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| | Name | Date |
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| Name of Policy | Health and Safety of Pupils on the Seward Street Playground Visits | |
| Prepared by | Dallington School | April 2020 |
| Checked and Reviewed by | | April 2020 |
| Ratified by Board of Governors | | |
| Next School Review | | April 2022 |



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Policy on Health and Safety of Pupils on Seward Street Playground Visits

This document is a statement of the aims, principles and strategies for the Health and Safety of Pupils on visits to the School's off-site Playground.

It was developed during the Spring of 2007 using the professional judgement of the Headteacher and staff of Dallington School and with reference to current DfES and CEA guidelines.

This policy document will be reviewed annually on an on-going basis.

1. PURPOSE OF THE POLICY

- 1.1 To ensure the health and safety of our children, at all times, on visits to the Seward Street Playground.
- 1.2 To identify and assess any potential risks during visits to the Seward Street Playground
- 1.3 To ensure that any risks are managed and kept to a minimum.

2. GENERAL

- 2.1 Visits to the Playground take place daily during the lunchtime period (except in adverse weather conditions) and further use is made of the Playground outside the lunch period during warmer months of the school year.
- 2.2 All children visit the Playground They are escorted by their Lunchtime assistant and possibly an extra escort.
- 2.3 All lunchtime staff must wear a Hi-Visibility Waistcoat when escorting the children off-site.
- 2.4 The lunchtime assistants complete a playground register before leaving the school.

3. STAFFING

- 3.1 Competent staff are employed to accompany children on visits to the Playground.
- 3.2 All accompanying adults have had satisfactory DBS checks.
- 3.3 Although lunchtime staff are responsible for the care and well-being of the children in their group, from 12 noon to 1:30pm, the legal responsibility rests with the school management.

4. RISK ASSESSMENT

- 4.1 The School has carried out a comprehensive risk assessment on visits to the Playground and has identified and assessed any risks which might be encountered.
- 4.2 Assessments of risks continue to be monitored and disseminated, even though the route taken is familiar to accompanying staff and children.
- 4.3 When possible staff are informed of any 'new' risks such as road works/building works on a daily basis.

5. STAFFING RATIOS

The following minimum ratios of lunchtime staff to children should be provided on visits to the Playground:-

Foundation Stages: 1 adult to 8 children

Years 1 to 6: 1 adult to 15 children

6. EMERGENCIES

- 6.1 The Headteacher must ensure that all lunchtime staff are aware of the emergency procedures which apply to visiting the Playground.
- 6.2 All lunchtime staff must be aware of the number of children they are supervising each day. Head counting should occur on both leaving and arriving at both the school and the Playground.
- 6.3 All lunchtime staff must know the telephone number of the school in the event of an emergency.

7. MEDICAL/ACCIDENTS

- 7.1 The safety and well-being of the children is of paramount importance. Any medical conditions must be noted; including any information given by parents/carers which is either kept on file or included on parents' returned permission slips.
- 7.2 Where necessary, lunchtime assistants must ensure that they take a medications bag with a list of children & necessary medications to Playground.
- 7.3 First aid and emergency equipment is available in the kitchen at the Playground.
- 7.4 There is always at least one First Aider at the Playground during lunchtime.
- 7.5 Accidents in the Playground are to be treated by lunch staff. If serious, the child is to be escorted back to school by 2 adults. All accidents are to be reported to the class teacher and written in the accident book.

8. WALKING TO AND FROM THE PLAYGROUND

- 8.1 At least 2 groups must walk together to ensure a minimum of 2 adults present.
- 8.2 Where possible, adults are to be placed throughout line of children.
- 8.3 The front leader is not to walk too fast for the children at the back.
- 8.4 Staff must ensure the group stays together with no gaps between.
- 8.5 Staff must make sure the children keep up and stop at kerbs and entrances.
- 8.6 Stop and gather all children close together before crossing at zebra crossing.
- 8.7 An adult is to halt traffic – children are to walk quickly across the road without talking.
- 8.8 Staff are to ensure groups are together before turning into Seward Street.

9. COMMUNICATION WITH PARENTS/CARERS

- 9.1 No child is to be collected from the Playground if the lunchtime assistant has not been told in advance by the class teacher. In an emergency, a note written and signed by the child's teacher is given to the lunchtime assistant by the person collecting a child, on their arrival at the Playground.

10. REFERENCE

- 10.1 This policy was developed with reference to the DfES guidance document 'A Good Practice Guide: Health and Safety of Pupils on Educational Visits'
- 10.2 That document made extensive use of the DfES document Health and Safety of Pupils on Educational Visits (HASPE) - (DfES 1998) and the more recent supplementary advice from the DfESL:
- 10.3
 - Health and Safety Responsibilities and Powers (DfES 0803/2001)
 - Standards for LEAs in Overseeing Educational Visits (DfES 0564/2002)
 - Standards for Adventure (DfES 0565/2002)
 - A Handbook for Group Leaders (DfES 0566/2002)
- 10.4 The above documents do not lay down any new mandatory requirements. They are intended to enable schools and CEA@Islington to access good practice drawing on the advice already received and what works well in practice. In addressing their existing legal responsibilities, schools within CEA@Islington are invited to consider this guidance but are free to modify it in the light of their own needs and circumstances.