

This is what the 'Visual Impairment Service Cambridgeshire' uses. You are welcome to adapt it to suit your own procedures within your place of work.

Mobility Training – Minimising the Risks off the School Site

The Service provides specialised mobility training to help visually impaired children and young people to move in and around school as safely and independently as possible. Where applicable, and following discussion with parents and school staff, some pupils may also undertake training outside school, such as learning the route between home and school or a route between home and a work experience placement.

In order to minimise risks to children and young people, the Visual Impairment Service will ensure:

- Training sessions are undertaken by the Service's Mobility Specialist who is qualified to work with children and young people.
- The postholder has been police checked as a Cambridgeshire County Council employee.
- Training sessions are only undertaken when an assessment has been completed by a qualified Mobility Specialist which identifies the needs of the pupil.
- All mobility sessions off the school site are part of a planned training programme specifically tailored to individual pupil need.
- Parental consent has been given in writing for the Mobility Specialist to work with their child.
- Where use of a car is unavoidable the vehicle is fully insured for this purpose.
- The postholder undertakes regular defensive driver training.
- The postholder ensures that the car is regularly serviced and maintained.
- The Mobility Specialist has a date coded first aid kit in the car and appropriate training to use it.

In order to minimise risks to children and young people the Mobility Specialist will:

- Obtain relevant information on medication, behaviour etc. from Specialist Teacher and/or school.
- Ensure any essential medication is carried.
- Get emergency contacts from school/headteacher and/or parents prior to each off-site session.
- Carry a mobile phone if available.
- Provide the school with details of the planned route and expected time of return.
- Always ask for Teaching Assistant to accompany.
- Consider possible weather conditions and plan appropriate programme, clothing and equipment (e.g. warm clothing, sun protection etc.)
- Avoid known high risk situations.
- Pre-plan supervision on pavements, roads and especially crossing of any fast roads.
- Brief pupils re hazards and behaviour required if appropriate.
- Check first aid equipment regularly and replace/update where necessary.
- Always seat pupil in rear of vehicle.
- Ensure seatbelts worn at all times and use appropriate child car seats.