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*Creating opportunities for  
everyone*

24<sup>th</sup> January 2020

Dear Parent/Carer,

Please find attached a permission form from KCC Small Steps Training Programme which we would like Year 2 to take part in during Term 6.

Small Steps are asking for parent helpers so if you are able to help out this would be most helpful. You would need to complete a DBS check which will take approximately 4 weeks to be processed.

The planned dates for these sessions are:

On Road Training (Mondays 9.30am to 11.30 am)

- 8<sup>th</sup> June Skill1 - Session 1
- 15<sup>th</sup> June Skill 1 - Session 2
- 22<sup>nd</sup> June Skill 1 - Session 3
- 29<sup>th</sup> June Skill 2 - Session 1
- 6<sup>th</sup> July Skill3 - Session 1
- 13<sup>th</sup> July Skill 3 - Session 2
- 20<sup>th</sup> July Skill 3 - Session 3

Please complete the relevant sections of the form and return to the office as soon as possible so we can make the necessary arrangements.

Thank you for your cooperation in this matter

Yours sincerely,

Chris Johnson  
Headteacher



24<sup>th</sup> January 2020

Dear Parent/Carer,

**Small Steps Road Safety Training Scheme**

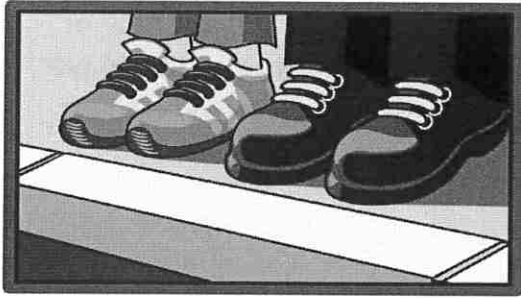
Your child's school is taking part in Kent County Council's **Small Steps** Road Safety Training Scheme and your child is being offered the opportunity to take part. The scheme involves training children at the roadside under the supervision of trained and police checked adults. The children are trained in a ratio of one adult to a **maximum** of two children and will be wearing high visibility tops whilst being trained.

If you would like your child to take part, please sign the form below and return to the class teacher as soon as possible. *Please note that we cannot train your child unless you return this form.*

**Small Steps** is a long-term project and is preparing children for *future* safety on the road. *We strongly recommend that children be accompanied by an adult* when crossing the road.

<b>I would like my child to take part in Small Steps</b>
<b>Child's Name</b> .....
<b>School</b> ..... <b>Class</b> .....
<b>Does your child have any medical conditions or allergies?</b> .....
.....
<b>Do you agree to emergency first aid, including aesthetic to be administered if required?</b> .....
<b>Signed</b> ..... <b>Date</b> .....
<b>Name of parent/carers</b> .....

<b>Without enough volunteers the scheme cannot go ahead</b>
The scheme relies on volunteers. The more volunteers we have, the more children can benefit from training. We offer <b>Free Training</b> and <b>KCC DBS Checking</b> for all volunteers. So, if you have a couple of hours a week (or more) to spare for a period of up to eight weeks and would be able to help with the scheme, please complete the section below.
I..... (Your Name) would like to know more about becoming a Small Steps volunteer to help Phoenix Community Primary School.
Contact telephone number.....
Thank you for your interest. Small Steps Co-ordinator



## **SMALL STEPS**

### **Volunteers Frequently Asked Questions**

**How much time will I have to give up?**

I would be grateful if you could spare approximately 2 – 4 hours each week over the next 6 – 7 weeks.

**Do I need to attend all the training sessions?**

It will be easier if you can commit to all of the training sessions. However if you can only attend some of them, please let me know as soon as possible which sessions you can attend.

**What happens if I am ill or can't attend?**

I would appreciate it if you could let me know at least the day before each training session you can't attend. That way I can try to plan for other volunteers to cover sessions for you and the children won't miss their training. If you can't let me know before the day I would appreciate being informed as soon as possible please.

**What about insurance?**

You will be covered by KCC insurance for accidents and injuries that may occur whilst you are training with the children. However, personal belongings are brought into school at your own risk.

