and ethos of the workshops use the Principles, Values, Purposes and Cross-cutting themes of CfE as their foundation:

- Principles – Challenge & enjoyment, Breadth, Depth, Progression, Personalisation & choice, Coherence and Relevance
- Values – Wisdom, Justice, Compassion and Integrity
- Purposes – Successful learners, Confident individuals, Responsible citizens and Effective contributors
- Cross-cutting themes – Sustainability, Enterprise, Creativity and Citizenship,

K'NEXT Generation workshops are cross-curricular and provide opportunities to explore principles and concepts in the following curriculum areas:

- Health & wellbeing, Languages, Numeracy & Mathematics, Expressive Arts and Technologies.

The workshops focus particularly on the following “STEAM” subjects:

- Technology, Engineering, Art and Mathematics (including Numeracy).

Workshop content is designed and built around the Experiences & Outcomes (E&Os) and the Benchmarks of CfE at First and Second levels (see following page for details).

The workshops employ hands-on, challenge-based, active learning which provides opportunities for pupils to develop their resilience and creativity.

K'NEXT Generation aims to provide workshops that are fun and challenging and that help to develop skills for life.

### Curriculum for Excellence 2: Experiences & Outcomes and Benchmarks

Workshop	Health & Wellbeing (HWB)	Modern Languages (MLAN)	Literacy & English (LIT)	Numeracy & Mathematics (MNU/MTH)	Expressive Arts (EXA)	Technologies (TCH)
<b>KAPLA 10 Plank Challenge</b>	1-19a 1-23a 1-24a	1-03	1-02a 1-04a 1-10a	1-13a 1-13b 1-16a	1-06a	1-09a 1-12a
<b>KID K'NEX Shapes &amp; Numbers</b>				1-03a 1-13a 1-13b 1-16a		
<b>KAPLA 10 Plank Challenge</b>	2-19a 2-23a 2-24a	2-03a	2-04a 2-10a	2-19a	2-04a 2-06a	2-09a 2-12a
<b>K'NEX Shapes &amp; Towers</b>				2-16a 2-16c 2-19a		

The workshops support these Experiences & Outcomes by providing a relevant practical activity, however, the workshops may not provide the complete experience as detailed in the Benchmarks.

**Follow-on Activities 1a: Pupil review template for First Level pupils.**

My name \_\_\_\_\_

Workshop name \_\_\_\_\_

My drawing



**Follow-on Activities 1b: Pupil review template for Second Level pupils.**

My name \_\_\_\_\_

Workshop name \_\_\_\_\_

Date \_\_\_\_\_

I learned

Problems I had

How I solved them

Skills I used

What I'd like to do next

Comments or thoughts about online learning

Success criteria

## Follow-on Activities 2: Further ideas

1. Ask pupils to complete the Pupil review template.
2. Ask pupils to design and draw new KAPLA®/ K'NEX®/ Kid K'NEX® challenges for each other.
3. Visit the KAPLA® or the K'NEX User Group websites for ideas for new challenges and activities:  
<https://www.kaplaplanks.co.uk/>  
<https://www.knexusergroup.org.uk/en/knex-free-resources.html>
4. Visit K'NEXT Generation's website and try the Golden Time Challenges:  
<https://www.knextgeneration.co.uk/>
5. If you don't have KAPLA® in school visit the KAPLA® website to take advantage of the special school offer  
<https://www.kaplaplanks.co.uk/schools/special-school-offer/>

**Please include in the 'Instruction/Notes' section that this purchase follows a K'NEXT Generation KAPLA workshop.**

6. Use photographs/videos taken during workshop to:
  - a. review what was built and discuss improvements
  - b. produce a Sway or PowerPoint presentation for parents/other classes showing what the class achieved and what they learned during the challenge.

**Please note: It is assumed that all school risk assessments & protocols will be followed during any Follow-on activities.**

## Procedures for providing Covid-19 safe K'NEXT Generation Online Workshops.

These procedures were prepared with reference to:

Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020 – Version 2

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-2/>

and (referred to in the above document):

Assist Facilities Management (2020) Cleaning Recovery Advice for Schools & Early Years Settings

[https://drive.google.com/file/d/1RIGQ\\_-ggQe6Q7JA9Z37k-7ybx8JMaC2s/view](https://drive.google.com/file/d/1RIGQ_-ggQe6Q7JA9Z37k-7ybx8JMaC2s/view)

**Please refer to K'NEXT Generation Online Workshops Risk Assessment (see below) for the controls that will be in place during the following procedures:**

1. Equipment preparation and quarantine:
  - a. While equipment is being sorted, checked and re-stocked at K'NEXT Generation base, staff will wear PPE.
  - b. Once sorted the equipment will be sealed in individual Kit Bags.
  - c. Kit Bags will be placed in a crate with support materials and the crate will be sealed with a label stating:
    - i. the date & time the crate was sealed
    - ii. a “Do not open before” date
    - iii. workshop date
    - iv. workshop time
    - v. the school
    - vi. the class.
  - d. Prior to each workshop the contents of each crate will be quarantined for a minimum period of 3 days.  
**PLEASE NOTE:** This does not apply to the exterior of the crates.

