



Pond Procedure

2025 2026

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

This procedure outlines the principles for safe practice in the use of the pond. 'Pond' refers to the water and the surrounding environment.

Responsibility

The Principal, has ultimate responsibility to ensure the health and safety of children and adults. The task of overseeing health and safety for the pond has been delegated to the Premises manager, Ricki Petchey (for the purposes of this procedure this person is called the *Pond Manager*).

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 procedure and associated documents
- implement what this procedure says

Pond managers should record the actions they have taken to maintain the pond and keep it safe.

Risk Assessment

The pond area is located in the school garden and is raised. The garden is an area of the school that is fenced and has a locked gate and can only be accessed with the supervision of the Pond Manager or a teacher. The edges around the pond are clearly visible as they are approx 1meter above ground.

- When in use, all paving/decking/boardwalks 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.
- Any woodwork/boarding/decking is in a good state of repair, including not rotting.

All adults accessing the pond area must please refer to the [Pond Risk Assessment](#) before accessing the pond, The risk assessment can be located in the Teaching & Learning

Maintenance will be undertaken as required by the Premises Manager to ensure the pond is healthy and the area is safe.

Communication

Actions that have arisen from the pond checks must be communicated to staff. For example, 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 Manager* 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.

Supervision

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

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

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 design of the pond, for example a small pond might only allow space for 4 children near the edge of the water whereas a larger pond may be suitable for 8-10 children.

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

- Children and adults must wear appropriate clothing and footwear eg 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) must be followed.

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

Reviewing

This procedure 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 falling into the water from leaning over too far 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.
- Another member of staff will move 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 must pull the child out of the pond. The pond is approximately 0.3metre deep at its deepest part.
- Summon other help and the emergency services. Teacher must send a child directly to the school office to request the emergency services are called.
- 1 administrator to call emergency services whilst another takes the defibrillator to the pond area
- Child to then find the Principal or member of SLT to make them aware of the incident
- Another member of staff will move other children from the pond area to safety as soon as possible.

Emergency services

Ring 999 and give details of the incident to the operator.

School telephone number:

School address:

Other action

e.g. include information that may assist emergency vehicles to access the area

Ensure the main gates remain open to allow quick access to the school grounds

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