



# **Notting Hill Preparatory School**

## **1.12 Safety Procedures for Road Crossing, Transit between buildings and offsite venues and Travel by Coach (EYFS & KS1-3)**

Reviewer responsible: **Deputy Head (Operations)**

Date of last review: **01/21**

Reviewed by: **DG**

Date of next review: **01/22**

## **NHP ROAD CROSSING PROCEDURES**

These procedures have been drawn up to ensure the safety of children when crossing roads and travelling by coach. The health and safety of pupils is of paramount importance. It is therefore essential that the following guidelines are adhered to.

### **Before & After the School Day**

Before the school day all pupils, parents and staff should use the road crossing at the junction of Lancaster Road and Ladbroke Grove. A NHP member of staff will be on duty between 8.00 and 8.30 am to assist with the crossing when the signal is green to cross. After school, all parents accompanied by their children should use the same road crossing. Staff members on door duty at the OB, JCB and PGB gate should be aware of road traffic that presents a danger to pupils and ask any drivers to move their vehicles or desist from parking in designated areas.

### **During the School Day**

Before exiting school premises, staff must be confident it is safe to do so. Aside from road traffic issues, staff should be aware of hazards on pavements and pedestrian areas: broken glass, obstructions, large groups of people or other dangers including members of the public presenting a potential threat.

### **Road crossing JCB/OB**

For all instances of classes crossing the road to and from the old building (OB)/Serbian Church to the JCB or to and from the Newton Centre Playground during the school day, the ratio of adults to children that must be observed is as follows:

- Reception Children: 3 members of staff per class or combined groups of children
- Year 1 to 6: 2 members of staff per class
- A small group of Years 7-8 (max 12 children): 1 member of staff
- A small group of Years 4-6 (max 8 children): 1 member of staff
- A small group of Year R-Year 3 (3-8 children): 2 members of staff
- 1 or 2 children in OB: 1 member of staff

If the adult accompanying the children across the road is not a permanent member of NHP staff: such as club leader, peripatetic music teacher, supply teacher or parent volunteer and the group exceeds 2 children, the group should also be accompanied by a permanent member of staff such as a Teaching Assistant or School Secretary.

Staff escorting a class or group of pupils across the road should wear yellow high visibility jackets. A box of jackets is kept at the entrances to the OB and JCB during the day. Staff should put these on as they exit the building and place in the box on the other side of the road once they have crossed.

*Covid-19 amendment, all staff have their own high visibility vest.*

### **Procedure with 1 member of staff with 1 or 2 children in OB or JCB**

- OB Children only: The member of staff should hold hands with the pupil(s) (or arm, as appropriate for the age of the child).
- Pupils are silent from the moment they set off to their arrival at any of the above destinations.
- The member of staff closes the gate and waits with the pupils at the pavement edge prior to crossing.
- When the road is safe to cross, the member of staff crosses with the pupil(s) ensuring the member of staff has contact with the pupil(s) at all times.
- The member of staff then closes the gate behind them.

### Procedure with 1 member of staff with small groups of children in JCB

- Pupils are lined up in pairs.
- Pupils are silent from the moment they set off to their arrival at any of the above destinations.
- The member of staff closes the gate and leads the child/children to the pavement edge prior to crossing and clearly states that the pupils must wait until told to cross.
- The member of staff waits until it is clear and moves to middle of road and stops the traffic.
- The member staff then indicates to the pupils to cross the road.
- The member of staff ensures that all children are across the road and brings up the rear.
- The member of staff then closes the gate behind them.

### Procedure with 2 members of staff

- Pupils are lined up in pairs (and one 3 if there is an odd number).
- Pupils are silent from the moment the line sets off to its arrival at any of the above destinations.
- The first member of staff leads the children to the pavement edge prior to crossing.
- The second member of staff brings up the rear of the line at first to ensure no pupils are left behind. Then closes any gates behind them.
- The second member of staff then moves to the middle of the road and stops the traffic and then indicates to the first member of staff to lead the pupils over to their destination.
- When all pupils are across, the second member of staff brings up the rear of the line, shutting the gate behind them.

### Procedure with 3 members of staff

- Pupils are lined up in pairs (and one 3 if there is an odd number).
- Pupils are silent from the moment the line sets off to its arrival at any of the above destinations.
- The first and second members of staff lead the children to the pavement edge prior to crossing.
- The third member of staff brings up the rear of the line at first to ensure no pupils are left behind. Then closes any gates behind them.
- The second member of staff then stops traffic in the middle of the road and the first member of staff leads the pupils over to their destination.
- The third member of staff brings up the rear of the line, shutting the gate behind them.

When travelling from the JCB to OB/Serbian Church, pupils are to be held between the inside and outside wooden gates. Pupils are to be silent from this point and only exit from this 'holding' area when the members of staff deem the pavement to be clear and the road is safe to begin crossing.

Staff should be extra vigilant as some road users (especially cyclists) are not totally trustworthy when it comes to waiting for the line to cross. It is advisable to begin to cross when the Lancaster Road traffic lights are on red – cars turning onto Lancaster Road from Ladbroke Grove will be travelling at a slower, safer speed. If cars are waiting, please only cross up to two groups in succession and then allow traffic to move on before crossing with the next group(s).

