



## **Safe Use of Transport Policy**

**Latest Review/ Revision/ Approved at a meeting of the full Governing Body 22nd March 2023, 22<sup>nd</sup> November 2023; 19<sup>th</sup> June 2024; 16<sup>th</sup> October 2024**

**Review date: November 2026**

**Signed: \_\_\_\_\_ Chairperson schools Governing Body, on behalf of the Governing Body.**

**Date: \_\_\_\_\_**

**Signed: \_\_\_\_\_ Headteacher**

**Distribution: Staff, governors, pupils, parents/carers and transport operatives**



Ysgol Ty Coch Special School is a Rights Respecting School. As a Rights Respecting School, we aim to embed children's human rights in our ethos and school culture. We base our practice on the principles of equality, dignity, respect, non-discrimination and participation. Working within these principles not only empowers our children and young people, but also leads to enhanced learning, improved standards and better relationships. The United Nations Convention on the Rights of the Child (UNCRC) is the most complete statement of children's rights ever produced and is the most widely ratified international human rights treaty in history. This policy relates to Articles 3, 23 and 24 of the UNCRC.

**Article 3:** All organisations concerned with children should work towards what is best for each child.

**Article 23:** Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

### **Introduction**

The aim of this document is to:

- ensure the safe transportation of staff and pupils at Ysgol Ty Coch;
- ensure that, when using transport during the school day (including Home to School transport), pupils and staff will be carried safely, comfortably and with dignity;

The content of this document must be observed when undertaking any journey during the course of the school day.

These principles will apply whether pupils/staff are being transported by: the school mini-buses; hired buses/coaches; private cars or the Home to School Transport provided by the Local Authority.

This policy should be read in conjunction with:

- Transport management plan for YTC and BYC;
- Transport management Risk assessment for YTC and BYC

## **Physical Safety**

All children must be carried in a safe manner at all times. They must wear the correct seat belt, harness or other restraint. Some children will require specialist, individual seating systems which are prescribed to the individual need of the child. These pupils will be carefully assessed and the appropriate type of seating used and in compliance with current UK law. A child's condition and/or circumstances may change so regular review of seating systems should be undertaken. Any changes of necessary adjustments should be made in liaison with the physiotherapists or other relevant agencies.

**UNDER NO CIRCUMSTANCES SHOULD A CHILD BE SEATED ON ANYONE'S LAP WHILST A VEHICLE IS IN MOTION.**

**At a speed of twenty miles per hour a child's weight increases twenty times and the child would not remain seated on a person's lap in the event of a collision taking place.**

It is vitally important that the driver and escort of a vehicle checks the vehicle's safety and the safety of the passengers before moving the vehicle. All staff must follow the 'School Mini Bus protocol' and complete the safety checklist prior to moving the vehicle. This checklist is completed by the driver and is conducted in line with MIDAS mini bus training.

**THE DRIVER IS RESPONSIBLE FOR THE SAFETY OF EACH PASSENGER ON A VEHICLE. ALL REASONABLE PRECAUTIONS MUST BE TAKEN TO ENSURE THE SAFETY AND CONDITION OF THE VEHICLE.**

**THE SCHOOL ENSURES THAT ALL SCHOOL VEHICLES HAVE A VALID MOT CERTIFICATE AND THAT THE VEHICLE (INCLUDING THE TAILGATE) IS SERVICED.**

## **Comfort**

All pupils should be travelling in a comfortable position. All clothing, seat belts and harnesses should be fitted properly and not cause the child any discomfort. Pupils may need to adjust their own clothing and a member of staff will supervise this with a view to ensuring comfort. Staff who adjust a child's clothing should do so with the supervision of another staff member and following the guidelines for handling pupils (see Manual Handling Policy).

It is important that each pupil is treated in a dignified and caring manner. Always explain to the child the process of making them safe on the transport. A child should never be forced into a seat or restraint.

## **Communication**

Staff should communicate at an appropriate level with the child whilst the vehicle is in motion. Pupils should be engaged in conversation and not merely be passive listeners to the driver and escorts. This is particularly important when the pupil has difficulty in communicating with others especially if they are in wheelchairs. All pupils should be advised when they are entering and leaving the transport so that they are kept aware of what is happening. Escorts should be seated in a place where they are able to respond if a child is in difficulty.

