



WETHERBY
SENIOR SCHOOL



WALKOVER POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: David Lawrence

Review date: August 2021

Submission: September 2021

Next review date: June 2022

Reviewers' Signature: DAL

Head Teacher's Signature: J Silvester

This policy should be read in conjunction with the risk assessment for walking between the two buildings. (Appendix 1)

WALKOVER POLICY

The aim of this policy is to ensure the safety of all boys whilst on walkover between school buildings.

Pupils walk between the School buildings at lesson changeover times unaccompanied. Classes in Years 7-9 should be escorted to Hannah House at the end of period 4 to ensure they make it over for lunch in the first weeks of the Autumn Term.

Staff supervision

Two members of staff will be supervise at any time movement time. One will stand on the corner of Bulstrode Street and another on the corner of Aybrook Street, both will be wearing high visibility jackets.

Boys are expected walk sensibly whilst navigating between both buildings, sticking to the pavement and crossing using the Zebra crossings available. Duty staff must ensure that they do so and that pupil behaviour is appropriate for maintaining safety on the roads.

1. Duty staff will monitor boys crossing with duty staff positioned at key risk points.
2. Duty staff will ensure safe road crossing at the zebra crossing at Aybrook Street and on Bulstrode Street.
3. A member of staff is assigned to patrol the local area including the walkover route at lunchtime.

Staff must be vigilant to ensure that all boys who need to move between the schools at various points in the school day make it over at the specified time and within the five minute movement window.

Boys walking over out of normal lesson times

Boys normal transition between the buildings at the following lesson changeover times:

0835
0940
1045
1200
1355
1505

Boys who have music or LAMDA lessons or wellbeing appointments in Hannah House may need to walk over out of regular lesson change times from BSML to Hannah House. They should report to reception staff upon leaving their lesson who will call across to reception in HH to alert of the imminent arrival. Boys returning to BSML from Hannah House to follow the same routine in reverse and report their presence / arrival to reception. Boys may occasionally have to walk between buildings for other reasons and should follow the same procedure. Any boy who may require accompanying will be walked over by a member of staff arranged by the receptionists on an ad hoc basis.

Boys accompanied in other circumstances

In exceptional circumstances, the Deputy Head Pastoral will arrange for members of staff to accompany a boy with specific safeguarding or welfare needs.

Training the boys

Tutors will remind boys at the start of the autumn term the rules for safe movement between the buildings and will publicise the route.

Induction of new boys

New boys will receive a briefing from their tutors on the rules for movement between the buildings and the route. They will be taken on a walkover practice as part of their new boys' induction at the start of the autumn term:

Walkover Practice for Boys- key points for Tutors

ENSURE YOU HAVE A HIGH VISIBILITY JACKET WHEN STANDING ON DUTY OR WALKING BOYS BETWEEN BUILDINGS

1. Reinforce the standards of behaviour expected when walking between buildings.
2. Boys to walk in pairs or single file - teacher to decide based on group size. Single file will require less pavement space to be taken and prevent boys stepping onto road to obstacles in an effort to keep with their friends.
3. Boys are not to use phones or headphones whilst on the walking between school buildings. Failure to follow these rules will result in a sanction and confiscation of the item/s until the end of the day.
4. Boys are not to leave designated walking route for any reason unless they speak to a teacher first.

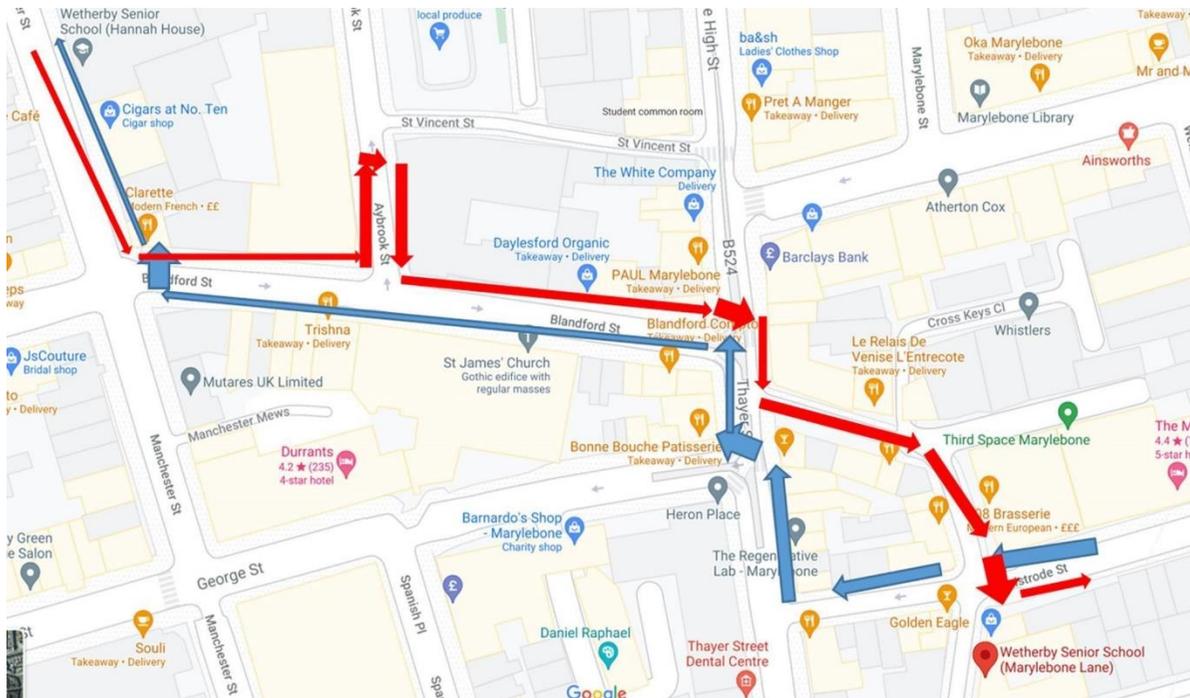
Boys in Years 7 and 9 will be accompanied by members of staff, including Heads of Section and their deputies in the first week of the autumn term to embed the rules and the route for safe movement.

