Emergency Protocols when pupils are outside the school building.

This policy has been approved by the Pupil Welfare sub-committee on 6th June 2023.

When this procedure is to be used:

This procedure must be taken when there is an emergency outside the school building and the pupils are in danger or immediate help is needed.

Supervision:

At all times, there are two members of staff on the playground with the pupils:

Playtime – a teacher and a teaching assistant.

Lunchtime – two teaching assistants (KS2)
- a teaching assistant and a preschool member of staff (EYFS/KS1)

Procedure:

When emergency help is needed, one member of staff will blow a whistle six times slowly. The children will stop and stand still awaiting further instruction.
Instructions will be given to the children to ensure they remain safe at all times.
A member of staff inside the school or nursery building will come out onto the playground to assist the two teachers on duty. Another member of staff will inform the head teacher.
The head will make the decision as to whether outside help needs to be called such as the police, an ambulance etc.

Pupils' understanding of this procedure:

The head teacher will inform and explain this procedure to pupils in September of every school year.
A practice will take place every term to ensure pupils understand and are clear on what to do if they hear the six whistle blows.
All outside providers such as sports coaches will be given this protocol to read and understand, and will sign to say they agree to this procedure.
All school staff will sign to say they have read and agree to the procedure and will take part in the renewal of this procedure on an annual basis.