2. Delivery & Collection

- a. Delivery and collection will minimise person-to-person contact.
- b. Crates will be delivered on a Monday to all schools that have a booking for that week, irrespective of the day of their booking.
- c. Crates will be collected on a Friday from all schools that had a booking for that week, irrespective of the day of their booking.
- d. The equipment will not be checked when collected but will be checked upon arrival at K'NEXT Generation base.
- e. The school will be notified about any missing equipment and may be liable to a charge to cover the cost of replacement.

3. During a Workshop

- a. It is assumed that all school risk assessments & protocols will be followed throughout the workshops.
- b. A teacher must remain with the class/group throughout the workshop.

**Procedures Timetable**

Day	Activity	Notes
Saturday	Quarantine day 1	Crate contents in quarantine
Sunday	Quarantine day 2	
Monday	Quarantine 3 AND Delivery day	Crate contents in quarantine  All crates delivered to all schools
Tuesday	Crates in schools	Schools to store crates until required at designated time(s) for workshop(s) and until collection
Wednesday	Crates in schools	
Thursday	Crates in schools	
Friday	Collection day AND Preparation day	All crates collected from all schools  Equipment prepared and put into quarantine

**K'NEXT Generation Online Workshops Risk Assessment**

<b>K'NEXT Generation Risk Assessment - All online workshops</b>										
<p><b>This risk assessment assumes that all school risk assessments &amp; protocols will be followed throughout the workshops</b></p> <p><b>This risk assessment is in 4 parts:</b>  <b>Part 1. Covid-19 risks during equipment preparation</b>  <b>Part 2. Covid-19 risks during delivery &amp; collection</b>  <b>Part 3. Covid-19 risks during workshop</b>  <b>Part 4. Non-Covid-19 risks during workshop</b></p>										
Risk	Effect	Hazard		Uncontrolled risk			Controls required	Residual risk		
		Population at risk	Risk severity	Likelihood	Risk rating	Risk severity		Likelihood	Risk rating	
<b>Part 1. Covid-19 risks during equipment preparation</b>										
Sorting equipment by K'NEXT Generation staff at K'NEXT Generation base.	Contracting or spreading coronavirus by not washing hands or not washing them adequately.	1 2 3	5	3	15	1. Hands will be washed/sanitised following Health & Safety Executive (HSE) Guidelines*: a) before and after a sorting session b) at regular intervals during sorting session *See: <a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a> for Guidelines followed.	5	1	5	

continued	Potential exposure of K'NEXT Generation staff to Covid-19.	1	5	3	15	<ol style="list-style-type: none"> <li>1. Sorting to take place in a ventilated room.</li> <li>2. PPE to be worn (face mask, face shield, gloves, apron).</li> <li>3. Safe disposal procedures to be followed for disposable PPE.</li> <li>4. Appropriate cleaning methods &amp; materials used for non-disposable PPE (face shield).</li> <li>5. All surfaces to be cleaned following Health &amp; Safety Executive (HSE) Guidelines*:                             <ol style="list-style-type: none"> <li>a) before and after a sorting session</li> <li>b) at regular intervals during sorting session</li> </ol> </li> </ol> *See: <a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a> for Guidelines followed.	5	1	5
	Potential cross-contamination between exterior of crates.	1 2 3	5	3	15	<ol style="list-style-type: none"> <li>1. Separate storage areas for potentially contaminated crates, crates in quarantine and quarantined crates.</li> </ol>	5	1	5
	Potential exposure of equipment to Covid-19 from K'NEXT Generation staff.	2 3	5	3	15	<ol style="list-style-type: none"> <li>1. K'NEXT Generation staff will not handle or come within two meters of equipment if displaying symptoms of Covid-19.</li> </ol>	5	1	5

<p>Insufficient quarantine period.</p>	<p>Potential exposure of school staff and pupils to Covid-19.</p>	<p>1 2 3</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>1. Equipment will be quarantined for period of time specified in: Assist Facilities Management (2020) ASSIST FM - Cleaning Recovery Advice for Schools &amp; Early Years Settings. Referred to in: <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/</a> . 2. Crates, containing the equipment, will be sealed with a label showing: a) the date the crate was sealed, and b) a do not open before date c) other information about the workshop.</p>	<p>5</p>	<p>1</p>	<p>5</p>
<p><b>Part 2. Covid-19 risks during delivery &amp; collection</b></p>									
<p>Travel to and from school.</p>	<p>Potential exposure of K'NEXT Generation staff to Covid-19.</p>	<p>1</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>1. Public transport will not be used. 2. Vehicle will be cleaned/sanitised between journeys. 3. PPE (face mask and gloves) will be worn in petrol stations and "Pay at pump" payment method will be used. 4. Spare fuel will be carried. 5. Vehicle will be maintained to prevent breakdown. 6. Journey times will be minimised.</p>	<p>5</p>	<p>1</p>	<p>5</p>
	<p>Potential cross-contamination between exterior of crates.</p>	<p>1 2 3</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>1. Potentially contaminated and quarantined crates will not come into contact with each other during delivery and collection because all deliveries and collections will take place on separate days.</p>	<p>5</p>	<p>1</p>	<p>5</p>

