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1.0 INTRODUCTION

Hillingdon Manor School seeks to ensure the safety of children travelling to and from school. This policy outlines the measures the school will implement to safeguard children whilst travelling to and from school using transport provided by the local authority or their subcontractors.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

2.0 AIMS

This policy is intended to outline the action school staff and management should take to ensure that the transportation provided is safe and that transport staff are aware of their responsibilities when supporting children to and from school.

This policy will aim:

- To ensure that staff supporting children to and from school have the relevant criminal checks (DBS) in place and can provide evidence of this.
- To ensure that staff supporting children to and from school have the relevant training from the local authority as outlined in the statutory guidance. Including safeguarding training.
- To ensure that staff supporting children to and from school are aware of who to notify when incidents occur on the journey to and from school.

3.0 POLICY

Although transportation to and from school is provided by the local authorities and its subcontractors, the school will work in partnership to ensure that drivers and escorts are aware of their responsibilities when transporting children to and from school.

- The school will have a designated member of staff in place each morning and afternoon to ensure that the driver and escorts transporting the children to and from school have the relevant checks in place such as DBS.
- Designated staff will make the local authority aware of any instances in which drivers or escorts are without the relevant checks in place. In such circumstance the member of staff will inform the head



teacher to ensure that children are not transported by any individuals without the relevant checks in place.

- Designated staff will ensure that the drivers and escorts have the relevant plans in place for each child so that they are aware of what guidance should be followed whilst supporting children to and from school.
- Designated staff will liaise with drivers and escorts to ensure than any incidents that have occurred on the way to school or on the home journey have been notified to the school's head teacher in addition to the transport provider and funding authority.
- Designated staff will ensure that in addition to any verbal reports made to the head teacher following an incident on the school transport, that an event report is completed using the info exchange system.
- Designated staff will ensure that any support plans or risk assessments have been updated by the relevant school staff following an incident on school transport to reduce the risk of any further incidents. The updated documents will be provided to the relevant drivers and escorts to provide any updated guidance to support with the management of incident whilst travelling to and from school.

4.0 LEGISLATION & GUIDANCE

The Education Act 1996

Education and Inspections Act 2006

Home to school travel and transport guidance Statutory guidance for local authorities - July 2014