



Burrough Green Walking Bus Operating Procedure

Purpose: to improve the safety of pupils by reducing traffic congestion outside the school at drop-off time.

Where: drop offs are allowed at the junction of Church Lane, Sheriffs Court and Elizabeth Way.

When: from 8.35-8.40am

Staffing: a minimum of 2 trained volunteers must be available every day. If a timetabled volunteer cannot make it they will contact the 'Organiser' to see if another volunteer can help. If only one volunteer is available the Walking Bus will not run that day.

How do you know if volunteers are trained? Volunteers will wear a high-vis jacket to identify themselves. In addition parents approaching The Green at the right time will see if the Walking Bus is operating that day. All volunteers will receive Enhanced DBS clearance and induction covering these procedures and the school's induction procedures for voluntary helpers.

Route: from The Green walk along the path to the Old School House entrance, through the gates onto the Reception play area leading to the big playground. All children to enter via the playground doors and delivered to their classrooms.

In case of emergency or accident: in the event of accident or injury volunteers will stay calm and protect the casualty from further harm. Volunteers will carry mobile phones and be able to summon emergency services if necessary. In cases of minor injury children will walk themselves into school under supervision and be dealt with by members of staff under normal first aid procedures. If a casualty is unable to move one of the volunteers will go into school to summon assistance from staff. Current volunteers have been trained in emergency first aid and resuscitation procedures. If one of the volunteers becomes injured and needs assistance, a responsible child will be sent into school by the approved route to summon help from staff.

Behaviour: volunteers must be able to rely on children behaving well to ensure everyone's safety and well-being. As a result the Walking Bus has adopted the Cambridgeshire Walking Bus Code.

- I will behave well
- I will not cause danger to others or myself
- I will follow the instructions of the volunteers

If there are any breaches of the code volunteers will inform the Head Teacher who will decide whether children should be withdrawn from the Walking Bus. Parents will be informed of the reasons for this.

Permissions: parents using the Walking Bus will only do so if they consent to these operating procedures. Through use of the Walking Bus parents will de facto be giving permission for their children to take part. Volunteers will keep a daily register of all children who use the Walking Bus. Regrettably we cannot take charge of any child not registered at Burrough Green CE Primary School, for example, children at Playgroup.

Site security: locked gates will remain locked until the Walking Bus requires access. It is the volunteers' responsibility to secure bolts and combination locks behind them after they enter the school at 8.45am.

Insurance: this scheme has been approved by the school's insurers.