



Walking Around the Village & Village Hall Policy 2025-26

Reviewed by: Mrs M Wrightam

Date: 2.05.2024

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Date: 20/6/24

Reviewed by: M Wrightam Date: September 2025

Chair of Governors: Mrs K Bloodworth

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 policies and also all relevant Risk assessments specifically 'risk assessment for the use of the village hall and playing field.'

The purpose of this policy is to set out roles and responsibilities and to ensure there is consistency when off site. It is everyone's responsibility to comply with this policy.

ALL PUPILS MUST WEAR HIGH VISIBLE WAISTCOATS

STAFF must wear an outer layer which is highly visible or wear a school High Visible WAISTCOAT. Designated staff must also carry a whistle. At least one member of staff will carry a mobile phone in case of any emergencies whilst walking around the village or at the village hall (please refer to use of mobile phones in E-Safety Policy).

In case of an emergency at the village hall the public telephone situated in the foyer can also be used. 20 pence pieces are kept in the first aid bag. In exceptional circumstances (no mobile signal and no 20p coins available) call school and allow the pips to sound. This will be the signal to school that someone from the village hall requires urgent assistance.

A mid-day supervisor will be responsible for carrying the first aid bag (checking its contents and restocking) and log book of pupils present in school. All staff must be aware of how many pupils there are present. This will be recorded in the lunch book before classes set off for the village hall.

Staffing

Three members of school staff supervise the whole school under normal circumstances, in addition to food support catering staff who are responsible only for serving the food.

Less than whole school - Minimum of two members of staff under normal circumstances – all children would remain with the two adults either outside or inside – groups must not be split between 2 adults.

Pupils are reminded to walk sensibly at all times (no running) and encouraged to listen carefully whilst waiting and then crossing roads. They may talk quietly to their partners whilst walking but must not shout, run or play with others during this period.

CHURCH STREET LEADING TO THORPE SIDE

Whole School crossing **TO THE VILLAGE HALL**: Two members of staff stand at the kerbside to guide the pupils across with the third member of staff safely directing and observing the pupils. Pupils will be reminded to stand **quietly** at a designated spot (telegraph pole) once they have crossed the road.

Whole School crossing **RETURNING TO SCHOOL**: Two members of staff stand at the opposite kerbside (church side) to instruct the pupils across with the third member of staff remaining with the pupils waiting to cross. Pupils will be reminded to stand **quietly** at a designated spot once they have crossed the road.

Support staff should remain with the children until the teacher in charge is happy that everyone is quiet.

A group of 30 pupils or less may be crossed in a horizontal straight line at the teacher's discretion, which the children know as 'crocodile crossing'. This type of crossing requires staff to position themselves at each end of the line.

Village Hall

- Pupils line up outside the hall on the playground.
- Pupils are invited to join the staff to say a prayer.
- **Year R, 1 and 2 enter** the village hall, wipe their feet, remove coats and line up in front of the double doors.
- **All** (unless causes irritation) pupil's hands are cleaned with hand sanitiser gel. The gel is used as a secondary cleanser as children are regularly reminded to wash their hands with soap and water during the school day. Warm running water and soap is available at the village hall.
- **Year 3,4,5,6 enter** the hall hang up their belongings and go outside to play.
- A decision each day will be made as to whether the grass is dry enough to play or eat on.
- In inclement weather pupils will **enter** the village hall, wipe their feet, remove coats and line up in front of the double doors.
- Pupils are invited to join the staff to say a prayer.
- Pupils will follow the sitting procedure and play inside at the back of the hall until they are called to line up for dinner.

Sittings procedure

We operate a first and second sitting system and within this we rotate year groups so that all children have an opportunity to eat first. This system is split between EYFS/KS1 and KS2. EYFS/KS1 eat on the first sitting because they require more time to eat. Routinely followed by Year 3, with Years 4, 5 and 6 following a rotation system which is recorded daily in the dinner log.

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.
- Food is served to the children by the kitchen team and members of school staff are on hand to help, if required and assist in keeping children away from the hot kitchen items.
- Children are NOT allowed in the kitchenette and this is closely monitored by members of staff on lunch duty.
- Children will be directed to fill up tables set up for hot lunch, starting with the table next to the window, before sitting on a new table.

Sandwiches

- Pupils are directed to their table.
- In fair dry weather children are permitted to eat their sandwiches outside. Children should all be seated in one area decided by the teacher on duty. This should not be on apparatus (except the tyres) and should take account of the need for shade in hot weather.

We encourage children to talk quietly with others who are on their table.

Adults will help serve water to pupils to avoid spillages, assist with food if appropriate. Staff sit alongside the diners if time permits.

When pupils have finished their main course they can eat their pudding (some children may have an individual plan needing extra supervision). Once they have eaten their meal, and cleared their tray, pupils will be invited to play outside

When there are **three** members of staff at the village Hall, **two members** of staff will always be on duty outside to supervise the playground/field with the third member of staff remaining in the hall to support diners. If a playground/field supervisor has to return to the hall for **any** reason i.e. injured child, they will ensure this is communicated to the **teacher** who is in charge to ensure that playground supervision is maintained by **two** adults.

In normal circumstances the teacher on duty will supervise outside on the playground or field, proactively managing play.

1 member of support staff will administer first aid, 1 member of support staff will supervise the dinner hall.

When there are **two** members of staff at the village Hall, **both members of staff must** supervise the playground/field. If a child becomes unwell or injured, first aid will be administered on the playground, unless it is deemed necessary for the child to return to the village hall, in which case the whole class will return to the village hall. A phone call will be made to the school to provide extra staff if deemed necessary

The Sports Crew - Pupils

- Will get the equipment out and help set it up.

End of Lunch Break

The whistle will sound at 12:55pm and all pupils will line up on the playground with all their belongings and be wearing high vis jacket.

Playground

Children are not permitted in the area by the public footpath situated to the left of the village hall as you face it, or behind the village hall at any time.

Children are not permitted to use the swings, climbing frame and climbing wall to the right of the village hall as you look at it.

Children should be in view at all times and should not play behind or in the bushes at the bottom of the field.

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 the 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.

This same drill applies for keeping children safe, if staff believe there is imminent risk. Everyone will be directed into the village hall.

Behaviour – please also refer to policy

- Pupils are expected to follow our whole school behaviour policy – Good listening and showing respect to all. Staff must ensure consistency in behaviour management.

Concerns relating to any contradictory behaviour to this policy should initially be raised with the teacher in charge as soon as it is practicably possible. Serious concerns, or those which you feel have not been appropriately dealt with, must be taken to the Senior Leadership Team (SLT) or the Chair of Governors if deemed necessary. It is the responsibility of every member of staff to ensure we keep our children safe when outside school grounds, at the village hall or any other area.

ALL staff sign and date:

Signed copy in school office