## **Regulations**

- I. Smoking is not allowed in or near the vehicle or in the vicinity of any of the pupils at any time during a school visit
- II. All exits on the transport must be kept clear at all times
- III. All aisles must be kept clear at all times
- IV. All doors must be locked from the inside only. It is a hazard in an emergency if doors cannot be opened from the outside
- V. Pupils who are likely to open doors or play with handles or levers should be seated away from exits

- VI. The transport must not carry more persons than the number designated at any time
- VII. All staff authorised to drive the school mini buses must have a current driving license (with no more than 6 points) and be over the age of 23 years. Staff must have attended the Mini Bus Training and be deemed competent at annual updates
- VIII. Each driver should check water and oil levels regularly
- IX. At the end of each journey the mini- buses should be left in a clean condition with adequate fuel for the next journey.**

### **Children in Wheelchairs**

- I. Pupils must not travel in a wheelchair mould or seat unless they have a separate restraint which is anchored to the vehicle in addition to a normal seat belt
- II. Wheelchairs must be securely clamped to a vehicle, with clamps secured in a central position to prevent the chair from tipping backward or forwards. In addition an internal seat belt is needed.
- III. Pupils must not travel in a buggy in any vehicle.

### **Planning and Organisation**

TIME is the essential ingredient to ensuring a successful and safe trip. Drivers and escorts need to ensure they have planned enough time into the programme to make safety a priority. The guidelines produced should ensure that '**GOOD PRACTICE**' is adopted on all visits.

### **Implementation and Validation**

Spot checks can be taken at any time by the School's Transport Officer to ensure that

standards are being maintained and adhered to. Any member of the Senior Leadership Team (SLT) can make checks without notification to ensure the safety of pupils and staff. The SLT or the School's Transport Officer, in consultation with the SLT, can prevent a trip taking place if it is felt that the procedures have not been met.

**ALL STAFF SHOULD BE AWARE THAT DISCIPLINARY ACTION WILL BE TAKEN AGAINST THEM IF ANY PUPIL IS TRANSPORTED WITHOUT DUE REGARD TO THE SAFETY GUIDANCE AND REGULATIONS.**

### **Pupils Being Transported in Staff Owned Vehicles**

At certain times, staff may be required to use their own transport to carry pupils on school activities or to hospital, in the case of an emergency.

Staff should not routinely use their own transport to transport pupils unless it has been agreed with SMT and appropriate business insurance is in place.

Rhondda Cynon Taf County Borough Council has provided the following statement for staff using their own transport for pupils.

**'Employees required at any time to utilise their cars for County Council Business are reminded of Section 143 of the Road Traffic Act, rendering it unlawful for any person to use a vehicle without there being in force a policy of insurance against certain third-party risks. All employees in receipt of fixed allowances have an element included to cover any extra cost of motor vehicle insurance. These are reminded that their motor insurance should be extended to cover use while on County Council Business and should have 'Business Use' stated on their insurance documents. It is normal for the standard private car insurance policy of reputable companies to include use by the insured person for the business of his employer. However, there are certain exceptions to this provision and it is the responsibility of the employee to satisfy themselves that the insurance cover is**

adequate. If there is any occasion when the RCT employee allows a family to drive his vehicle for business use, they must ensure that the alternative driver has their own insurance cover. Equally, adequate insurance cover must exist when an officer drives a car, which is in the ownership of another person. The foregoing requirement is applicable however 'occasional' the use might be. The Human Resources Unit will be happy to provide this advice directly to any staff member who enquires'.

Other regulations will apply, including the use of seatbelts, for all passengers (front and rear) and it is important that normal safety conditions of the vehicle are complied with.

### **Hire of Commercial Vehicles**

Reputable companies will be used to provide extra transport, for pupils at Ysgol Tŷ Coch, when school provision is not adequate. Seat belts will be fitted in the transport as standard. Pupils should be seated on their own and the maximum number of children allowed seated. Other principles in this document will apply.

