



Education At The Swan Policy

The Green Room School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A full list of The Green Room School's Policies can be found at www.thegreenroomschool.com/policies. This policy is held in conjunction with all Green Room School policies.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
September 2019	September 2020		1	

Aim

The aim of this policy is to provide further information and procedures on The Green Room School's current policies, when educating pupils at The Swan Pub.

Introduction

In this policy we seek to establish a clear and coherent structure for providing an education at The Swan premises and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. All processes and procedures outlined in the following document are made clear to all pupils and staff members via an induction session

Aims of Educating Pupils at The Swan Pub

The Swan provides a unique setting for pupils to continue their education, gain useful skills and become part of their community.

The environment will be safe and nurturing but also provide opportunities for challenge and change.

We aim to help pupils become confident, open minded and independent young adults.

Who have developed their practical and personal skills and grown in maturity through real life experiences.

Arrival and Registration

Pupils arrive at The Green Room School site at 9.30am where the register will be taken.

Please see Register of Pupils policy - (the register will also be taken again at 12.00pm at The Swan). Pupils will walk with staff to The Swan between 10am - 10.15am. Upon arrival at The Swan site, pupils and staff will sign in using the Site Sign In sheet. This sheet will be used every time a pupil (or staff) enters or leaves the premises, including lunch time and at the end of the day.

In the event of a pupil not arriving at The Swan, please see **Missing Pupils Procedure Policy**.

At the end of the day pupils are escorted to The Windsor Leisure Centre to wait for their taxis.

Lunch Time

Pupils are entitled to leave the premises at lunch time to get their own food, providing they sign in and out using the Sign In sheet. Sandwiches, fruit, tea and coffee are provided on site for pupils. If pupils wish to purchase or bring their own lunch, they can do so in line with our **Healthy Eating Policy**.

Using Pub Facilities

Toilets - Pupils are permitted to use either the ladies or gents toilet in the pub. Alternatively there is a portaloo available as a unisex option or they have the option of being escorted to

a unisex toilet on the first floor of the pub which is not available to the public. Each of these options has a private lockable cubicle and pupils will be escorted to the toilet by a member of staff.

The Pub - Pupils are permitted to go into the pub but must always be accompanied by a member of staff. Under no circumstances are they permitted to drink alcohol during school hours. Pupils over the age of 18 will legally be allowed to enter the pub outside of school hours but must remember they represent The Green Room School and act accordingly.

Site Safety

The Swan is still undergoing renovation and restoration work and has several phases of work planned for the future.

Areas of the site are **out of bounds** to pupils. They are:

- The Coach House (upstairs)
- Upstairs (second and third floor) guest house rooms.
- Pub kitchen
- Store rooms
- Pub office
- Pub cellar

Areas pupils are **allowed to access** under supervision:

- The pub
- The courtyard
- The stables
- The Coach House (downstairs)

Emergency Fire Evacuation

Please see The Green Room School Emergency Fire Evacuation Policy and Procedure

Each site has its own individual evacuation procedure which covers the following basic facts:

- What to do if you discover a fire
- What to do when you hear the fire alarm
- Calling the Fire Brigade
- Evacuation
- Assembly
- Register (Roll Call) Pupils, visitors, volunteers and staff of The Green Room School

Please note:

- The Fire Assembly point is located over the road on the public footpath
- The Swan staff, The Green Room School staff and pupils will be inducted on the Fire Evacuation procedures on site and undergo regular fire drills in this evacuation.
- The Swan staff and The Green Room School staff will be inducted on how to operate the fire alarm system

On hearing the fire alarm at The Swan the following procedure must be followed:

1. All staff, pupils, occupants of The Green Room School / GR6 / The Swan must respond to alarm activations calmly and efficiently.
2. Upon finding a fire, the following procedure should be followed

- Shout Fire
- Sound the alarm
- Dial 999

3. When occupants of The Swan hear the Fire Alarm the following will happen at the same time:

Green Room staff:

Will sweep the school room and any other areas in which pupils are working to ensure all occupants have left the building. Staff members will sweep the rooms that they are in and any areas they pass through in the process of exiting the building.

They must also collect the following (if safe to do so) and make their way to the Fire assembly point:

- Pupil/Staff sign in sheet
- First aid kit
- Visitors book

Fire Warden

A member of The Swan staff will be designated Fire Warden on site.

