

School's Out -Walking Bus Procedures



Key Terms and General information

Walking Bus – This term refers to the collection of adults and staff engaged in walking between designated sites.

Designated Sites – This term refers to Clare House and all of the schools to which the walking bus is servicing.

Designated mobile phone - There are phones to go with the walking bus, each one labelled with the name of the school for which we are providing drop off and pick up services. The phones live in the reception draw labelled 'schools out'.

Staff:

- Only staff with cleared CRB checks may accompany children to the designated sites.
- At least one person in the walking bus must have in date first aid training.
- The ratio of 1 staff member to 8 children should never be exceeded.
- Staff must ensure they bring suitable clothing, to accompany their uniform, for the conditions expected on the journey. The setting will provide high visibility clothing.

Before leaving:

- Ensure that you have the designated mobile phone and that it works. Should the designated phone not be working then take walk phone A or B from the nursery and notify the senior staff member at the setting which phone you have taken with you.
- Ensure that you have a travel first aid kit and that it is correctly stocked. Travel first aid kits are located in the reception draw labelled 'schools out'.
- Make sure that each staff member and child is wearing suitable high visibility clothing.
- It is the children's responsibility to bring and use suitable clothing for the weather conditions. However, every encouragement should be made to ensure children wear the correct clothing before leaving the designated site.
- Ensure you fill in the drop off or collection log sheet for the designated site.
- As you are about to leave sign all the children out of the register for the time you leave Clare House.

The Journey:

- Staff must ensure that they always use the agreed route to and from the designated sites. Agreed routes can be found in the map folder which is kept in the reception draw labelled 'schools out'.
- Staff should ensure that only designated crossing points are used while walking between the designated sites.
- While walking to and from the designated sites staff and children should wear high visibility clothing.
- On arrival at a school the Log Sheet must be signed off by a school representative as your proof of hand over.

On return to the setting:

- Sign the children you have into the schools out register for the time you arrive at Clare house.
- Put the Log sheet away into the relevant folder located in the office.
- Check if the mobile phone requires charging, place on charge if required or turn off and return to the reception draw labelled 'schools out'.
- Ensure that any used first aid supplies are replenished before returning the kit to the reception draw labelled 'schools out.'