

Crocodile and Allig8or Trails

Coordinator Step by Step Checklist

Read through the Guidelines first to familiarise yourself with the principles of Crocodile and Allig8or Trails. Then use this step by step guide in conjunction with other information in the pack and in no time your school can be “Wild about Walking”!

Step	Action	Date Completed
<p>Secure School support –</p> <p>The school should support the idea and be happy to encourage more walking.</p>	<p>Speak to the Head Teacher or School Governors about the Trail. You may wish to use the ‘What is a Crocodile’ fact sheet to stress the benefit of walking. Explain the role of the Footsteps pedestrian training scheme, and discuss the Crocodile and Allig8or Trail Guidelines. If the Head Teacher or Governing Body is enthusiastic about the Trail, it is far more likely to succeed.</p>	
<p>Nominate a Coordinator</p>	<p>The Trail needs a coordinator - someone to act as the contact point, to liaise with the school, with parents and with the School Travel Planning Team. This could be the person who was initially interested, or might be a parent or governor keen on school travel issues. By passing on their email details to the Pedestrian Skills Coordinator they can be added to the STAG egroup and have access to networking with other coordinators and the School Travel Planning Team.</p> <p>The coordinator will be responsible for considering and reviewing the route/s to be used, proposing “Stop” locations, collating replies from letters, and answering queries. They should also keep an up to date record of the escorts and children actively using the trail(s). The coordinator is NOT expected to know everything and will receive support from the School Travel Planning Team (see Contact Details)</p>	
<p>Gauge Parental Support</p>	<p>The Trail cannot succeed without volunteers. Since these volunteers are most likely to be parents it is vital that the scheme has the support of the whole school community.</p> <p>Issue the Trail Information Letter or a revised version to gauge interest in the Trail. It may be a good idea to have a deadline for replies and then allow another week for late returns! With the Head Teacher’s agreement, include copies of the ‘What is a Crocodile’. It may help to raise awareness and could increase the number of replies received.</p> <p>Parent letters issued <input type="checkbox"/></p> <p>‘What is a Crocodile’ circulated <input type="checkbox"/></p> <p>Parent letters returned <input type="checkbox"/></p>	
<p>Arrange meeting for interested parents</p> <p><i>It may help to use the Getting Ready for your parent meeting schedule at this point</i></p>	<p>If there is enough interest, it may be a good idea to arrange a meeting to explain the Trail in more detail. It will also enable parents to get answers to their questions. If the Head Teacher or a School Governor were able to attend it would help to demonstrate the school’s support.</p> <p>Work with parents and the Head Teacher to decide a date and time for the meeting. Send out the Meeting Invitation to Parents letter.</p> <p>At the end of the meeting note the names and phone numbers of parents who are still keen to become Footsteps tutors and Crocodile escorts.</p>	
<p>Enhanced CRB checks requested through School</p>	<p>All escorts must undergo a satisfactory Enhanced CRB check with the Criminal Records Bureau (CRB), and may not begin working with the children until CRB approval has been received. This process should be undertaken by the school, via the Local Authority. The Pedestrian Skills Coordinator, in consultation with the Local Authority will be able to tell your volunteers if any previous checks are valid for this work.</p>	
<p>Ensure all volunteers have received child protection/safeguarding training from the school</p>	<p>All volunteers must receive a child protection/safeguarding briefing from the school. Liaise with your school to arrange a suitable date for this briefing. This could take place at the information for escorts meeting mentioned later in this document.</p>	
<p>Arrange Footsteps Tutor training for volunteers (if necessary – if <i>Footsteps</i> is already in school move to next step)</p>	<p>It is a requirement of the Trail that all children should complete at least Stage 1 Footsteps training to give them basic pedestrian skills. Identify suitable volunteers from the parents who wish to use the Trail to be trained as Footsteps Tutors. These volunteers will be trained by the Pedestrian Skills Coordinator. You or the Trail coordinator may be able to identify a separate ‘Footsteps coordinator’ to take responsibility for the Footsteps training.</p>	

