

**APPENDIX 4****Monmouthshire County Council****Traffic & Development, Road Safety Education, Training & Promotion****Implementation of Kerbcraft in Schools****Procedure / Checklist**

<b>School</b>				
<b>Year</b>				

Week		Action / Activity	Date Actioned	Actioned By	Comments
1	1	Visit school and carry out a survey of street/roads surrounding the school to identify and assess training routes & locations			
1	2	Assess travelling time from School to training route & locations			
1	3	Carry out detailed Risk Assessment of surveyed routes & locations for training retain on School File			
1	4	Make contact with School / Head teacher to arrange meeting to discuss the establishment of Kerbcraft Training and identify numbers, year group of children to be trained and contact details of lead teacher.			
2	5	Arrange to meet lead teacher to discuss delivery of Kerbcraft and agree training day and delivery programme School to provide register of children and identify children that are on a Special Educational Programme			

2	6	Carry out 1 : 1 training with SEP staff			
2	7	Arrange for permission letters & Volunteering letters to be sent out (via the School) to Parents.			
3	8	Collect parent permission slips from School and update register and retain on file. Ensure permission slips (copy/original) are retained by School.			
3	9	Collect volunteer permission slips from school and contact (Standard letter) volunteers outlining the scheme, the commitment (16 weeks) etc. and request confirmation of their commitment to the scheme			
4	10	Arrange to meet volunteers to outline the scheme and MCC volunteering requirements; DBS, Volunteer Health Questionnaire, Safeguarding & References etc.			
4	11	Update volunteer database with current DBS, safeguarding, health checks where appropriate			
4	12	Arrange for DBS checks for those who do not have a DBS and update database (Reference MCC Volunteer Toolkit)			
4	13	Arrange for Safeguarding Training for those volunteers not trained and update database when completed (Reference MCC Volunteer Toolkit)			
4	14	Arrange Volunteer Health Questionnaire to be completed and sent to HR (Dawn Hathaway) and update database when completed (Reference MCC Volunteer Toolkit)			
5	15	Arrange Volunteer training at School and Practical session on street/road			
	16	Provide check list (to include DBS, Safeguarding training, Health Check etc. as per Kerbcraft Volunteer Checklist) of			

		volunteers and training co-ordinators for the Head Teacher for approval and retention in the School.			
	17	Request Head Teacher or designated member of staff to formally confirm agreement to commence training.			
6 -18	18	Commence Training;			
		Training Day Procedure/Checklist			
		a	Check & assess training route using the Training Day Risk Assessment Pro Forma prior to the training, identify issues and additional controls where appropriate, if route is not appropriate utilise previously identified route/location. If route is not acceptable due to site issues or inclement weather suspend training – inform volunteers and school and if appropriate organise alternative training at School		
		b	Meet with volunteers following inspection and prior to training at the School to brief volunteers and Q&A		
		c	Register at School		
		d	Update Children’s Training Register		
		e	Update Volunteer Training Register		
6-9	19	Train children in Finding Safe Places and Routes to Cross			
10-13	20	Train children in Crossing Between Parked Cars			
14-17	21	Train the children in Coping with Junctions			

18	22	Assess children and address any problems that have not been addressed during the scheme, using standard pro forma, parental questionnaires etc.			
18	23	Arrange School Kerbcraft Certificate Assembly and thank you to volunteers.			
	24	Undertake Training Evaluation			