



## CLEE HILL COMMUNITY ACADEMY

Head Teacher:

Mrs Ceri Little B Ed (Hons) NPQH

Tel / Fax: 01584 890384

email: [admin@cleehill.shropshire.sch.uk](mailto:admin@cleehill.shropshire.sch.uk)

Tenbury Road  
Clee Hill  
Ludlow  
Shropshire  
SY8 3NE

### Walking Bus

Dear Parents and Carers,

Thank you for showing an interest in your child joining the walking bus. The scheme is supported and run by our Walking Bus committee which is made up of our amazing parent volunteers.

What is a Walking Bus?

- A 'Walking Bus' is a group of children walking to or from school under the supervision of at least two parent/carer volunteers, usually on a rota basis, one leading the group ('driver') and one at the rear ('conductor')
- It follows a set route and timetable, starting at one point and making its way to school, with pick up points 'bus stops' to collect children along the way
- The more parents who get involved, the less time each parent needs to spend travelling to school themselves
- All routes are risk-assessed in conjunction with the school
- All volunteers are DBS checked
- All children and adults on the walking bus are given high-visibility waistcoats
- Even if you have to drive, you can still be a part of a walking bus by parking at the start (the viewpoint)

Important information about the CHCA Walking Bus

- The walking bus will only run before school
- Children will need to meet at the viewpoint by 8:30 as adults will be leaving at this time
- KS1 pupils must be accompanied by a parent or carer

If your child is keen to join the walking bus, or if you are willing to volunteer then please do go to Mrs Little. She will then send a print out of this letter home for parents to sign. All walking bus volunteers will be subject to a DBS check.

We will be sending more information about walk to school week soon. We will be encouraging all children to walk to school that week and there will be prizes for children who participate. For families who live a distance from school, the village hall and viewpoint can be used as a park and walk alternative.



Walking Bus Registration Form

Child's name.....Class.....

Emergency contact number/ numbers.

.....  
.....  
.....

I would be interested in a place for my child on the walking bus on the following days:

Mon Tue Wed Thurs Fri (Please circle)

I would be willing to be a volunteer on the bus and am available on the following days:

Mon Tues Wed Thurs Fri (Please circle)

I have read the guidelines (Appendix 1) and agree to abide by them. I have explained to my child(ren) about the need for good behaviour.

Print name.....

Signed..... Date.....

*Please return this form as soon as possible. This must be done before children will be permitted to join the bus.*

## Guidance for the CHCA Walking Bus

1. There should be at least two adults on each route escorting up to 16 children; there must be one adult for each eight children thereafter. KS1 children may be brought on the walking bus, but do not count in the ratio, and are the responsibility of their parent/carer.
2. One adult should be the 'Driver' leading the bus, the other should be the 'Conductor' at the back of the bus. Other adults should walk between, so that children are supervised at reasonable intervals, concentrating on smaller children.
3. The above ratios (1:8) must not be exceeded. If there are not enough adults, children joining en route will have to be taken to school by an alternative means. Otherwise, an additional parent/carer must join the bus and help supervise.
4. All children and adults walking with the bus must wear high visibility waistcoats.
5. Children must stay with the group. Some adults find it easier to organise a structured crocodile, although walking two by two is not essential. This depends on the route-specific risk-assessment.
  - a) Any children who do not stay with the group, or behave in such a way that the adults feel is unacceptable, must be warned of the possible dangers and consequences. If they are consistently badly behaved the parents will be told that they cannot continue with the bus. Any problems can be referred to the co-ordinator or headteacher if tackling them directly is not possible.

### 6. Road Crossing

- a) Any road with through traffic and any major road should be crossed as a whole group - the Driver must stop at the kerb and they or the other adult leading the road crossing must wait for the whole bus to be together before commencing crossing when the road is clear:
  - i. When there are only 2 adults on the bus - For very quiet side roads and at controlled crossings, the driver should lead the bus over. For other roads, the driver should walk out first and stand in the road as the bus crosses, catching up with the front of the bus as the conductor enters the road.
  - ii. When there is an additional adult to lead the road crossing - For very quiet side roads, the driver may still lead the bus over. For other roads, and at controlled crossings, the additional adult should stand in the road whilst the driver, bus and conductor cross.
- b) If at any point crossing becomes unsafe, the group should split and wait for the next opportunity. This may happen at signalised crossings. The bus should regroup once everyone has crossed.

The walking bus is an ideal situation to teach road crossing skills. Talking to them on the way, about why you are stopping at the road edge and pointing out risks such as cars coming out of driveways, walking too close to the road and the differences between road and pavement, is

helpful in starting their road crossing skills, although they may not be able to learn to cross independently until age 8 or over.

7. The walking bus will end at the playground, where a member of staff will be on the gate.

8. Accident reporting - it is suggested that a Walking Bus accident book be kept and filled out for any minor accident. Any major accident should be dealt with by one adult whilst the children are moved out of the way by the other adults. Afterwards, the school and the Road Safety Team must be notified, and the appropriate reporting forms used.

9. Parents using the bus should read and undertake to abide by the guidelines, signing a permission slip accordingly. This should be filed by the walking bus route co-ordinator.

10. All Walking buses must operate according to the written risk assessment (See Appendix ). All adults must be CRB certified. This should be done through the school.

11. Mobile phones may be useful on the routes. These can be for emergency use. The acceptable use (Esafety policy) must be followed. No photos of children.