	<p>Footsteps Tutor training is carried out at central locations throughout the County each term. Contact the Pedestrian Skills Coordinator (see Contact Details) for the next available dates and venues. All volunteers must undergo a satisfactory Enhanced CRB check with the Criminal Records Bureau (CRB), and may not begin working with the children until CRB approval has been received. The Officer, in consultation with the Local Authority, will be able to tell your volunteers if any previous checks are valid for this work.</p> <p>The Pedestrian Skills Coordinator will provide Disclosure forms for completion by the volunteers.</p> <p>Let volunteers know the date of the training and encourage all to attend. After the Footsteps tutor training session, try and agree a day/s each week when the volunteers may be available and Footsteps training could be organised for the children.</p> <p>Footsteps Tutors identified <input type="checkbox"/></p> <p>CRB Clearance obtained <input type="checkbox"/></p> <p>Tutors Trained <input type="checkbox"/></p>	
<p>Run Footsteps Training for Children</p>	<p>The organisation of Footsteps training depends not only on the volunteers, but also on the Head Teacher and the teachers of the classes concerned. Some schools run the training during the school day, either in the morning or afternoon, whilst others run it during an afternoon break or lunchtime. Co-operation and flexibility are perhaps the most important factors.</p> <p>You need to determine how many children will be trained. All children that will take part in the Trail must be trained to at least Stage One standard, but that should not prevent others from receiving Footsteps training, or mean that the training ends at Stage One. It will largely depend upon the number of trained tutors.</p> <p>Discuss organisation of Footsteps with Head Teacher/class teachers <input type="checkbox"/></p> <p>Agree time/s and day/s for Footsteps training <input type="checkbox"/></p> <p>Agree number of children to be trained <input type="checkbox"/></p> <p>Issue Footsteps consent forms <input type="checkbox"/></p> <p>Footsteps consent forms returned <input type="checkbox"/></p>	
<p>Consider route/s for the Trail</p>	<p>The Trail can operate on more than one route, although the proposed route/s will depend upon the number of escorts, the number of children who wish to take part and where they live.</p> <p>The letters already issued to parents and your parent meeting should help to identify these. Unless you have sufficient volunteers it may be sensible to begin with just one route, and add others as demand and support grows.</p> <p>Collate information from parent letters <input type="checkbox"/></p> <p>Consider "best-fit" route/s <input type="checkbox"/></p>	
<p>Nominate Route Coordinators</p>	<p>If you propose more than one route, you may want to identify enthusiastic volunteers who could coordinate specific routes. This will reduce the burden for the Trail coordinator by sharing responsibility and could help to make the task more enjoyable for everyone.</p> <p>A route coordinator would be responsible for keeping the register, updating rotas and answering specific queries from parents. Again, they are NOT expected to know everything!</p>	
<p>Prepare draft Route Assessment for the proposed route/s</p>	<p>Each route must be agreed and risk assessed by your Pedestrian Skills Coordinator. The task is made easier if you, or one of the volunteers, are able to complete a draft route assessment of the proposed route/s, since you are likely to have better local knowledge.</p> <p>Use the Route Assessment form. The form includes questions that need to be asked when considering each route. Try and complete a form for each proposed route and forward the drafts to the School Travel Planning Team for their consideration.</p> <p>Prepare draft Risk Assessment for proposed route/s <input type="checkbox"/></p> <p>Forward draft Risk Assessments to Pedestrian Skills Coordinator <input type="checkbox"/></p>	
<p>Arrange formal Risk Assessment of route/s</p>	<p>Once you have sent draft Route Assessments to the Pedestrian Skills Coordinator, contact them to arrange a date and time for the formal Risk Assessment. Ideally either the Trail or the route coordinator should accompany them and the day and time arranged is appropriate to the proposed route. Try to give sufficient notice so that the date is convenient for everyone.</p> <p>Whilst walking the route/s with your Pedestrian Skills Coordinator highlight any particular concerns you may have and working together consider if the</p>	

	<p>proposed route is actually the safest route to school.</p> <p>The Risk Assessment(s) are reviewed each time the route is monitored by the School Travel Planning Team to ensure they are current. The Pedestrian Skills Coordinator will contact the Coordinator for any amendments.</p> <p>Date booked for formal risk assessment <input type="checkbox"/></p> <p>Formal risk assessment approved and received <input type="checkbox"/></p>	
Gauge parental interest and support	<p>Now that you have determined the route/s that will be used and the days and times the Crocodile will operate, you may wish to consider circulating the Trail Information Letter again (perhaps including this additional information). Not only will this help to establish the demand for places, but could also help to attract additional volunteers.</p> <p>It is likely that you will not be able to meet the demand and you may need to have a reserve list. Perhaps those parents that want their children to join could consider being an escort, and helping out for just one session or acting as a substitute?</p> <p>Revise and issue Trail Information Letter <input type="checkbox"/></p> <p>If necessary, establish reserve list <input type="checkbox"/></p> <p>Invite parents to become substitute or occasional escorts <input type="checkbox"/></p>	
<p>Determine numbers and days of operation</p> <p>The number of children that can take part and the day/s the Crocodile operates will depend upon the number of volunteers you have and their availability. However, we will only be able to support a Trail if it operates on a minimum 3 days per week and has a minimum 6 pupils walking.</p>	<p>Remember the ratios that apply using the Ratio Matrix in the Operating Guidelines and bear in mind that volunteers' children MUST take priority. You may choose to start with less than the maximum permitted number of children to ensure that all are confident before offering places to other children.</p> <p>Agree day/s and sessions for the route/s <input type="checkbox"/></p> <p>Agree number of children (consider ratios) <input type="checkbox"/></p>	
Arrange information meeting for escorts	<p>With the routes agreed and risk assessed and the Footsteps training well underway, the next step is to arrange an information meeting for escorts. All escorts will require a copy of the Operating Guidelines and Road Safety Guidance for Volunteers along with a copy of the relevant Route Risk Assessment and must have received a briefing on child protection/safeguarding</p> <p>Date arranged for information meeting <input type="checkbox"/></p> <p>Operating Guidelines issued <input type="checkbox"/></p> <p>Road Safety Guidance issued <input type="checkbox"/></p> <p>Route Risk assessment issued <input type="checkbox"/></p> <p>All escorts received child protection/safeguarding briefing <input type="checkbox"/></p>	
Photo request for ID badges	<p>All escorts will require an identity badge which must be worn each time that they walk with the Trail. Complete the ID Badge Order form. Please print and ensure names of the person and the school are on the back of photographs ID badges are to be issued to escorts ONLY when the school receives a satisfactory Enhanced CRB check and a copy of the Enhanced CRB disclosure slip should also be enclosed with the application.</p> <p>Compile list of escorts for ID Badge Form <input type="checkbox"/></p> <p>Request photographs <input type="checkbox"/></p> <p>Name and school on reverse of photographs <input type="checkbox"/></p> <p>Include copy of Enhanced CRB disclosure slip <input type="checkbox"/></p>	
Request High Visibility Tabards/armbands/caps from School Travel Planning Team	<p>Escort tabards will be issued with the ID badges. You will need to calculate how many children's tabards, armbands and if you are running an Allig8or, caps will be needed. Complete the Safety Equipment Order Form and submit this to the School Travel Planning Team</p>	
Check escort/child ratios are correct	<p>Using the Ratio Matrix check that you have sufficient escorts to children for each time the Trail walks</p>	
Set up timetable	<p>Draw up a timetable for circulation to all escorts and parents of children walking. To work out the timetable/s for the route/s it is suggested that you walk the routes with a young child. They can be changed once the Crocodile starts, but it is always better to allow too much time to get to school!</p>	
Set up Escort Rota	<p>Draw up an Escort Rota showing escorts who will walk and when and circulate this to all escorts</p>	