### **Home to School Transport for Journeys to and from School**

The Local Authority (LA), (namely Rhondda Cynon Taf County Borough Council), is solely responsible for the organisation, provision and policing of home to school transport. The policy for this provision is detailed in the LA's document The Starting School Booklet which is available on the Council's website. Any queries or concerns on this provision should be addressed to the Transport Unit at Sardis House, Pontypridd (Tel: 494871).

The school holds the contract, in exceptional circumstances, for a few pupils to be transported to school, in school vehicles, with identified staff. These staff will have a mandate to drive the school vehicles which are part of an agreement with the local authority transport unit.



## **General Principles:**

**These are the daily, on-site, operating procedures for the safe use of the Home to School Transport provision. These procedures are overseen by the school's Transport Officer and the Senior Leadership Team.**

- I. All transport is provided with a number which equates to the list of pupils using that transport
- II. All classes have a list of numbered vehicles and the pupils using those vehicles
- III. At the appointed time, pupils will leave the building in an orderly manner accompanied by a staff member if there is a risk
- IV. If vehicle drivers and/or escorts have need to enter the building they must report to the reception desk and not venture any further into the building unless invited to do so and are accompanied by a member of the school staff.

## **Ysgol Ty Coch Tonteg - Transport Protocol.**

### **Positions and Numbers of Transport Team On Pupil Entry to School**

There will be 5 members of staff managing the home to school transport system. On the Tonteg site.

1 Member of staff will be stationed at the top of Underhill Drive. They will let the taxis waiting know that the car park is empty.

3 members of staff will be positioned in the car park.

1 member of staff will be stationed at the entrance to the car park and will manage the gate and pedestrians accessing the car park. They must stand by the pedestrian gate.

2 members of staff will manage the transition of pupils into the school.

1 member of staff will be stationed on the ramp to ensure no parents or escorts enter the premises unless necessary and accompanied by a member of staff.

## **Positions and Numbers of Transport Team On Pupil Exit from School**

- I. Each taxi is allocated with a number which equates to the list of pupils using that transport
- II. All classes have a list of numbered vehicles and the pupils using those vehicles
- III. At the appointed time indicated, pupils will leave the building in an orderly manner accompanied by a staff member if necessary for the pupil's needs.
- IV. If vehicle drivers and/or escorts need to enter the building, they must report to the staff on the ramp and not venture into the building unless invited to do so and are accompanied by a member of the school staff.

There will be 5 members of staff managing the school to home transport system. On the Tonteg site.

1 Member of staff will be stationed at the top of Underhill Drive. They will let the taxis waiting know that the car park is empty.

3 members of staff will be positioned in the car park.

1 member of staff will be stationed at the entrance to the car park and will manage the gate and pedestrians accessing the car park. They must stand by the pedestrian gate.

2 members of staff will manage the transition of pupils in and out of the school.

1 member of staff will be stationed on the ramp to ensure no parents or escorts enter the premises unless necessary and accompanied by a member of staff.

## **Car Park Systems for Home to School and School to Home**

A one-way system is in operation in the school car park and must be followed by all drivers. Each vehicle will enter the school on the left-hand side and go around the car park before stopping in an appropriate space.

All vehicle engines must be turned off once the vehicle is parked.

Home to School transport will park closely together to ensure the maximum number of vehicles are onsite.

All vehicles will adhere to the speed limit of 5mph.

### **Home to School Transport (08:30 – 09:30)**

No vehicle will have their engine turned on, when the gates of the school are closed. Vehicles will enter the car park in 2 slots, a 3rd slot may be used if taxis are late. When all vehicles in each slot are inside the car park, the gates are closed and their engines are turned off, a signal will be given by the transport team to allow children to disembark their vehicles.

Pupils will be supported to exit the vehicle by an escort, driver or the school transport team where necessary.

Pupils will be supported to enter the school building via the Reception door and bottom door.

School staff will receive the children at the Reception door ramp and bring them into school.

School staff will receive the children at the bottom door.

Taxi staff members will not enter the school building unless invited to do so.

The area immediately outside the school gate is a no parking zone. This is to ensure that emergency vehicles can get into school without difficulty.

Scheduled deliveries to the school **must** be made outside of transport times i.e. before 8.30am or after 9.30am. Deliveries during transport time will not be accepted under any circumstances.