**How many children will I train?**

You will be responsible for training 2 children at the roadside for each skill. You and the children will be wearing high-visibility jackets. When we are walking to our training site we may have to cross a road or two, if this is the case, all volunteers and children will cross together.

**What will happen in the case of bad weather?**

If the weather is not good, I will check with the school to make sure that they are happy for us to take the children out. The school will only phone you if we

are not taking the children out – so please turn up as usual. If it is chilly or drizzle and the school agree that we can take the children training then we will only go out for a short while to save us all from getting too cold and /or wet!

### **What will happen in each session?**

We'll meet up before each session to distribute waistcoats and discuss which skill we are training that day. We'll then go and collect the children and walk them around the route for that day. We'll always be in sight of other volunteers, as we walk the training route. After we've delivered the children safely back to class, I hope you'll have time to join me for a coffee and a chat about how the session has gone.

### **What will happen in the case of emergency?**

If there is a medical, behavioural or safety incident of any kind, you should immediately attract my attention. I will attend the incident and if I feel that the groups have to go indoors then the session will end and groups will return to the classroom. All injuries however minor they appear must be reported to the class teacher when we return to the school.

### **Will I be able to train my own child?**

It's usual that volunteers' children will be trained by another volunteer.

### **What happens if a child is being naughty?**

Please don't try to reprimand the child. If you need help, raise the alarm and I'll attend immediately. You should avoid restraining the child or using physical contact, unless they are putting themselves or others in danger. Instead, you should try to explain again patiently and calmly what you would like them to do and why. Never let it get to the stage where you shout at them or begin to feel angry with them – it'll spoil the training session for both you and the child.

### **What happens if the child won't hold my hand?**

Please explain to the child that it is important and helps them stay safe. Remind them that if they don't want to hold hands they will have to go back to class. Ask them in a kind, calm manner if they would like to stay or go in for today. Raise the alarm if you have any concerns. If a child will not hold hands they cannot take part.

### **What happens if my mobile phone rings?**

To ensure the safety of the children, mobiles **MUST** be turned off (you need both of your hands to hold on to the children).

### **Will my work be acknowledged?**

As you know, this scheme would be impossible without your help. I hope that getting involved in the scheme will allow you to enjoy being part of your child's education. You bring all kinds of qualities and expertise that will help the children you train develop into safer pedestrian skills. As a volunteer, you will receive a certificate to acknowledge the contribution you have made to the scheme.

### **What will I get out of it?**

I hope that you enjoy helping the children and contributing so importantly to make your wider community a safer place to live. Many people find this satisfying enough; however other opportunities may also arise. Hopefully it'll be a chance to make new friends and certainly it'll keep you active! If you are going on to further education or applying for jobs then your certificate of involvement and a reference may be of help to you.

### **Why do I have to be "Police-checked"?**

After you have given consent for the police check, the school will complete the check with you. You'll need to provide documents to prove who you are and where you live (e.g. utility bill, passport/driving licence, birth certificate, etc.) The documents don't have to be sent away – the school contact will just jot down the information provided from them. The Disclosure and Barring Service will then check your details. An "Enhanced disclosure" check will

give details of all convictions on record, including “spent” convictions that no longer usually have to be revealed.

### **What is the Disclosure and Barring Service?**

The DBS aims to help protect children and vulnerable adults when people who work with them are being recruited,

### **What about confidentiality?**

The system is totally confidential between yourself and your school’s Head Teacher.

### **How much will it cost?**

There is no charge to volunteers.

### **Why do I need the documents to prove who I am?**

The DBS need to know that you are really you. They do this by cross checking addresses and other details once you have given your consent. When they have checked your identity, they can then check your police record knowing that they have the right person.

### **What information do the DBS hold?**

The DBS only have personal data if you’ve applied for a disclosure before, e.g. as a volunteer for brownies/cubs, or for a job such as childminding or taxi driver. If you’ve ever been convicted of a crime they’ll hold basic details like name, date of birth and conviction date only.

### **How long do the DBS keep my details?**

They hold your details for 3 years. Then in 10 years, it’s reduced to just your name, date of birth, post code, national insurance number and type of disclosure issued with a date and a reference