Walkover route

There is a clear one-way route for the boys to follow that allows for safe crossing at zebra crossings and avoids a clash in the flow of pedestrian movement.

HH to BSML – Blandford St (North side) – Aybrook St crossing – Marylebone HS crossing – Marylebone Lane – cross Bulstrode St

BSML to HH – Bulstrode St – new Thayer St crossing – new George St crossing – Blandford St (South side) – Blandford St crossing at Foxtons



Reviewed annually by SMT/SLT

Appendix 1: Risk assessment for the movement of boys between buildings		
Event	Risk - what could go wrong	Control Measures / Precautions - what you will do about it
Walking on pavements and crossing roads	Boys unfamiliar with the route - getting lost	New boys are given the health and safety brief for the safe crossing route and walk the routes as part of their induction at the start of term. New boys will be accompanied by staff in the early part of the Autumn Term to familiarise themselves with the route. Other pupils receive a reminder / refresher of the safe crossing rules and the route.
	Injury due to accident with a road user	The route will use zebra crossings where possible and boys will not cross the road until it is checked to be safe by the duty staff. Duty staff will wear hi-viz vests to be easily identified by the boys and road users. Boys will also be briefed that they are not to use mobile phones or headphones whilst walking on the pavement.
	Boys becoming separated from the group	At the start of the school year a pre-departure safety brief will be given to all boys where they will be briefed on the following procedure: If a boy becomes separated from the group, and the group is still in sight, he is to try and catch up with the group, if it is safe to do so. If the group is out of sight and the boy is disorientated or unsure of where to go, then the boy is to remain where he is for 5 minutes and wait for a duty member of staff to spot him. Failing that, boys are to return to the school building they left from and inform a member of the admin team that they have become separated from their group.
	Blocking the pavement for other users	During the pre-departure safety brief boys will be told to walk in pairs or single file depending on the group size - single file is preferable but for larger groups pairs will enable better group control.

Insufficient staff supervision	Poor / unsafe behaviour of boys in public can, at worst, lead to a road traffic accident.	The behavioural standards of the school will be reinforced to the boys during the pre-departure brief. The School's Behaviour Policy will be followed should any boy fail to meet expectations. Behaviour is monitored by duty staff and by heads of section and their deputies. Boys who don't behave in a safe and sensible manner identified and corrected. Repeat offenders sanctioned.
Boy walking over out of main transition times (music lesson / well-being appointment/LA MDA)	Accident or injury	Schedule for duty staff standing at hazardous points along the route coincides with transition times between lessons / activities. Member of duty staff patrols walkover route at lunchtime. Cover for absent staff organised by DH Staff & Operations. Duty presence monitored by the SLT/SMT staff member who is duty lead for the day.
Whereabouts of boys not know by school or staff	Accident or injury / missing pupil	Boys who need to walk over out of regular lesson change times from BSML to Hannah House should report to reception staff who will call across to reception in HH to alert of the imminent arrival. Failure to arrive triggers Missing Child procedure. Boys returning to BSML from Hannah House to follow the same routine in reverse and reception staff sends alert.
Minor Injury	In the event of a fire or an emergency that requires a boy to be spoken to such as a family emergency and boy's location is not known	Boys registered in every lesson in Lesson Monitor - arrangements for missing child search if pupil unaccounted for. Music lessons and wellbeing lessons marked in the lesson monitor registers daily. Teaching staff to follow up unexplained pupil absence with receptionist by email at the start of the lesson.
A serious medical injury	Anything that does not require the emergency services e.g. sprained ankle, small cut	<i>Boys that have specific medical needs and medication will have a kit stored at both school sites should the need arise.</i> Most importantly, the risk of injury is substantially reduced by boys being briefed on, and following, the School's Behaviour Policy.
Lateness when walking outside school.	Anything that requires the emergency services	<i>Boys that have specific medical needs and medication will have a kit stored at both school sites should the need arise.</i> If the injury is serious enough then the emergency services will be called by duty staff.

Temporary impairment	Implication for transition times, impact on pupil: tiredness, anxiety about lateness; other welfare issues.	Any boy identified as having a temporary impairment has his needs assessed by the Head of Co-curricular as part of the PEEP process. Heads of section or their deputies task tutors to identify one or more buddies in the form to help carry bags etc. Tutor alerts the boys' teachers to the fact they may be late to lessons. More serious impairment would lead to possible re-timetabling and relocation to minimise walkover if necessary. Changes made by Director of Studies and Deputy Head Staff and Operations at the request of the Head of Section.
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