

MONMOUTHSHIRE COUNTY COUNCIL -----appendix 1

MCC Internal Kerbcraft management and reporting procedures

INTRODUCTION

Kerbcraft training is funded by Welsh Government through the Road Safety Grant.

The scheme is provided in compliance with Welsh Government guidelines which may be updated from time to time.

This document explains how the kerbcraft training will be delivered to primary school children in Monmouthshire by reference to key documents that form part of the procedure.

There is no statutory obligation to deliver the scheme but if the council receives the grant then it is implicit that the council will deliver the training.

There is no obligation upon schools to allow or facilitate the provision of kerbcraft training.

The kerbcraft scheme provides training in pedestrian skills by practical road side training to children between the age of 5 and 7.

This document supplements the WG kerbcraft manuals and describes what policies and procedures are adopted in Monmouthshire County Council over and above the WG kerbcraft manuals.

In particular the MCC procedure (appendix 2) describes how the road safety/kerbcraft officers liaise with schools, assess how the training will be delivered, what checks will be undertaken of volunteers supporting the scheme and what records will be kept of information gathered, checks completed and authorities received.

The checklist provides evidence that this has been done (appendix 3).

It also records what performance data will be recorded and where it will be reported and at what frequency.

Compliance with the procedures and reporting protocols is intended to ensure that training is delivered safely, effectively and that there are no safeguarding risks associated with delivering kerbcraft training. Furthermore that there are records kept to demonstrate this and performance data to satisfy WG and MCC requirements.

The Kerb craft training is provided by the Road Safety/Kerbcraft Team within the Council's Highways section. These staff will carry out the training with reference to the following documents:

Kerbcraft (Road Safety Training) – Policy and Procedures (appendix 2).

This describes in detail the procedures to be adopted in the provision of the kerb craft training. It makes reference to various records to be completed and kept. Unless the procedure states to the contrary the Kerb craft team will keep the records (either electronically or hard copy). The records will be filed by school with the exception of the volunteer record. The volunteer record is a central database updated as necessary by Kerb craft officers.

Implementation of Kerbcraft in Schools – Procedure Checklist (appendix 3)

This provides a checklist for the activities to be undertaken to comply with the policy and procedure. It lists the procedure (appendix 2) into its various parts and requires dates, names and comments (where necessary) to be completed for each activity. It is the primary source of evidence that the procedures have been done in each school.

Performance report – WG quarterly return (appendix 4)

This document is the quarterly return required by Welsh Government that details activities in relation to expenditure of the WG Road Safety Grant. It also forms one of two documents that will be reported to the CYP select Committee in order that they might scrutinise the performance of the Kerb craft training scheme in Monmouthshire.

Schedule of Schools for Kerbcraft Training (appendix 5)

This document lists schools where training has been provided and when, along with an opportunity for any feedback that may have been received from the school or parents/guardians.

Kerbcraft Safeguarding policy (appendix 6)

This document describes how safeguarding is practically managed by the various officers involved in providing the kerbcraft training.

Appendices 4 and 5 will form the basis of monitoring by CYP Select Committee, initially 6 monthly but eventually annually (when Audit committee, CYP committee and Cabinet are satisfied that appropriate controls are in place then monitoring will be reported annually). Kerbcraft forms part of the wider Road Safety Grant so responsibility for the delivery of Kerbcraft training remains within the Traffic and Road safety section of the Operations Department. However appendices 4 & 5 are also supplied to CYP officers quarterly in order that they may monitor performance prior to CYP scrutiny. Access to appendices 2, 3 and 6 (and all other documents referenced here) is available at all times should CYP officers wish to check that the policy and procedure is complied with.

Other Documents:

Volunteer database/checklist – records DBS receipt and vetting where necessary, safeguarding training (level 1), two references and a medical healthcheck for each volunteer that is used in support of the scheme. Volunteers are not used until the checks are in place.

Parental permission – record of the parent/guardian agreeing that a child may be trained. Held by KC team either electronically or hard copy and copy held by school.

Confirmation by Head Teacher to Train - (or designated member of school staff) record that school agrees that training may commence – held by KC team.

Children's Training Register – record of children trained in each school and when. Held by KC team and recorded for each school.

Risk Assessment for routes and locations for training – recorded for individual schools and held by KC team on each school file