School staff will be in the school hall between 8.50am and 9.20am to support and direct pupils to class if necessary.

Home to School transport will start their engines and leave the school site only when directed by the school Transport team.

### **School to Home Transport (2.30pm – 3.20pm)**

No vehicle will have their engine turned on, when the gates of the school are closed. Vehicles will enter the car park in 2 slots, a 3rd slot can be used if taxis are late. The 1st slot will access the car park at 2.35pm and the second is at 3:05pm or when the

1st slot taxis leave. The 3rd will be after the 2nd slot if necessary. **Transport Vehicles must not stand on the road outside the school entrance at any time.**

Pupils will remain in their classes until they are called, by their designated numbers, to get on the transport.

When all vehicles in each slot are inside the car park, the gates are closed and their engines are turned off (expectations stated above), a signal will be given by the transport team to allow pupils to alight their vehicles.

Staff should ensure that pupils are taken to the correct transport, walking through the car park promptly and safely. Staff will need to wear high vis jackets whilst walking through the car park. Pupils will be supported to exit the school building via the Reception and bottom door.

School staff will escort the children from the Reception school door to the bus if necessary according to the pupils' needs. They will hand over the pupils to the driver/escort or support them onto the home school transport.

School staff will escort the children from the bottom door to the bus if necessary according to the pupils' needs. They will hand over the pupils to the driver/escort or support them onto the home school transport.

There should be no deliveries between 2.30pm and 3.20pm and any deliveries during transport time will not be accepted under any circumstances.

**School staff will not board the home to school transport unless there is an emergency.**

## **Parent Drop Off and Pick Up**

### **Reception Door**

School registration is between 8:50 and 9:20. Parents can drop pupils off at the Reception door between these times.

Parents dropping off at the Reception door will wait outside the pedestrian gate until a member of the transport team opens the pedestrian gate. This will occur after the

main gates are closed, all taxis have engines off and the transport team determines it is safe.

Parents will drop off pupils to the transport team on the ramp. If necessary, pupils will be handed over from parent to transport staff if necessary to the needs of the child.

School pick up times are between 2:50 and 3:20. Parents picking up at the Reception door will wait outside the pedestrian gate until a member of the transport team opens the pedestrian gate. Parents will then queue from the bottom of the ramp and wait for the pupils to be handed over. No parents or pupils are allowed in the car park when the school gate is open. When the school gate is open and taxis are leaving the car park, parents will wait outside the pedestrian gate until the gate is closed and instructed by the transport team that they can enter the car park.

### **Bottom Door**

School registration is between 8:50 and 9:20. Parents can drop pupils off at the bottom doors between these times.

Parents dropping off at the bottom door will wait outside the school side gate until a member of the school team opens the gate. Parents will then proceed to the bottom door and hand over pupils to school staff.

School pick-up times are between 2:50 and 3:20. Parents picking up at the bottom door will wait outside the pedestrian gate until a member of the staff opens the side gate. Parents will then queue from the bottom door and wait for the pupils to be handed over.

### **School Staff Entering School Car Park**

A one-way system is in operation in the school car park. Each vehicle will enter the school on the left-hand side and go around the car park.

School staff must reverse their vehicle into their car parking space.

All staff vehicles must be parked facing outwards.

To park in the school carpark, staff must arrive before 8:30am or after 3:20pm. Staff cars are not to leave the car park until after 3:20 unless in an emergency. In this case admin staff should facilitate the opening and closing of the gates whilst ensuring no other people are crossing the car park. They should always wear hi vis clothing whilst in the car park with a moving vehicle.

If staff need to use their car during the school day (to travel somewhere during their lunch break or complete outreach work etc) then they must park outside of the school grounds.

Pre-arranged visitors, agreed by SLT, may use the car park outside of these required times. Office staff to monitor the gates, ensure they are locked when always needed and where hi vis clothing.

School gates are to be locked after morning transport and until afternoon transport at 2:30, when a member of staff will monitor taxis entering the car park. No classes will be allowed to access the car park after 2:30pm.

### **Embarking on a School Trip**

When leaving on a school trip the following protocol must be followed.

All trips must leave from the main entrance of the school to allow for them to be marked as off site by the admin team.

The trip leader must check that the car park is safe to enter before entering.

