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# **YSGOL BRYNFFORDD SCHOOL TRANSPORT POLICY**

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| Policy Number | Date Reviewed | Date Adopted | Date of Next Review |
| YBGP46 | October 2020 | November 2020 | May 2021 |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We acknowledge that we have a duty of care to provide transport of a very safe standard from reputable contractors in order to transport pupils to various locations and events and to ensure that we comply with all health and safety procedures.

Transport includes all vehicles hired by the school to take children on educational visits and to swimming lessons, transport provided by parents and staff to take pupils on educational and sporting activities and transport provided by outside agencies to transport children and staff to off-site activities.

It is our duty to ensure that all transport is fully licensed, insured, maintained and driven by suitably qualified, well trained and vetted drivers.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

**Aims**

* To ensure that the provision of transport in order to transport pupils to educational and sporting activities is of a very high standard and that all safety procedures are in place.
* To ensure compliance with all relevant legislation connected to this policy.
* To work with other schools and the local authority to share good practice in order to improve this policy.

**Role of the Governing Body**

The Governing Body has:

* appointed a member of staff to be responsible for Educational Visits;
* delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
* responsibility for ensuring that the school complies with all equalities legislation;
* responsibility for ensuring funding is in place to support this policy;
* responsibility for ensuring this policy and all policies are maintained and updated regularly;
* responsibility for ensuring policies are made available to parents;
* make effective use of relevant research and information to improve this policy;
* the responsibility of involving the School Council in:
* determining this policy with the Governing Body;
* discussing improvements to this policy annually;
* reviewing the effectiveness of this policy with the Governing Body
* responsibility for the effective implementation, monitoring and evaluation of this policy.

**Role of the Headteacher**

The Headteacher will:

* ensure all school personnel, pupils and parents are aware of and comply with this policy;
* provide leadership and vision in respect of equality;
* make effective use of relevant research and information to improve this policy;
* provide guidance, support and training to all staff;
* ensure the appropriate insurance cover is in place;
* monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
* annually report to the Governing Body on the success and development of this policy.

**Role of the Educational Visits Coordinator**

The coordinator will:

* lead the development of this policy throughout the school;
* be trained and familiar with all procedures dealing with educational visits;
* make effective use of relevant research and information to improve this policy;
* provide guidance and support to all staff organising educational visits and sporting activities;
* provide training for all staff on induction and when the need arises;
* keep up to date with new developments and resources;
* undertake risk assessments when required;
* review and monitor;
* annually report to the Governing Body on the success and development of this policy.

The Educational Visits Coordinator will ensure that the following are in place for all transport hired by the school or by outside agencies to take children on educational visits or swimming lessons:

* Risk Assessments
* All coaches hired from a reputable firm and comply with all safety regulations
* The teacher in charge must take the school mobile on all trips
* Permission from parents
* Pupils must wear seat or lap belts
* Safety seating arrangements for all children

The Educational Visits Coordinator will ensure that the following are in place when transport is provided by parents or school personnel.

* Consent must be given in writing from parents
* The driver must have a full and current driving license
* The vehicle and driver must have appropriate insurance
* The vehicle must have current road tax
* The vehicle must have a current MOT
* The above will be monitored by completion of transporting pupils in private cars forms.
* Pupils must wear seat or lap belts
* Booster seats must be supplied if any child is under 135cm tall – checked by measuring.

**Role of School Staff**

School Staff will:

* comply with all aspects of this policy;
* be made aware of all procedures dealing with educational visits;
* be aware of all other linked policies;
* maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
* work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
* implement the school’s equalities policy and schemes;
* report and deal with all incidents of discrimination;
* report any concerns they have on any aspect of the school community.

**Role of Pupils**

Pupils will:

* be aware of and comply with this policy;
* treat others, their work and equipment with respect;
* support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
* talk to others without shouting and will use language which is neither abusive nor offensive;

**Role of Parents/Carers**

Parents/carers will:

* be aware of and comply with this policy;
* support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
* give feedback if and when required

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

* the school website
* meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
* school events
* meetings with school personnel
* communications with home such as weekly newsletters and of end of half term newsletters
* reports such annual report to parents and Headteacher reports to the Governing Body

**Training**

All school staff:

* have equal chances of training, career development and promotion
* receive training on induction which specifically covers:
* All aspects of this policy
* Health and Safety
* School Trips
* School Travel Plan
* Risk Assessment
* Traffic Management
* Accidents and Emergencies
* Medical and First Aid
* Equal opportunities
* Inclusion
* receive periodic training so that they are kept up to date with new information
* receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

**Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the governing body policy sub-committee.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

**Linked Policies**

* Accidents and Emergencies
* Health and Safety
* Medical and First Aid
* Risk Assessment
* School Travel Plan
* School Trips
* Traffic Management

**USE OF VOLUNTEERS FOR THE TRANSPORTATION OF CHILDREN**

**(in CARS).**

POLICY GUIDELINES:

1 Motor Insurance – Teachers

Teachers driving pupils, whether inside or outside of school hours or for curricular or extra-curricular activities will normally be doing so in the course of their employment, and must conform with their own insurers that their policy covers business use.

2 Adults other than teachers

Adults other than teachers using their cars for the transportation of children should be known to the school. A usual policy of motor insurance, covering social, domestic or pleasure purposes, will cover parents driving children, whether their own or someone else’s, to and from curricular and extra-curricular events. The school need to establish that volunteer drivers, other than those employed by the school, are in possession of a valid certificate of fully comprehensive motor insurance. Business use is not required for this category of driver.

3 Transportation of Individual Children

In the event of needing to transport an individual child another member of staff should be present at all times.

4 Age of Driver

Drivers must be at least 25 years of age with a minimum of 2 years driving experience.

5 Notification of Parents

Children should be driven by adults other than teachers only with the express consent of their own parents. Parents must be advised, in writing of all travelling arrangements prior to the event.

6 Peer Driving – pupils driving other pupils

The LA does not support the transportation of pupils by other pupils for designated school activities.

7 Register of Volunteer Drivers

All schools must maintain a register of volunteer drivers which should include the checks as detailed below:

8 Licence Checks

Headteachers must satisfy themselves that staff and volunteer drivers are in possession of a current, valid driving licence.

9 Roadworthiness

Headteachers must satisfy themselves that all cars are in a roadworthy condition by having seen a current MOT certificate.

10 Capacity

The number of children carried must not exceed the adult seating capacity of the vehicle.

11 Seatbelts

Drivers and passengers must wear seatbelts at the front and rear of the vehicle at all times. Younger children must be transported in a suitable child booster seat.

NB Attached is a form for use by schools to register Volunteer Drivers

If a school minibus is used for transportation a separate policy will be in place.

There is a separate policy for schools regarding minibus drivers.

**USE OF VOLUNTEER DRIVERS FOR THE TRANSPORTATION OF** **CHILDREN**

REGISTRATION FORM

Name of Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age (25 plus years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driving Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (years)

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mot Checked \_\_\_\_\_\_ Date Checked \_\_\_\_\_\_\_

Insurance Checked \_\_\_\_\_\_ Date Checked \_\_\_\_\_\_\_

Licence Checked \_\_\_\_\_\_ Date Checked \_\_\_\_\_\_\_

Seatbelts / Restraints

Child seats Checked \_\_\_\_\_\_ Date Checked \_\_\_\_\_\_\_

\* Some schools may provide child seats for use in volunteer cars

Signed

Name

Headteacher

Date