Felsted

SAFETY & SUPERVISION ON SCHOOL JOURNEYS

WHOLE SCHOOL
INCLUDING EYFS AND BOARDING

Committee normally reviewing:	Senior Leadership Team (including Prep School Head)
Date last formally approved:	Summer Term 2023
Date policy became effective:	September 2012

Period of Review:	Three yearly
Next Review Date:	Summer Term 2026

Person responsible for implementation and monitoring :	Heads Director of Operational Services
Other relevant policies :	● Health & Safety Policy ● Safeguarding (Child Protection) Policy ● Staff Behaviour Policy ● First Aid Policy ● Educational Visits Policy ● Anti-bullying Policy ● Behaviour and Discipline policy ● Supervision of Pupils (Senior) ● Supervision of Pupils (Prep)

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection) and the Staff Behaviour Policy'.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Safety & Supervision on School Journeys

1. This policy seeks to promote the welfare and safety of students travelling on School Minibuses and during School trips.

Pupils may use school transport to travel to and from school each day. The school most commonly allows pupils from Year 3 and above to travel on the school bus, subject to any further assessment the School may need to carry out for the welfare and safety of individual pupils

Supervision on transport can help maintain good behaviour amongst pupils and this in turn can contribute to more positive behaviour within the classroom. Discipline problems which start on the journey to school, can spill over into the classroom. Supervision contributes more generally to greater transport safety. It is for the School to determine whether or to what extent to provide supervision. Felsted mini-bus drivers are trained in supervision of students and managing their journey and welfare; they have the telephone contacts of parents of students they collect to manage the journey in poor weather, for example.

Parents and school staff have a key role in encouraging pupils to behave responsibly whilst on a school bus. The safety of pupils using school transport, particularly when boarding and alighting from a bus, could be jeopardised as a direct consequence of inappropriate or unruly behaviour.

Pupils must be able to make appropriate choices in the case of an emergency. Safety procedures will be shared with pupils before they travel on the school bus and will include what to do if the vehicle breaks down, is involved in an accident or the driver becomes unwell. Older pupils will be expected to take responsibility for supervising younger pupils in such cases.

2. The School seeks to promote the welfare and safety of students travelling on School Minibuses and during School trips by.

For students:

- Following the **FELSTED MINIBUS PROTOCOL (APPENDIX 1)**
- Ensuring all pupils are of an age that can follow rules, manage their own behaviour and make sensible choices at all times.
- Ensuring all pupils are aware of safety procedures for emergency situations and are capable of following such procedures.
- Ensuring that pupils understand the rules for safe travel on School buses, including the consequences of misbehaviour and banned activities such as failing to use seat belts, using inappropriate language, vandalism, fighting, moving about the vehicle and tampering with the emergency doors and windows;
- Taking a clearline with pupils who misbehave on or around school transport;

- Taking clear action against any pupil found smoking and reporting any driver observed smoking or vaping to the Heads (or Deputy Heads) and Transport Manager;

- Warning pupils of the danger of distracting the driver's attention by misbehaving on the vehicle;

- Encouraging pupils to stand back from the edge of the kerbs when waiting for the pickups.

- Should the school deem a pupil's behaviour to be inappropriate the provision will be reviewed with possible termination of the service.

All school drivers have access to a copy of the minibus protocol which is held in the information folder in each vehicle. A further copy is displayed on the minibuses for pupils. We ensure all pupils read and accept the protocol. This is completed on Google Forms by older pupils, which confirms and records their understanding.

For drivers, the school will promote the welfare and safety of students travelling on School Minibuses and during School trips by:

- Ensuring that all staff who drive school vehicles are trained in accordance with the Minibus Drivers Awareness Scheme (MiDAS);

- Working with the DBS checked and trained Felsted drivers as appropriate in cases of problem behaviour;

- Ensuring all drivers have completed safeguarding training led by the school DSL.

