

Mercia Primary Academy Trust



EYFS & KS1 Wrap Around Walking Between Sites Policy

Policy Status and Review

Date:	July 2024
Review Date:	July 2026
Signed by Director:	Garry Hirons
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EYFS & KS1 Wrap Around Walking Between Sites Policy

Our Lark Hall Infant and Nursery Academy's Wrap Around provision provides an important extension to the Academy day, to ensure the care of children whose parents may require this service at a cost of £4.50 per hour. This provision is a pre booked, pre-paid service. Any changes or late booking will incur an additional late booking fee. This Wrap Around provision moves between sites for the last hour of its provision. This includes walking children from Reception, Year 1 and Year 2 to one of the Trust's other sites – Flax Hill Junior Academy on Chestnut Avenue. Unfortunately, Pre School children are only able to book Wrap Around provision until 4:00pm and will remain on the Lark Hall site. This policy ensures that outings are always properly planned, risks assessed and controlled, to ensure that children have the right level of supervision to ensure their safety.

Statutory guidance

In England, the *Statutory Framework for the Early Years Foundation Stage*, applies.

Requirements states that:

- Children must be kept safe while on outings
- Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards
- The assessment must include consideration of adult-to-child ratios
- One person who has a current paediatric first aid certificate must accompany children on outings

Policies

All early years providers should have a clear policy on outings. The policy should specify who is responsible for approving that an outing should go ahead, who is responsible for the risk assessment of outings, and who is responsible for safety arrangements.

Policies should be fully inclusive and ensure that children are not prevented from going on outings because of medical needs or disability, etc.

Policy statement

- We believe that the health and safety of children is of paramount importance when walking with children
- We promote health benefits to the children through regular walking, establishing a daily pattern of exercise
- We help promote improved awareness of road safety through controlled exposure to traffic
- We promote the use of pedestrian skills
- We promote the reduction of traffic congestion and help improve air quality and health through a reduction in exhaust emissions – especially at the school gate where air quality problems can be acute
- We use the Department of Transport's THINK! Website as a guide to inform our road safety procedures.

Risk assessment

A suitable and sufficient risk assessment should be completed whenever any alterations are planned or part of the regular routine becomes compromised due to the surrounding

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environment. Hazards should be identified and sensible measures put in place to reduce any risk. Risk assessments do not necessarily need to be in writing, but in most cases this is considered good practice.

A senior leader from the Trust should be responsible for reviewing the risk assessment and approving that an updates should go ahead.

Parental permission

Permission from parents or guardians should be sought when booking this provision. Staff can gain verbal authorisation in emergencies. Staff in charge of walking children between sites must undertake a head count before and after ensuring all children are present. No child should be removed from the group during the transfer between sites. Children must be registered and dismissed correctly to ensure the correct level of safeguarding takes place, as it would if the child was in school.

Supervision ratios

Early years providers must ensure that children are adequately supervised when on an outing and that their needs are met, including children with disabilities and special needs. Children outside of their normal environment may need additional supervision and support and therefore an increase in usual staff to child ratios is often advisable.

Safety arrangements

Each outing should have a group leader who should ensure that they have with them:

- A first-aid kit
- At least one member of staff on the outing should have a current paediatric first-aid qualification
- Appropriate highly visible vest

Procedures

- A Risk Assessment is to identify possible hazards and potential dangers on chosen routes. This is checked and updated regularly
- Children can only be dismissed once they have arrived at their destination
- The children are each given a highly visible vest
- Staff ensure that the children stand in pairs to form a Walking Bus, with one member of staff acting as the 'Driver' of the bus, and another staff member acting as a 'conductor' who walks behind the bus
- The staff ensure that the children do not walk in front of the driver or behind the conductor, but stay in-between the two staff members
- The walking bus does not leave until all the children are in pairs and the route to the school gates is clear enough to approach without meeting any obstacles such as groups of congregating parents
- The staff member who is the 'Driver' of the bus, must look back towards bus at regular intervals and stop the bus as and when needed. For example, to check on any gapping that has formed in the bus and so allowing children to catch up and stay together.
- Staff regularly remind the children of road safety rules at all times, to ensure their safety. We follow The Green cross code as suggested at <http://think.direct.gov.uk/education/early-years-and-primary/parents/7-to-11s/the-green-cross-code/>. 1. First find the safest place to cross. 2. Stop just before you get to the curb. 3. Look around for traffic and listen. 4. If traffic is coming let it pass.

5. When it is safe go straight across the road-do not run, looking and listening at all times.

- Staff look around any parked cars that are parked over the footpaths or road on route, to ensure the children's safety whilst walking on the roads.
- Staff are to choose a safe space where there is a space between two parked cars and make sure that it is easy to get to the other pavement on the other side of the road. Staff to ensure neither car is about to move off and look for drivers in cars, lights and listen for engines. We avoid crossing near large vehicles as this acts as a blind spot, where driver's can not see us. If this can not be prevented, then we walk to the outside edge of the car and stop. We can then be seen by the drivers and the staff can look all around for traffic.
- For reasons of safety, pupils must behave well at all times on the bus. This is to ensure the safety of all pupils. If a child will not abide by rules for safe behaviour, parents will be informed by the staff and incidents recorded in our incident book.
- If children run whilst in the walking bus, they are reminded that they will have certain privileges withdrawn such as no screen time/technology play on our return.
- Please note that children attending our provision are not allowed to use scooters or whilst on the walking bus.
- Any bicycles, scooters or sit and ride vehicles will be left behind at school, as these will compromise the safety of all the children on the walking bus.
- We may plan appropriate road safety activities to help support and promote the children's awareness of road safety and The Green Cross Code.

Review and evaluation

All changes to the local environment should be risk assessed and reviewed. Senior leaders should review the safety arrangements and look for any learning points that could be applied to future events. Any accidents or incidents should be reported to a senior leader.

Training

Mercia Primary Academy employees are provided with sufficient health and safety training, ensuring they can keep themselves and children safe and manage risks effectively.

All staff involved are familiar with local safeguarding arrangements and requirements.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed copy of this document is available from the school office.

Version Control

Date approved	Version	Changes made	Reason for amendment
June 2023	Document created		
July 2024	Change to fee		