



## Escorting Children to and from Healing Primary School

### Journey to and from Healing Primary School – Procedure

- The ratio is generally based on 5 children per adult, ensuring that the younger children walk close by the adults. If we feel we have children who may need a little more attention to secure their safety on the journey then the appropriate action will be taken; e.g. an extra member of staff will be assigned or collection by a member of staff in an insured vehicle will be arranged. Child/adult ratios are flexible depending upon the age and ability of the children. A risk assessment is carried out for the purpose of ratios before staff and children set off on any journey.
- Staff will depart from the Oosc at approximately 8.30am to enable them to arrive at school just as the gates are opened. The children go straight into their classrooms.
- Members of staff walk with the children/young people and make sure they all enter the playground. The children are observed until they are signed over to a member of school staff.
- Road safety will be maintained with all children at every road crossing. Children will be encouraged to stop, look and listen at all roads.
- The Oosc staff arrive at least 5 minutes before school finishes. \*If, for any reason, the Oosc staff arrive late the children will stay in their classroom under the supervision of a member of school staff until they are handed over.
- Until all the children have been signed over to an Oosc member of staff they will still be the responsibility of Healing Primary School. Once signed over by the Teachers, the children are then the responsibility of Healing Village Out of School Club.

### Missing child

In the event of a child leaving the school before a member of staff from the Oosc has collected them the following actions will be taken:-

1. The member of staff will take the children they have collected to the meeting point and tell another member of staff how many children they are handing over and explain the situation.
2. A member of staff will ring the setting and ask someone to double check against the register/booking form for any up to date changes.
3. A member of staff will then go to the school gate and check if the child is there.
4. If the child is not at the school gate, the member of staff will then contact a member of Oosc staff (by phone) and report back. They will then look for the child within the school premises and inform the school that the child is not in their care.
5. If the child is not found within the school, parent/carers will be contacted to ensure they, or someone else, has not collected the child.
6. If this is not the case a member of Oosc staff will ring the setting and ask for a member of staff to make their way to the school to escort the waiting children back to the setting.
7. A member of staff will then start looking for the child, liaising with the school and the parents/carers at all times. This will be done by walking the child's route home.
8. Any other staff who are free to be released from the Setting will start walking towards the school, taking the route the child may take.
9. If the child is not found within 20 minutes of the search the police will be called and parents/carers communicated with at all times.
10. Staff from the Oosc will liaise with the police as necessary.

The Oosc together with Healing Primary School will work and communicate effectively to ensure that all children are safe and to minimise the risk of any child leaving the school unsupervised. Children are counted at regular intervals when walking to and from school as follows:- Once they have left the Setting or school, at the end of the cutting, before crossing the road, at the corner of Radcliffe Road, passing the Ice cream van (on the way back to the setting), children are counted into school and into the setting.

### High risk child

In the event of a child not wanting to walk with the Oosc the following procedure will take place:-

1. The child will be encouraged to walk with a member of staff, who will try to distract the child with conversation and activities, whilst being alert that the child may run.
2. If the child tries to run from the walking bus, the member of staff will try to catch the child, if at all possible, using the appropriate handling, (such as holding the child by the wrist - the child's safety is paramount and only appropriate handling will ever be used).
3. If the child manages to run away, a member of staff will alert the other staff (in a manner that will not cause panic to the other children) and give instruction to ring the Setting whilst keeping all the other children together. A verbal risk assessment will be carried out and if deemed safe to do so, will continue to walk the children to school/Oosc.
4. If assistance is required a member of staff will inform the Setting and request a member of staff to come and help. In this event, one member of staff will keep the children together and wait for the relief staff to arrive. They will then continue with the journey.
5. A member of staff will then follow the child who has run away in order to get them back with the walking bus and ensure the child is safe.
6. If a child is unable to be returned to the walking bus Oosc staff will then follow the **Missing Child Procedure** mentioned earlier in this policy.

\* Where reference is made to a Teacher/Class Teacher in this document this covers any member of staff employed by Healing Primary School.

This policy was adopted at a meeting of the Oosc held on 31 January 2017

Signed on behalf of the Oosc ..... Name ..... Date .....

Signed on behalf of Healing Primary School ..... Name ..... Date .....