## **Transition between JCB and PGB**

### **Lunch and lunchtime break transition**

Pupils in Year 2 to Year 8 will have lunch in the PGB Diner. Entry and exit points are 40 metres apart. Pupils will enter/exit via the JCB side-door on Ladbroke Grove and via the PGB side-door, also on Ladbroke Grove.

The ratio of adults to children that must be observed is as follows:

- Year 2 pupils will move as a Year Group with 4 staff
- Year 3 to 8 moving as a Year Group or combination of classes - at least 3 staff

Staff escorting a class or group of pupils should wear yellow high visibility jackets. A box of jackets is kept at the entrances to the PGB and JCB during the day. Staff should put these on as they exit the building and place in the box at their destination building

#### **Procedure with 4 staff supervising transit**

- One member of staff will be at the front of the line of pupils
- One member of staff will be at the back of the line
- The other two position themselves between the two doors (roughly 10m apart) channelling the pupils into the near (wall) side of the pavement.
- Pupils will line up and walk in pairs, in silence.
- When the staff members on the pavement and the one leading the group are confident there are no obstructions or hazards impeding transit, the line of pupils can be escorted.
- The staff member at the rear ensures that all pupils are accounted for and checks that the door is securely closed behind them.

#### **Procedure with 3 staff supervising transit**

- One member of staff will be at the front of the line of pupils
- One member of staff will be at the back of the line
- The other staff member will take up a position between the two doors where they can be seen by the person leading the line and in a position to channel the pupils into the near (wall) side of the pavement.
- Pupils will line up and walk in pairs, in silence.
- When the staff member on the pavement and the one leading the group are confident there are no obstructions or hazards impeding transit, the line of pupils can be escorted.
- The staff member at the rear ensures that all pupils are accounted for and checks that the door is securely closed behind them.

## **Lesson transition between JCB and PGB**

During the school day, pupils will need to move between buildings for lessons or for morning break. The ratio of adults to children that must be observed is as follows:

- Year 3 to 8 pupils moving as one class: at least 2 staff
- Year 3 to 8 moving as a Year Group or combination of classes: at least 3 staff

Movement will almost always be between the PGB and JCB side-doors with the exception of some PE and Games groups that will, on occasion, use the PGB front entrance/exit.

Procedure for 3 staff supervising is identical as for the lunch transition.

Procedure with 2 staff supervising transit

- Both staff members to wear high visibility vests
- One member of staff at the front and one at the rear
- Pupils will line up in pairs inside the building before exiting\*
- Staff member at the front ascertains if the pavement is clear of obstructions/hazards before leading pupils via the near side of the pavement
- Pupils will walk in silence between buildings
- Staff member at the rear ensures that all pupils are accounted for and that the doors are secured behind them.
- If there are classes crossing in transit, staff should use common sense as to when to set off and to open and close internal and external doors; prioritising safety of the children by restricting access to the general public.

\*Year 7 and 8 will line up inside each building in single-file and get into pairs as they exit the building

### **LESSON TRANSITIONS BETWEEN THE OB AND SERBIAN CHURCH CRYPT FOR MUSIC AND COMPUTING**

- Pupils line up in pairs in the OB front playground/Serbian Church front parking area and are escorted by the Class TA and the specialist teacher.

### **PUPILS WALKING TO AN OFFSITE SPORTS LESSON/VENUES FOR REHEARSALS OR EVENTS**

- In line with the guidance for transit between PGB and JCB, pupils may not talk between these two buildings. For longer walks to offsite Sports venues (Kensington Leisure Centre, Memorial Park etc.) A ratio of 1:12 is required for walking to and from offsite venues. Pupils are to keep to the side of the pavement indicated by following the line of the lead teacher and at each road crossing, the road crossing policy should be followed.

### **NHP COACH/MINIBUS TRAVEL PROCEDURES**

- Pupils will line up prior to leaving the school/offsite venue.
- A register is then taken in the travel registration book. Any pupils unaccounted for (on excursions from school) are brought to the notice of the School Secretary (OB,JCB or PGB) who will check if they have gone home/left school for an appointment/off games or at a music or SEN lesson.
- One member of staff (or the bus driver if it is a small group) will stand at the entrance of the bus and have full view of the pupils from their point of departure from the school building to the bus.
- The other member of staff will release pupils to the bus when the pavement is clear of other users or potential hazards. Again, this member of staff will have an unobstructed line of sight for each child.
- Once on board, pupils fill up the seats from the back to the front. Those who are prone to travel sickness will take a seat at the front of the vehicle.
- Staff members check each child is securely fastened into their seat by a seat belt before departure.

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- Staff members are to sit in positions on the coach where they are able to hear conversations and be aware of any inappropriate behaviour.
  - Throughout the journey children must sit facing predominantly forward and must not kneel or stand on their seats.
  - Aisles must not be blocked by kitbags or school equipment.
  - When children arrive at their destination, they descend from the bus in an orderly fashion and wait to be led by the teacher to the building, if swimming, or told to go to the pitch, if on the sports field.
  - On the return journey from Sports lessons/fixtures the teacher responsible for the group/team will do a head count as the pupils enter the coach to ensure that all of the pupils under their care are accounted for.
  - Pupils may travel home from a fixture with their parent/carer with permission from the teacher in charge. The teacher will then communicate this information to the school secretary and the staff member on sign out duty. Permission must not be given for pupils to travel in vehicles other than those of their own parents/carers.

These procedures should be read in conjunction with the policy for **Guidance for Playground Supervision**.