



SCALFORD C E PRIMARY SCHOOL

Walking Around the Village & Village Hall Policy 2017

Headteacher: Mrs M A Waring:

Date: 27/11/2017

Chair of Governors: Mrs E Bryan

Please see office for signed copy

Walking around the village and village hall policy works in conjunction with Safeguarding, Health and Safety, First Aid, Fire Drill, Behaviour policy and also all relevant Risk assessments. Written by: Mrs M Waring, Headteacher 21.11.14, reviewed December 2015; November 2016, November 2017.

The purpose of this policy is to clarify roles and responsibilities and to ensure we have consistency when off site and visiting the village hall. It is in support of a number of policies, not a replacement.

ALL PUPILS AND STAFF MUST WEAR HIGH VISIBLE WAISTCOATS and staff carry a whistle. At least one member of staff will carry a mobile phone in case of any emergencies whilst walking around the village.

Mid-day supervisor will be responsible for carrying the first aid box and log book of pupils present in school. All staff must be aware of how many pupils there are present.

- KS1 and Early Years pupils walk up to village hall at 12.00pm, with a minimum of two members of staff.
- KS2 pupils walk up to village hall at 12.15pm, with a minimum of two members of staff.
- Three members of staff will always be made available for crossing the road for the **whole** school.

Pupils are reminded to walk sensibly at all times (no running) and they must be quiet whilst waiting to cross the road and during crossing the road.

Whole School crossing: Two members of staff will stand at the curb-side to guide the pupils across with the third member of staff heading the pupils who are waiting to cross. Pupils will be reminded to stand **quietly** at a designated spot once they have crossed the road.

Small groups (30 or less) may be crossed in a horizontal straight line, which the children know as 'crocodile crossing', but this is down to the teachers discretion.

Village Hall

- Pupils line up outside the village hall before entering the reception area.
- Once inside the reception area pupils will remove coats and line up at the doors which lead into the hall.
- All pupils will take part in prayer (**pupils are chosen to lead the prayer**).
- **All** pupil's hands are cleaned with Alcohol hand gel.

Staff will record total number of pupils in log book, when reasonably practicable, once everyone has arrived.

Pupils enter the main hall

School dinners

- Pupils line up for dinners, standing close to the wall/windows, but NOT leaning against the walls.
- They are expected to stand sensibly and talk quietly to someone who is next to them.

Sandwiches

- Pupils find a table and sit down quietly.

Pupils are expected to sit down at a vacant table and talk quietly with others who are on their table.

An adult will help serve water to the younger pupils to avoid spillages and will sit at a table alongside the diners.

When pupils have finished their main course they will put their hand up for an adult to check their plate before they eat their pudding. Once they have eaten their meal, pupils will remain at the dinner table until an adult lets them know it is time for outside play.

Two members of staff will always be on duty to supervise outside play with one member remaining in the in the hall to help late finishers. If an outside supervisor has to return to the hall for any reason ie injured child, they will ensure this is communicated to the teacher who is in charge to ensure two members of staff are still outside.

Play leaders

- Play leaders will direct some play for pupils to join in if they want to.
- All games will be supervised by adults on duty.

Adults on duty will closely monitor the perimeter of the village hall grounds to ensure the pupils are safe. They will patrol the playground at all times observing the public right of way areas.

Fire drill – please also refer to policy

- This will happen termly.
- Three short blasts in continuous repetition will signal a FIRE alarm.
- All pupils and members of staff will congregate on the playground and pupils will line up in their bases. The staff in the hall will ensure all pupils leave the building and line up. They will also check the kitchen and toilet area before leaving the building.
- A swift head count will take place to ensure all pupils and staff are present and safe.

Behaviour – please also refer to policy

- Pupils are expected to follow our whole school behaviour policy (The Diamond Rules) and staff need to follow its guidance to ensure we encourage consistency in behaviour management.

Please raise concerns with pupil or staff behaviour, or the implementation of any of the above, with either the teacher in charge or Headteacher as soon as it is practicably possible to ensure issues can be addressed promptly.

ALL staff please sign and date: