

[REDACTED], SPACEforJesmond <spaceforjesmond@gmail.com>

Cc: [REDACTED] >

Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

Hi [REDACTED]

Sorry I understood there had been conversations with Sustrans and you had been updated on this. Anyway, the good news is we have had confirmation that the council has suitable insurance cover because it's an activity that fall under the scope of a local authority.

To establish a walking bus, we'd need to carry out the following steps:

- Approve any suggested routes by carrying out a risk assessment
- Undertake enhanced DBS checks on the volunteers (due to the unsupervised interaction with children)
- Provide appropriate road safety training for the volunteers
- Provide hi-vis vests for those on the school bus
- Develop operating guidelines in collaboration with the school with guidance to be shared with parents, including bus timetables and expectations.
- Parents will need to sign a consent form and provide emergency contact details
- Monitoring arrangements to be in place and determined who will undertake this

That will mean we can't establish a formal bus before the end of term, but I suggested that there could be an informal one with parents accompanying their own children that could be used to publicise the idea ahead of next year.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Please note: I work full-time and do my council work in the evenings and at weekends. Please do not feel obliged to reply outside of your normal working hours.

From: [REDACTED] >

Sent: 27 June 2023 07:52

To: [REDACTED]; [REDACTED]

<[REDACTED]>; [REDACTED] >; SPACEforJesmond <spaceforjesmond@gmail.com>

Cc: [REDACTED] >

Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

[REDACTED]

I hope all is well. Would you be able to give an update on the below? We are keen to get the wheels in motion before the summer holidays if possible. Happy to discuss with you and/or officers if it would help advance things.

Thanks and best wishes,

[REDACTED]

From: [REDACTED] >

Date: Wednesday, 24 May 2023 at 21:10

To: [REDACTED] <[REDACTED]@sustrans.org.uk>, [REDACTED] <[REDACTED]>, [REDACTED]

[REDACTED] >, SPACEforJesmond

<spaceforjesmond@gmail.com>

Cc: [REDACTED] >

Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

Hi everyone

I have asked if there is a way the council can help with this and will get back to you asap.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

Web: <https://www.facebook.com/Monumentvoice/>

Please note: I work full-time and do my council work in the evenings and at weekends. Please do not feel obliged to reply outside of your normal working hours.

From: [REDACTED] >

Sent: 24 May 2023 09:13

To: [REDACTED] >

Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

Morning all. Apologies for the wait for an update on this.

I had a phone call from [REDACTED] yesterday evening in response to my e-mail.

She outlined the situation from a health and safety perspective, and these were the key takeaways from the conversation:

1. There is an issue with criminal liability, in that a risk assessment would need to sit within an organisation to determine who is criminally responsible if anything were to go wrong.
2. She suggested that if a constituted group were to be formed to run the walking bus then it would be best to seek legal advice in relation to this.
3. She confirmed that under the auspice of a constituted group, there would be no public liability insurance covering the group.
4. She was doubtful that NCC would be willing to insure this activity with their public liability insurance due to the fact that it isn't being run by NCC and there wouldn't be any NCC staff present. [REDACTED] not sure if you have any ideas here?

5. In terms of staffing and volunteers, there would need to be an organisational responsibility for DBS checks and insurance.
6. [REDACTED] - [REDACTED] actually said that it might be best for this to fall within the remit of the school and be a WJPS activity. This is because (according to her) you already buy into the H and S team's services, and consequently it could be risk assessed in the same way that a school trip would be risk assessed.

So, there you go! I'm not sure what your thoughts are on next steps so let me know what you think. I now have a direct line to [REDACTED] so if you want me to go back to her with more questions then pass them on.
All the best.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



From: [REDACTED] >
Sent: 24 May 2023 08:11
To: [REDACTED] >
Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

CAUTION: This email originated from outside your organisation. Exercise caution when opening attachments or clicking links, especially from unknown senders.

[REDACTED]

Further to a discussion with [REDACTED] and [REDACTED] a week ago Friday, we have put together the attached draft information and questionnaire to go out shortly from WJPS on the proposal for a walking bus. The questionnaire and FAQs would be provided via a link in the message once set up.

We are in contact with Holy Trinity Church in Jesmond Vale to see about using their outside space as an assembly area and their undercroft for assembly in bad weather.

Having looked into it and others' experiences further, it's clear that the support of the Council in extending its Public Liability Insurance cover to volunteers and in supporting DBS applications is key to feasibility. [REDACTED] has been in contact with officers about this although as of last weekend I believe had not heard back – [REDACTED] is this something you could or would expedite?

I had hoped we could get this communication out before half term but we don't think we should do so until we know that there is a way to deal with insurance – it would not be good to raise parents' expectations and then have to disappoint.

Any comments on the draft communication would be most welcome.
Thanks and best wishes

From: [REDACTED] >

Date: Tuesday, 2 May 2023 at 10:24

To: SPACEforJesmond <spaceforjesmond@gmail.com>, [REDACTED]
[REDACTED]

Subject: Re: Jesmond WJPS walking bus - doodle poll and initial thoughts

Hello All,

Can we include [REDACTED] from Sustrans in this meeting please.

Thanks

[REDACTED]
[REDACTED]
West Jesmond Primary School

Tankerville Terrace

Jesmond

Newcastle upon Tyne

NE2 3AJ

Tel: 0191 281 0000 www.westjesmondprimary.org.uk twitter: @west_jes_school



From: SPACEforJesmond <spaceforjesmond@gmail.com>

Sent: Thursday, April 27, 2023 2:46 PM

To: [REDACTED]
[REDACTED]

Subject: Jesmond WJPS walking bus - doodle poll and initial thoughts

Dear all,

Please can you fill in the doodle poll below to establish a time when we can meet to discuss the potential for a WJPS walking bus - [REDACTED], can you please forward to [REDACTED]?

<https://doodle.com/meeting/participate/id/aAMo1kja>

I've set out a number of times around the start and end of the school day and a couple of evening options which we could do via zoom. I thought it would be good to meet at the school if possible. If none of these times work let me know! I ([REDACTED]) can only make some of them but [REDACTED] and [REDACTED] can head this up from the parent side without me. For reference: SPACE for Jesmond members and other interested parties have met to discuss an initial approach:

- We aim for an official walking bus – insurance, DBSs, hi-viz - but could start in immediately with informal arrangements based on parents gathering to walk their children up together (or trusting specific friends/neighbours with their kids if appropriate)
- There should probably be two routes to start with
 - starting in the Vale and going via Shortridge/Osborne/Haldane
 - starting on Jesmond Dene Road and going via Grosvenor/Acorn/Forsyth

Routes can expand as and when there is demand and other parent volunteers to run them. We will need to understand what minimum adult/child ratios might be to work out how many volunteers are needed to make a route viable but the feeling was 8-10 per route.

- We can set up a google app for volunteer rotas and, if necessary, bookings

- To what extent can the Council help with insurance and DBS costs/procedures? Query if parents who already have DBS from their jobs or coaching kids' sports will need a new one – if not might be able to get under way quicker as there are lots of DBS volunteers in the area.
- Risk assessment – these will need to be done but maybe the school could help with a proforma or peer reviewing to check thoroughness
- Feeling that if announcement/early endorsement comes from WJPS it will confer legitimacy/reassurance to parents
- Feeling that we should state from the outset an aspiration to set up a bike bus too as this is where the greatest benefits in terms of the time savings and quality of experience from safer streets exists. It's unclear currently if there are additional requirements around risk/insurance/qualifications for this but could maybe do a pilot once the walking bus is up and running?

best wishes

██████ on behalf of SPACE for Jesmond

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<http://www.sustrans.org.uk/>

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