- Maintaining the fleet of school vehicles, ensuring they are fuelled and road worthy ensuring all drivers are trained to and complete the vehicle checklists prior to and only driving any school provided vehicle if all the components are in working order and reporting any faults identified to the Transport Officer;

- Ensuring observance of a "No Smoking and No Vaping" policy on School buses for drivers;

- Providing School minibus drivers with advance details of times/dates when pupils will not be using School transport;

- Reporting to the Transport Manager, any shortcomings in the transport service, including late or non-operation, incorrect routes and poor driving standards.

For all drivers including Common Room on supervised Educational Visits and Trips:

- Ensuring that all requirements set out in the Educational Visits Policy are complied with including appropriate staff/student ratio on trips;

- Ensuring that drivers require students to remain seated and with seat belts on throughout the journey when on a school trip or visit, and that they actively police student behaviour to prevent distraction of the driver or any other inappropriate behaviour;

- Ensuring that students embark and alight from the bus in a safe manner;

- Ensuring that all students are accounted for and registered on the journey, and that appropriate information including destination and emergency contact details, and student medical and other special circumstances, are available at all times.

- **Report safeguarding concerns to the school's DSL**

3. Other Safety measures to ensure student welfare and safety on School Minibuses and during school trips

- Providing safe access to and from the onsite designated pick up points for both vehicles and pupils and ensuring adequate supervision of transport arrival and departure from the School;

- Ensuring that private cars on school property are not parked in such a way that they cause obstruction or danger;

- Establishing contingency plans for bad weather or other emergencies in line with education authorities' policies;

- Ensuring that all buses (both hired coaches and school minibuses) are not overloaded (for example, by supervising pupils when they board buses and ensuring that sufficient space is available). If there is likely to be an excessive amount of luggage, capacity will be limited, or pupils will be told that we are not able to carry all of their luggage (unless a trailer can be utilised).

- Accompanying staff are seated on coaches / buses so that pupils are appropriately supervised, for example on the top deck of a double decker bus.

APPENDIX 1

FELSTED MINIBUS PROTOCOL

The purpose of this form is to communicate the rules for safe travel on School buses or other school transport. This form will also record your acceptance that you understand these rules. Please complete the following tick boxes and return the form to Gaye Dolan, Transport Officer. Thank you.

Name ……

Year ……

1. Students will wear seat-belts and sit in their place while the vehicle is in motion

☐ I confirm I will wear my seat-belt and sit in my place while the vehicle is in motion

2. Students will not open the doors once they have been closed

☐ I confirm I will not open doors once they have been closed

3. Students will not alight the vehicle until the driver indicates that it is safe to do so and will stand well back from the kerbside when they are being picked up

☐ I confirm I will not alight the vehicle until the driver indicates that it is safe to do so and I will stand well back from the kerb when I am being picked up.

4. Students will not distract the driver at any time

☐ I confirm I will not distract the driver at any time

5. Students will respect and follow the driver's instruction at all times

☐ I confirm I will respect and follow the driver's instruction at all times

6. Students will take care waiting for, getting on to and alighting from the bus as well as when reaching their next destination

☐ I confirm I will take care waiting for, getting on to and alighting from the bus as well as when reaching my next destination

7. Any drinks on the school vehicles should be confined to a bottle of water

☐ I confirm I will not drink anything but water on the school vehicles

8. Eating should be confined to a dry snack

☐ I confirm I will not eat anything but dry snacks on the school vehicles

9. There should be no dropping of litter

☐ I confirm I will not drop or leave litter on the school vehicles

10. There should be good manners, no swearing, no inappropriate conversations and all passengers should be mindful of the mixed ages on the bus

☐ I confirm I understand I should use good manners while on school vehicles, this includes no swearing, inappropriate conversations and I will be mindful of mixed age groups on the school vehicles

11. All pupils eligible to bring a mobile phone to School should have agreed to the Pupils' Computer / Device Usage Agreement.

☐ I confirm I have agreed to the Pupils' Computer / Device Usage Agreement

☐ I do not have a mobile device in school

12. Any student who is required to carry an auto injector will ensure they are in possession of the required injector while travelling on school vehicles.

☐ I confirm I will ensure I am in possession of an auto injector while travelling on school vehicles if required.

Signature …….

Date Completed …….