Comfort breaks during delivery & collection.	Potential exposure of K'NEXT Generation staff to Covid-19.	1	5	3	15	1. Journeys will be planned to include comfort breaks at K'NEXT Generation base. 2. Delivery person will not enter the school buildings for the purpose of comfort breaks.	5	1	5
Contact with school staff during delivery & collection.	Potential exposure of K'NEXT Generation staff and school staff to Covid-19.	1 2	5	3	15	1. Delivery will be by appointment and will avoid school start, break, lunch and finish times. 2. During delivery two metre social distancing will be maintained. 3. Person delivering will not enter the school buildings. 4. Person delivering will wear PPE (face mask, face shield and gloves). 5. A nominated person should be available to take delivery at the school entrance. 6. No signature will be required, instead a photograph will be taken during delivery. 7. School staff are expected to follow their own protocols for deliveries.	5	1	5
Carrying crates during delivery & collection.	Potential exposure of K'NEXT Generation staff and school staff to Covid-19.	1 2	5	3	15	1. PPE (face mask, face shield and gloves) to be worn by K'NEXT Generation staff. 2. School staff are expected to follow their own protocols for deliveries.	5	1	5
<b>Part 3. Covid-19 risks during workshop</b>									
Paper support materials for teachers.	Exposure to Covid-19 from outside source.	2	5	3	15	1. Paper support materials will be quarantined for a minimum of 3 days prior to use.	5	1	5
KAPLA planks. (Applies to KAPLA workshops only.)	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. KAPLA planks to be quarantined for a minimum of 3 days prior to use.	5	1	5

continued	Exposure to Covid-19 by cross-contamination due to sharing equipment within a class/group.	2 3	5	3	15	1. Equipment will be provided in sealed and quarantined Kit Bags in sufficient quantity to prevent the need for pupils to share equipment. 2. Each crate and the Kit Bags it contains will be used by one class/group before being returned to K'NEXT Generation base for sorting and quarantine.	5	1	5
K'NEX pieces. (Applies to K'NEX workshops only.)	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. K'NEX pieces will be quarantined for a minimum of 3 days prior to use.	5	1	5
	Exposure to Covid-19 by cross-contamination due to sharing equipment within a class/group.	2 3	5	3	15	1. Equipment will be provided in sealed and quarantined kit bags in sufficient quantity to prevent the need for pupils to share equipment. 2. Each crate, and the kit bags it contains, will be used by one class/group before it is returned to K'NEXT Generation base for sorting and quarantine.	5	1	5
Polythene kit bags.	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. Kit Bags will be quarantined for a minimum of 3 days prior to use.	5	1	5
Paper inserts in kit bags.	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. Kit Bags will be quarantined for a minimum of 3 days prior to use.	5	1	5
<b>Part 4. Non Covid-19 risks during Workshop</b>									
Carrying crates within school.	Muscle strain.	2	3	2	6	1. Weight of crates will be kept to a minimum and will be within the lifting capacity of 1 adult.	3	1	3
K'NEX pieces. (Applies to K'NEX workshops only.)	Penetration or stabbing wounds.	2 3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4

KG Online Workshop Guide 2020

continued	Finger pinching.	2 3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4	
	Choking.	3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4	
	Pieces in eyes.	2 3	4	3	12	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4	
Polythene Kit Bags.	Suffocation.	3	5	2	10	1. Kit Bags will have a suffocation warning label. 2. Kit Bags will have a safety hole. 3. Pupils will be advised at the start of the workshop about the safe use of polythene bags. 4. Pupils will be asked to place bag on the floor under their desk after contents removed. 5. Pupils will be supervised at all times by a responsible adult from the school.	5	1	5	
Signed: <i>Ann Larkham</i>							Date: 12/08/2020			

Population Codes: 1. K'NEXT Generation staff. 2. School staff. 3. Pupils. 4. Others (specify).

Crate: the plastic box(es) that will be delivered to and collected from schools. A crate will contain individual Kit Bags and support materials.

Kit Bag: a grip-seal polythene bag that will contain all the equipment needed for each pupil to take part in the workshop.

## Risk Matrix

Calculating risk rating for each risk

Risk severity	Score	x	Likelihood	Score
Very minor injury	1		Unlikely	1
Minor injury	2		May happen	2
Up to 3 days injury	3		Likely	3
Major injury	4		Highly likely	4
Death	5		Certain	5

Risk rating

		Hazard severity				
		x	1	2	3	4
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk rating	Overall risk	Action required
1 - 11	LOW	Routine checking/training
12 - 15	MEDIUM	Priority to reduce risk
16 - 25	HIGH	Immediate action to reduce risk

**Contact for additional help or support:**

[info@knextgeneration.co.uk](mailto:info@knextgeneration.co.uk)

01779 813 097

07860 873 079

**K'NEXT Generation website:**

<https://www.knextgeneration.co.uk/>

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