<http://chcademy.co.uk/media/33957/policy-e-safety-september-2022.pdf>

### **Documentation Required**

- Consent forms
- DSB forms
- Route specific risk assessment (appendix 2)
- Timetable Adult
- Pickup List of names
- Addresses and telephone numbers (school based information)
- Emergency cover availability
- School specific guidelines if needed Medical information of children.
- High visibility jackets
- Accident book and accident reporting forms

### **Pedestrian safety notes**

- Always look for cars. Drivers are supposed to obey the rules and watch for people walking. But you cannot count on them to always remember.
- Choose the safest routes to walk with the fewest and safest streets to cross. Avoid crossing busy or high-speed roads whenever possible.
- Walk along the street safely. This means:

Use sidewalks or paths.

If there are no sidewalks or paths, walk as far from the cars as possible and face traffic.

Watch for cars turning or pulling out of driveways.

- Cross at signalized intersections whenever possible.

- Obey traffic signs and signals.
- Remember that just because it is your turn to cross does not mean that it is safe to cross. Do not trust that cars will obey the rules or that turning cars will see you.
- Look for yourself to see if cars are coming. Look left, right and left and then behind you and in front of you for turning cars.
- Walk, don't run across the street.
- If you must cross the street at mid block:
  - Stop at the curb and look left, right and left again for traffic.
  - Wait until no traffic is coming and begin crossing. Keep looking for traffic until you have finished crossing.
- If you must cross between parked cars:
  - Stop at the curb and check to see if the cars are running or if anyone is in the driver seat.
  - If safe, cross to the edge of the parked cars, and look left, right and left again before crossing

### **Accidents & Insurance**

The walking bus committee should consider basic first aid training for any adults. Low level injuries can be seen by a first aider in school. Please make the senior leader on the gate aware of any injuries and record them in your accident book.

When thinking about accidents we generally think about the most unlikely and disastrous, and forget the more minor but more likely. Actions that prevent the first group are important but the event may be out of our control, whereas actions to prevent the latter may be easily overlooked.

It is important to keep up to date records of all accidents so that we can monitor any trends. In the event of a serious accident / incident, it is important to move the rest of the group away and keep them supervised and reassured. At least one adult should stay with an injured child. Try not to worry about the consequences, but aim to cope with the situation.

If a mobile phone is available use it to get help or emergency services. If any vehicles are involved make sure that you get the details of the vehicle and occupants. When the immediate danger has been dealt with get the other children to school as soon as is practical.

Make verbal contact with the school and make sure that the parents of any injured children are informed. When the accident / incident has been dealt with make sure that all the adults involved write down what happened and that the school is notified. All head injuries are reported ASAP in case of concussion.

**Appendix 2: Risk assessment**

<b>RISK ASSESSMENT: Walking Bus</b>		<b>School: Clee Hill Community Academy</b>		<b>Leader: Hannah Morgan</b>			
<b>Date:</b> Reviewed December 2018	<b>Review date:</b> July 2019						
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>Risk rating* L,M or H</b>	<b>What further action is necessary?</b>	<b>By whom?</b>	<b>By when?</b>	<b>Done</b>
Behaviour	Pupils	<ul style="list-style-type: none"> <li>All of the walking bus committee will have suitable DBS</li> <li>Appropriate contact details will be kept at the school for each child</li> <li>Written consent will be given by parents.</li> <li>All walking bus volunteers to have a good understanding of the risk assessment and any safety issues on the route.</li> </ul>					
Crossing the road	Child: minor injuries/ fatal	<ul style="list-style-type: none"> <li>Children to walk on pavements where possible.</li> <li>At least 2 members of staff with groups if possible.</li> <li>Walking bus to carry mobile phone.</li> <li>Crossing roads in a sensible place where vision is good, adult to stand in the road in case of approaching traffic. Crossing place decided by walking bus on advance.</li> <li>Children to walk when crossing roads.</li> <li>Children to walk and be reminded of sensible road safety behaviour.</li> <li>High visibility jackets worn</li> </ul>	M	School contact umber to be carried in case of emergencies			
Uneven	Twisted	Child to walk	L	NA			

pavements	ankle/ minor injury	Children and staff wearing sensible shoes					
Dogs	Dog bite/attack	Children reminded not to touch animals.	L	NA			

**Signature of adults who have been involved:**

<b>SEVERITY:</b>		<b>PROBABILITY:</b>
<b>outcome</b>	<b>Example</b>	<b>outcome</b>
<b>MINOR</b>	Bruising, minor cuts, mild irritation to skin or eyes	<b>Unlikely</b> (eg no previous history)
<b>SERIOUS</b>	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	<b>Possible</b> (eg similar incidents have happened in the past)
<b>MAJOR</b>	Permanent disability , major notifiable injury or disease	<b>Probable</b> (eg same situations have happened in the past)
<b>FATAL</b>	DEATH	<b>Highly probable</b> (eg has occurred recently here or in another organisation)

Use the matrix below to assess the level of risk:

<b>SEVERITY</b>	<b>FATAL</b>	<b>Medium</b>	<b>Medium</b>	<b>HIGH</b>	<b>HIGH</b>
	<b>MAJOR</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>HIGH</b>
	<b>SERIOUS</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>
	<b>MINOR</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Unlikely</b>	<b>Possible</b>	<b>Probable</b>	<b>Highly probable</b>
		<b>PROBABILITY</b>			