Upon hearing the fire alarm the Fire Warden will make their way to Fire Assembly point located over the road on the public pathway. (They will collect and adorn high viz vest, hard hat and portable Fire Assembly sign in order to be recognisable).

4. If a pupil is not in a building when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

5. If the building cannot be reoccupied following an evacuation, Green Room School pupils will be escorted to the leisure centre cafeteria where a register will be taken.

Emergency Procedure

Please see Emergency Procedure Policy

Lockdown

In the rare event of a threat inside the building preventing evacuation, a lockdown situation will arise:

Run - to a place of safety. This is better than surrender or negotiation.

Hide - barricade yourself in, turn phone to silent

Tell - Use Green Room Whatsapp to inform staff of situation and dial 999.

Please See: The Green Room School Lockdown Policy

Procedures are all in line with the other school locations. At The Swan, The School Room is the chosen location for lock down.

First Aid

Please see The Green Room School First Aid Policy

First Aid Procedure and Facilities at The Swan

The Medical Room is located off the Studio at GRW and is sign posted as such.

In the event of a pupil being unwell at The Swan and needing to lie down, they will be moved by staff to the medical room at GRW.

In the event of an emergency where the pupil cannot be moved, the classroom will be evacuated and GR6 pupils will be relocated either to a free area of The Swan or to GRW premises.

A camp bed is located in stable 5 which can be brought to the school room and used in case of emergency where the pupil cannot be moved to GRW.

Our First Aid Needs Assessment identified the following places where the First Aid Kits need to be kept. These are all in place and are marked with clear First Aid Signs.

- 1 First Aid Kit and located in the kitchenette in the school room
- 1 First Aid Kit located in the bar
- Eye Wash Station on the wall in the courtyard area

The Body Fluid Spills Kit and hazardous waste bin is located in the locked cabinet in stable 5.

Administering Medicine

The Swan keeps an in date stock of paracetamol, ibuprofen and antihistamine tablets on site to be administered to pupils for pain relief and hay fever. If pupils require any other prescription/nonprescription medications (eg. antibiotics) throughout the school year then the Parent/Carer is responsible for providing them. Emergency or preventative medication such as asthma inhalers and epi pens are kept in the locked cabinet in the school room.

An extra inhaler/epi pen should be given to the GRW Head Office to keep on site in case of emergency. Each item of medication must be delivered to the GRW Head Office, in normal circumstances by the Parent/Carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Period of time medication will be administered
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, (locked medicine cabinet in the school room) out

of the reach of pupils, but a pupil will always know where their particular medicine is kept, who to ask for access and taken under staff supervision.

Safeguarding

All elements of The Green Room Safeguarding policy apply. With regards to the Swan we need to highlight some key areas where Safeguarding would be an extra concern.

The success of education at the Swan will depend on the community interaction with the pupils. This also means we have to be vigilant in Safeguarding. These Key principles should apply at all times.

1. If a pupil is interacting with a member of the public this either happens:
 - In the schoolroom which is staffed, and the member of the public has signed in.
 - In the courtyard, with a member of staff present.
2. If a member of the public is going to work regularly with our pupils, we will get them a voluntary DBS check.
3. Pub staff to be aware of any customers who are a potential risk to our pupils. Pub staff to manage this in line with their own procedures but to make GR staff aware
4. The handling of disclosure is important for all members of staff and to be aware if this happens with a member of the public. Any time information from a pupil is passed on to a member of staff and the matter relates to Child Protection, it is the duty of that staff member to move that information on to a more senior staff member. Ultimately all concerns need to be passed on to The Green Room School's Designated Safeguarding Lead as soon as possible. This should be explained to the pupil at the time. The Green Room's Designated Safeguarding Lead will involve staff on a 'need to know' basis at the earliest opportunity. However, The Lead will regularly consult with the Officer for advice and guidance on specific cases.
5. In the event of a pupil requiring a safe space away from the rest of the pupils and the public. A member of staff will take them to Stable 5, and if necessary to alert the GR Duty Staff Member. Swan staff to be aware this is an alternative safe space for the Green Room.

Security

Please see The Green Room School Security Policy

Procedures at The Swan:

Green Room staff will be assigned keys to The School Room and other necessary keys on site as well as be given access codes the relevant areas used.

The School Room will be unlocked and locked by GR staff at the beginning and end of each school day. During sessions they will use the combination lock on the doors for maximum security and ease of access.

Staff must be responsible for ensuring that the security of pupils and school property at all times when on the premises.

