



## **Copnor Primary School – Walking Bus Policy** **(Please also refer to the Poor Weather Appendix)**

*NB: This policy may be superseded by the Schools COVID-19 operational guidance response from Copnor Primary School or the Outbreak Management Plan.*

*NB: The walking bus has been replaced by a minibus service, apart from where there are exceptional circumstances (e.g. a one-off collection of a child in the local area)*

### **Rationale**

Good attendance and punctuality are essential to high achievement.

### **Who can access the walking bus?**

The walking bus is provided in order to help targeted parents/carers ensure that their children's attendance and punctuality are good. The welfare team, in cooperation with the Attendance Officer, will decide who is offered the walking bus. Parents/ carers can request this service or it may be offered by the school in cases where a child's attendance/ punctuality is causing a concern.

Where the bus is walking, children who are under 5 will be assessed with regards to whether they are able to walk at the same speed as the rest of the group and whether they are mature enough to walk without their parent/carer. As a result, this could mean that the walking bus does not collect all siblings from an address.

### **Road Safety Guidelines**

- A minimum of two adults are required for the bus to operate. There will be a 'driver' at the front and a 'conductor' at the rear. Both adults will be members of staff at the school and will have a DBS check. They will maintain a distance of 1 metre from the children wherever possible with mitigating circumstances (hand cleaning). The adults will wear face coverings.
- When knocking on a door to collect a child/children, the adult will ensure that they step away from the entrance to the house and that they are 2 metres away from the parent/carer who answers the door.
- Only children who have permission to walk on the walking bus will be allowed to travel on the bus. This may be provided by a parent/carer in a one-off collection situation.
- The children's medical conditions will have been checked with the parents/carers and an emergency contact number will be sought.
- There will be at least one mobile phone with the adults, with its phone number available in the school office
- As there is likely to be a mixture of KS1 and KS2 children on the walking bus, the maximum number of children that can be collected is 16 ( a ratio of 1:8). However, as a school it has been agreed that the maximum number of children collected by two adults will be 10: a ratio of 1:5. Wherever possible, the children need to walk in their bubbles. Where this is not possible, the children should walk in family groupings or maintain social-distancing where possible.
- A risk assessment will be in place and will be updated should new children be added to the walking bus or a new route is required. Where it is a one off emergency collection, the conductor and passenger will be aware of the risk assessment and will be risk assessing as they are walking, particularly when they assess the route they are taking to the child's house.
- Where possible, roads should be crossed at designated crossing points as detailed on the risk assessment.
- The driver and conductor are not empowered to stop traffic. If a driver stops to let the walking bus cross, care will be taken to ensure that traffic travelling in the opposite direction is absent or has stopped and staff will also ensure no cars are overtaking before crossing the road in front of the car allowing them to cross.
- Children should never be in front of the driver or behind the conductor.
- The staff members will continually risk assess in line with best practice, informing children of hazards such as cars parking on pavements or bins on the pavement.
- Children should be made aware of the importance of good behaviour; the consequences of poor behaviour. The possibility of exclusion from the walking bus for poor behaviour will also be discussed. An initial discussion should take place before the child first travels on the walking bus.

- If a child/children are not ready when the walking bus arrives at their door, then it is at the discretion of the driver whether they wait for the child. If it means that the other children will be late (as a result of waiting) then the driver has the authority to not take the child/children who are not ready to travel on the bus.
- Parents/carers must inform the driver of the bus-via the provided mobile phone number-if their child is not going to use the bus.
- A register of children on the bus is taken daily and handed into the school office.
- Once the children arrive at school, they will be supervised until school starts by a member of the school staff. This will be undertaken by a member of the Breakfast Club in the group their bubble is part of.
- The regular children will be provided with tabbards in order for them to be seen more clearly by vehicle drivers. These tabbards will remain with the child for use each time that they attend on the walking bus.

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