The trip leader must check the bus is safe to board before any pupils or other staff are to board the vehicle. They **must** complete a visual check that the bus is clean, tidy, and safe before completing any written checks.

Any litter, debris or damage must be reported to the school office before the trip leaves.

Driver to signal that all staff and pupils are able to board the bus and take their seat. Once all pupils are seated, the trip leader must ensure that all pupils are wearing a seatbelt. If this is not the case they must support pupils to wear this or direct other staff to complete this task where appropriate.

Once all passengers are wearing their seat belt a second member of staff **must** exit the bus and stand by the pedestrian gate to ensure that no members of the public, staff or pupils can cross the path of the bus.

Driver to start the engine and drive around the one-way system before parking in front of the gates.

The second member of staff to open the gates.

Driver to drive outside the gates.

Second member of staff to close and lock the school gates.

Second member of staff to leave via the pedestrian gate closing the gate behind them and then board the bus.

### **Returning from a School Trip**

When returning from a school trip on a school vehicle the following protocol must be followed.

If returning from a school trip with a school minibus or other vehicle these vehicles should be parked in the school car park.

When entering the school car park during the times the gates are locked, staff are to;

- i. Unlock the gate
- ii. Drive into the car park and position it ready to reverse into the space.
- iii. Turn the engine off.
- iv. The driver **must** remain in their driving seat whilst a second member of staff (wearing hi vis) exits the bus to close the gates and lock them.
- v. Driver to continue, visually checking (using mirrors and windows),
  1. that there are no other staff, pupils, or members of the public in the car park. Driver to turn the engine on.
- vi. Second member of staff to ensure that no pedestrians enter the car park by standing near the pedestrian gate. They are also able to support the driver in reversing if needed.
- vii. Once the vehicle is parked, stop the engine.
- viii. Allow pupils and staff to leave the vehicle safely and enter the school.

- ix. Ensure all rubbish, bags and any other debris is removed from the vehicle, and it is left in a clean and tidy manner. If this is not possible then they must return to the vehicle before leaving school to ensure it is tidy.
- x. Any vehicle checks, signing sheets or offloading must occur after the gates are locked and the pupils have alighted.

### **Pupils Transitioning Through the Car Park**

Staff to dynamically risk assess the car park when transitioning through this space to evaluate if it is safe.

They **must** ensure that there are no cars or other vehicles with their engines on.

If a vehicle engine has been started, they are to immediately take the quickest and safest path off the car park.

Staff to ensure the car park and pedestrian gate are closed and no vehicles are moving.

Staff and pupils walk on the yellow grid next to the school building when transitioning across the car park.

### **Buarth y Capel Transport Protocol.**

#### **Positions and Numbers of Transport Team Staff**

There will be 4 members of staff managing the home to school transport system on the Buarth y Capel site.

2 members of staff will be positioned in the car park.

2 members of staff will be stationed at the entrance to the car park and will manage the gate and pedestrians accessing the car park. They must stand by the pedestrian gate/



1 member of staff will stand by the right-hand door. This will manage the transition of pupils in and out of the school on the Barcud Y Coch class.

1 member of staff will stand by the gate on the left side. This will manage the transition of pupils in and out of the school to the other classes.

The gate must remain locked at all times unless a member of staff is next to the gate, allowing pupils in.

### **Car Park Systems**

Each vehicle will reverse into the car park before stopping in an appropriate space.

All vehicle engines must be turned off once the vehicle is parked.

Home to School transport will park closely together to ensure the maximum number of vehicles are onsite.

All vehicles will adhere to the speed limit of 5 mph.

### **School to home Transport (08:30 – 09:30)**

No vehicle will have their engine turned on, when the gates of the school are closed.

Vehicles will enter the car park in 2 slots, a 3rd slot may be used if taxis are late. When all vehicles in each slot are inside the car park, the gates are closed and their engines are turned off, a signal will be given by the transport team to allow children to disembark their vehicles.

Pupils will be supported to exit the vehicle by an escort, driver or the school transport team where necessary.

Pupils will be supported to enter the school building via the right hand gate to the yard and left hand Barcud Y Coch door.

School staff will receive the children at each entrance.

Taxi staff members will not enter the school building unless invited to do so.

