



## BEVENDEAN PROCEDURES FOR BEHAVIOUR AND SAFETY IN THE CLOAKROOMS AND TOILETS

In order to maintain good behaviour and high levels of safety at all times, children should be continually monitored appropriately for their age and activity.

- On arrival in the morning, children are in the care of their parents until they are handed over to staff. Whenever possible, children should move about "en bloc" and must have one member of staff accompanying them at all times. The member of staff should lead the line of children rather than send the children ahead.
- During class time, 2 girls and 2 boys are allowed to visit the toilet, without a member of staff, from each Reception class at a time and 1 girl and 1 boy in Year 1. Staff must always be aware who is out of the room and check on children who do not return to the classroom within a short time.
- During playtimes, children are only allowed to go to the toilet if permission has been sought from the designated member of staff on duty. Children should report back to the duty staff member so that the number of children who leave the playground area can be monitored at all times.
- If more than one child has to use the cloakrooms while washing hands after painting, they must be accompanied by a teacher. Sinks in the classrooms should be used wherever possible.
- All staff should reprimand children caught running to the toilets or misbehaving in any way in line with the school policy.

R Samson

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