



Pond Policy

Bramley Church of England Infant and Nursery School

"Your word is a lamp to guide me and a light for my path." Psalm 119(105)
Rooted in Christian values, seek within, wonder why, reach out, aim high.

Policy effective from

March 2021

Approved by

Full Governing Body

Last reviewed on

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Next review due by

25th September 2025

Version history

Version	Description of change	Author	Approved
1.0	New policy		

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1. Aims

We wish to provide all our pupils with safe opportunities for hands-on access to the pond as part of their learning.

This policy document dated March 2024 was adopted by the staff of Bramley C of E Infant and Nursery School on 25th March 2024.

This policy outlines the principles for safe practice in the use of the pond. 'Pond' refers to the water and the surrounding environment. This policy takes account of best practice and guidance from CLEAPSS.

2. Responsibility

The employer¹, Bramley C of E Infant and Nursery School, has ultimate responsibility to ensure the health and safety of children and adults. The task of overseeing health and safety for the pond is the responsibility of the Pond Manager. The Pond Curriculum Leader has the responsibility of overseeing the pond use within the curriculum.

In addition, it is the responsibility of teaching and non-teaching staff and other adults to:

- take reasonable care for their own health and safety and that of others when working at the pond
- remain familiar with this policy and associated documents
- implement what this policy says

The Pond Manager should record the actions they have taken to maintain the pond and keep it safe. These records will be available from the school office.

3. Risk Assessment

The pond area is located in the corner of the school field area near the raised beds. It is enclosed by a wooden slatted fence with a single gate which is padlocked. The combination code for the padlock will be made known to staff. The gate is to be locked at all times unless being used by a group of children with an appropriate adult. There is a paved path and viewing area to the left of the pond with a pebble area and planting around the back and right-hand side.

The pond will be checked regularly by the Pond Manager who will ensure:

- All edges around the pond are clearly visible
- When in use, all paving around the pond are free from leaves and not slippery.
- The pond is maintained regularly, for example, check the build-up of silt; overhanging branches, removal of fast-growing pond weeds in spring and summer.
- Any woodwork is in a good state of repair, including not rotting.
- The dipping platform raised edge or 'toe board' is secure.

¹ For the purposes of this document 'the employer' refers to local authorities, governing bodies, trustees or any other body that has responsibility for the health, safety and wellbeing of the organisation's pupils, staff and visitors.

- The information and warning signs are in good repair and clearly visible

Maintenance will be undertaken as required to ensure the pond is healthy and the area is safe. For guidance reference will be made to the CLEAPPS documents; Maintaining and restoring a pond, Pond safety in primary schools and Planning a pond.

4. Communication

A line of communication between Pond Manager and Pond Curriculum Leader will be maintained so that actions that have arisen from the checks can be communicated to staff. *For example, the decking is rotten, pond cannot be used until it is replaced.../overhanging branches need to be cut back, do not use the pond until this has been done.*

No child is allowed in the pond area unsupervised. Children are taught that they may not enter without an adult and are aware of what they should do if they observe unaccompanied children by the pond. For example, tell the nearest adult immediately, don't go to the pond yourself.

When planning a pond-based activity, staff must first talk to the Pond Curriculum Leader about the current condition of the pond.

Teachers must visit the pond prior to the activity and carry out an activity-specific risk assessment, taking the following into consideration:

- pond condition and circumstances on the day, if necessary inform the Pond Manager of any control measures that need to be actioned. For example, there are lots of leaves on the decking, which need to be cleared
- requirements of the activity
- the needs of individual pupils.

5. Supervision

It is the duty of the class teacher to inform any support staff/volunteer adults about this policy.

Adults other than teachers supporting pond-based activities must be briefed by a teacher prior to carrying out any activity.

Adults accompanying the children must be aware of which children they are responsible for.

The class teacher must consider the levels of supervision required for an activity. This will depend on:

- the activity, for example supervision ratios should be higher the closer to the water the children are
- knowledge of the children engaged in the activity for example, age, behaviour, individual needs
- the available space.

At Bramley we advise that the ratios are not lower than: EYFS1 (Nursery and Pre-School) 1:2, EYFS2 (Reception) 1:4 and KS1 1:6 For EYFS there will always be 2 adults available. For KS1 the adult will have contact with the office via a walkie-talkie.

Generic control measures for all pond-based activities

Before any pond activity, staff are responsible for ensuring that the following generic control measures are in place, in addition to any activity-specific control measures:

- Children must not put anything in or near their mouth during the activity
- Children and adults must wash their hands with soap and water after the activity. A portable sink unit is available.
- Children and adults must wear appropriate clothing and footwear e.g. sensible school shoes/trainers
- Any cuts must be covered with a waterproof dressing
- Children must be taught sensible behaviour for working by water and be reminded of the rules for how to stay safe near the pond, before every visit.
- In case of emergency, the **Emergency Action Plan** (Appendix A contains the relevant information) must be followed.

All staff must be familiar with the Pond Emergency Action Plan.

6. Reviewing

This policy is reviewed in line with all other school policies unless there is a fundamental change in the pond design or there are changes to school health and safety advice in relation to the pond.

Appendix A

Pond Emergency Action Plan

A minor incident is considered to be a child slipping feet first into the water with no obvious danger to life.

In this case, follow the steps below:

- An adult will help the child to get out of the pond, as carefully and as quickly as possible.
- Call for another member of staff to accompany the other children to safety.
- Accompany the child who fell into the pond back to school building to wash and dry, check for any cuts/swallowed water.

A major incident is considered to be life-threatening, including suspected drowning.

In the event of a child falling into the pond, resulting in injury or near drowning, follow the steps below:

- If safe to do so, an adult should walk into the water to aid the victim. The pond is approximately 2mx3m in diameter, and 40cm at its deepest part.
- Summon other help and follow the school emergency plan. **Section 3: Emergencies in Schools** (see below).
- Another member of staff will move other children to safety as soon as possible.

All incidents involving a fall into a pond should be reported to the head teacher and recorded using the school incident record system.

Section 3: Emergencies in Schools

3.1 Activation

If appropriate, you should call 999 for the police, fire or ambulance. If in doubt, call 999. Whoever receives the alert should ask for, and record, as much information as possible using the sheet below:

Exact location of the incident	
Type of the incident (including actual words used by informant)	
Hazards present or suspected	
Access – routes that are safe to use	

Number, type, severity of casualties	
Who else has been informed?	
Any action taken so far	
Name of contact at the scene	
Key Contacts	
Date / Time	
Name of the person informing of the incident	

Then immediately inform [Shona Taylor](#) and [Sara Gholizadeh](#)

If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions of initial action by the Head teacher or nominee on the next page.

3.2 Initial Actions by Lead Co-ordinator (Head teacher or nominee)

Assess situation

Take immediate action to safeguard pupils and staff where necessary.

Log all communications and actions

Call for support

***THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY. DO NOT GIVE THEM TO THE PRESS, PARENTS OR PUBLIC**

Call 999 if appropriate



Call Safeguarding Lead at GST
Call your Area Education Officer or
Area School Officer on
01483 517836



If you cannot reach your AEO / ASO, call the Surrey County
Council Emergency Management Team Duty Officer on
07831 473039



If you still cannot make contact, call Surrey Police control room on
101
and request that they contact a member of the Surrey County Council Emergency
Management Team Duty Officer and ask them to contact you.