Set up Register of Pupils	Set up a Pupil Register or all pupils taking part and circulate this to all escorts	
Distribute Parents' and Pupils' Promise slips	<p>The next step is to issue the Guidelines for Parents and the Parents' Permission and Pupils' Promise to parents of ALL children that will be taking part. Remember that the Trail cannot start until the coordinator has received completed forms for EVERY child, so it may be a good idea to have a deadline for replies and then allow another week for late returns!</p> <p>You MUST ensure that parental consent is obtained and training provided (where appropriate) for any child that requires medication. If parents are willing to give permission for publicity photographs of their child to be taken, this is indicated on the Parent Consent Form.</p> <p>Issue Guidelines for Parents, Parents' Permission and Pupils Promise letters <input type="checkbox"/> Ensure written parental consent and training if any child requires medication <input type="checkbox"/></p>	
Is the school covered by BCC Insurance Scheme?	Schools who do not purchase their insurance services from Buckinghamshire County Council should seek clarification from their insurers about cover for walking buses.	
Arrange Launch Date	Once all of the Parents' Permission and Pupils' Promise Forms have been returned, discuss with the escorts an appropriate start date for the Trail. It may be best to avoid the first day of term or half term as children may be carrying more equipment (i.e. PE kit). Once you have agreed a date inform your Pedestrian Skills Coordinator as an Officer will accompany the Trail on its first journey to ensure there are no problems.	
Contact the Local Press	We encourage schools to contact the press for publicity for the start of your Trail. Your Pedestrian Skills Coordinator is available to advise you on the format and distribution of your press release and will provide you with a comment from the School Travel Planning Team to add to it.	
Route/s launched	Well Done! Take time to congratulate your self and your team.	
Monitoring	A member of the School Travel Planning Team will continue to visit your trail for monitoring once per year, or more frequently if there are concerns, or if you request it. This will provide feedback on the progress of the Trail and an opportunity for the Trail Coordinator to resolve any queries or concerns. The date for the monitoring visit will not be pre-arranged.	

Hints & Tips

Words of advice...

- *Don't become disheartened if it seems to take forever – Rome wasn't built in a day!*
- *Don't take on too much yourself – try and find others who can help out or work with you.*
- *Arrange get-togethers for the escorts – talk about what's working well and what's causing problems.*
- *Celebrate your success – monitor how it goes and be prepared to shout about it!*

Top five "Croc-Tips"...

- *Escorts can find it difficult supervising their own children – they may take more notice of another adult!*
- *Ensure each escort takes responsibility for a group of children – they may assume it's someone else's job!*
- *Try to keep the Crocodile together – a long straggle of children is more difficult to supervise.*
- *Try and apply the principles of Footsteps – the Crocodile is a good opportunity for learning.*
- *Keep parents informed if a child is badly behaved – consider a "three strikes and you're out" policy!*

It's good to talk...

- *Don't be frightened to ask questions – the School Travel Planning Team is happy to offer support and advice*
- *Talk to others who have already started Trails – they probably had similar concerns!*
- *Come along to one of the regular co-ordinator meetings – share your successes and difficulties!*
- *Talk to the School Travel Plan Officer about the STAG e-group – it may help answer your questions!*
- *And for those children that can't or don't want to join the Crocodile – have you heard about "Go for Gold"?*

