

**Madresfield C.E. Primary School**  
**Park and Walk Scheme Policy Statement**  
**August 2016 – to be reviewed August 2018**

The Walking Bus and Park and Walk Scheme operate from Madresfield Club car park to and from the school grounds twice daily – a.m. and p.m.

The Walking Bus is manned by parent volunteers on a rota basis.

As the walking bus path crosses private land it cannot be risk assessed by Worcestershire County Council, therefore all users will be required to sign an indemnity prior to use.

### **Aims**

- To provide children with a safe alternative route to and from school on a twice daily basis.
- To support parents by accompanying their children along the route once they have been left at the secure area in the car park in the morning and dismissed from the school premises at the end of the day.
- To encourage social interaction between peer groups and develop early independence.
- To promote a healthy lifestyle, allowing children to exercise in a safe and supervised environment, both prior to and after school.

### **Daily Routine**

#### **Mornings**

- Parent Volunteers (PV) will aim to arrive by 8.30 a.m. ready to receive children from their parents at the gate of the secure area.
- PV's will be identifiable by their fluorescent jackets which must be worn by those operating the bus that morning.
- Children must be ticked on the morning register as they arrive into the secure area.
- PV's are then responsible for delivering these children into the school grounds.
- PV's must keep the gate of the secure area closed whilst waiting for other children to arrive.
- The bus will leave at 8.40 a.m. to allow sufficient time to reach school grounds before registration.
- There must be a minimum of two PV's on duty each morning to accompany the children: one at the front and one at the back.
- All children must stay behind 'the Driver' and in front of the 'back' of the bus.
- All gates along the route are to be closed after the last child has come through.
- Once safely delivered into the school grounds children (other than Reception in Terms 1 & 2) can now go and line up/place bags in the line ready for the bell.
- Reception class children must be escorted into their classroom during terms 1 & 2.
- The register and jackets are to be deposited back into their bag and placed outside the office door.

#### **Afternoons**

- PV's are to be in the red area by 3.15 p.m. ready to receive all the children who are to be escorted back to the car park.
- Once assembled, PV's must wear their jackets to clearly identify themselves to staff, children and other parents.
- There must be a minimum of two PV's on duty each afternoon to accompany the children: one at the front and one at the back.
- All children must stay behind 'the Driver' and in front of the 'back' of the bus.

- Any children who persistently (i.e. on more than three occasions) run ahead or refuse to stay behind the driver will be removed from the register and their parents will be asked to make alternative arrangements to collect them.
- All PV's and children will wait at each gate for the remainder of the bus to catch up and at the final gate to the car park which should be kept closed.
- All children should be collected by parents from this gate. Children should not be escorted across the car park or allowed to walk across the car park to meet their parents/carers.
- Fluorescent jackets and the register should be placed in the red box provided under the covered area ready for the following morning.

### **Parent Volunteers**

- All PV's must be DBS checked.
- A rota system operates and a copy attached to the register.
- If a PV cannot carry out their duties they must contact another volunteer or inform the Walking Bus Co-ordinator.

### **Children on the Register**

- All children who wish to travel on the Walking Bus need their parents/carers to complete written permission slips before they can travel. This paperwork is available from the office.
- PV's cannot accept responsibility for any children whose names are not on the register for that session.

### **After school activities/events**

- If events occurring in or out of school result in too few children requiring the bus, it may be cancelled.
- If inclement weather results in events/clubs being cancelled children will need to be collected from school unless authorisation has been given via the office for that child to be placed on the bus.
- It must not be assumed that a child who is normally in a club after school will be placed on the bus if that club is cancelled. The school has no authorisation to do so as parents have already authorised for their child to stay at school for the club and not leave the premises.

### **Walking Bus Cancellation**

- In the rare event of an entire cancellation of the bus, all attempts will be made to contact parents in advance to avoid any further disruption. A notice will also be placed in the Club car park.
- If the route becomes impassable, children will need to be delivered to and collected directly from school. Where possible, children will be taken to school on the bus via the main village road. Should this be unacceptable, parents must make this known to the school office.
- During times of persistent inclement weather, children MUST be provided with appropriate footwear (i.e. wellies or walking boots), hats, gloves, scarves and a waterproof coat with hood.
- Children's umbrellas are discouraged as they can be dangerous at the narrowest parts of the path.
- PV's cannot be responsible for lifting children over puddles and as such if children are not provided with appropriate footwear may have to make alternative arrangements.

### **New Parents**

- All new parents are to be issued with a Parking Permit which should be displayed at all times when using the car park.
- They should be given a letter requesting their potential support as a PV on the bus and/or their interest in their child travelling on the bus.

## **Walking Bus Co-ordinator**

One PV is required to take on the role of walking bus co-ordinator and should be responsible for:

- Co-ordinating all the other PV's.
- Updating the rota as necessary.
- Liaising between school staff and parents to continue the smooth operation of the bus.
- Providing cover for PV's who may have to cancel their duty on the rota (by contacting other PV's or doing the bus themselves)
- Planning for any occasions when the bus may not be operated.
- Making alternative arrangements if unforeseen events occur forcing the cancellation or re-arrangement of the bus.

In the Summer term a new rota of PV's should be considered for the Autumn term as parents' commitments and responsibilities may change.

- All PV's will be required to advise the co-ordinator of any changes to the sessions they can do in the new academic year, in plenty of time to make alternative arrangements as necessary.
- A provisional rota must be drawn up and distributed before the end of term to ensure sufficient supervision on the bus on the first day of the new term.
- All parents must complete the new authorisation form to advise the school of their walking bus requirements for the new term.

## **General Information**

- Special events e.g. Walk the Walk Week will be considered annually.
- Decoration along the route should be maintained and replaced as necessary.
- Maintenance of the path must be regularly reviewed in order to avoid injury to users. Particular attention must be paid to fences, functionality of the gates and strimming back of weeds, particularly stinging nettles.
- Investigation into grant aid/funding should be considered as and when the opportunities arise.

Continuous contact with Madresfield Club should be maintained in order to ensure positive working relations.