The area immediately outside the school gate is a no parking zone. This is to ensure that emergency vehicles can get into school without difficulty.

Scheduled deliveries to the school **must** be made outside of transport times i.e. before 8.30am or after 9.30am. Deliveries during transport time will not be accepted under any circumstances.

School staff will be positioned in each entrance at 8.50am and 9.20am to support and direct pupils to class if necessary.

Home to School transport will start their engines and leave the school site only when directed by the school Transport team.

### **School to Home Transport (2.30pm – 3.20pm)**

No vehicle will have their engine turned on, when the gates of the school are closed. Vehicles will enter the car park in 2 slots, a 3rd slot can be used if taxis are late. The 1st slot will access the car park at 2.45pm and the second is at 3:05pm or when the 1st slot taxis leave. The 3rd will be after the 2nd slot if necessary.

**Transport vehicles must not stand on the road outside the school entrance at any time.**

Pupils will remain in their classes until they are called.

When all vehicles in each slot are inside the car park, the gates are closed and their engines are turned off (expectations stated above), a signal will be given by the transport team to allow pupils to alight their vehicles.

Staff **must** ensure that pupils are handed to the correct driver/escort. Staff will need to wear high vis jackets if necessary to walk through the car park. Pupils will be supported to exit the school building via the right hand gate to the yard and left hand Barcud Y Coch door

There **must not be any** deliveries between 2.30pm and 3.20pm and any deliveries during transport time will not be accepted under any circumstances.

**School staff will not board the home to school transport unless there is an emergency.**

### **School Staff Entering School Car Park**

School staff must reverse their vehicle into their car parking space.

All staff vehicles must be parked facing outwards.

To park in the school car park, staff must arrive before 8:35am or after 3:20pm.

Staff cars are not to leave the car park until after 3:20 unless in an emergency. In this case admin staff should facilitate the opening and closing of the gates whilst ensuring no other people are crossing the car park. They should always wear hi vis clothing whilst in the car park with a moving vehicle.

If staff need to use their car during the school day (to travel somewhere during their lunch break or complete outreach work etc) then they must park outside of the school grounds.

Pre-arranged visitors, agreed by SLT, may use the car park outside of these required times. Office staff to monitor the gates, ensure they are closed when always needed and where hi vis clothing.

School gates are to be closed after morning transport and until afternoon transport at 2:45, when a member of staff will monitor taxis entering the car park. No classes will be allowed to access the car park after 2:40pm.

### **Embarking on a School Trip**

When leaving on a school trip the following protocol must be followed.

- I. All trips must leave from the main entrance of the school to allow for them to be marked as off site by the admin team.
- II. The trip leader must check that the car park is safe to enter before entering.
- III. The trip leader must check the bus is safe to board before any pupils or other staff are to board the vehicle. They **must** complete a visual check that the bus is clean, tidy, and safe before completing any written checks.
  - a. Any litter, debris or damage must be reported to the school office before the trip leaves.
- IV. Driver to signal that all staff and pupils are able to board the bus and take their seat.
- V. Once all pupils are seated, the trip leader must ensure that all pupils are wearing a seatbelt. If this is not the case, they must support pupils to wear this or direct other staff to complete this task where appropriate.

- VI. Once all passengers are wearing their seat belt a second member of staff **must** exit the bus and stand by the pedestrian gate to ensure that no members of the public, staff or pupils can cross the path of the bus.
- VII. Driver to start the engine and the second member of staff to open the gates.
- VIII. Driver to drive outside the gates.
- IX. Second member of staff to close and lock the school gates.

### **Returning from a School Trip**

When returning from a school trip on a school vehicle the following protocol must be followed.

If returning from a school trip with a school minibus or other vehicle these vehicles should be parked in the school car park.

When entering the school car park during the times the gates are locked, staff are to;

- i. Unlock the gate
- ii. Drive into the car park and position it ready to reverse into the space.
- iii. Turn the engine off.
- iv. The driver **must** remain in their driving seat whilst a second member of staff (wearing hi vis) exits the bus to close the gates and lock them.
- v. Driver to continue, visually checking (using mirrors and windows),
  1. that there are no other staff, pupils, or members of the public in the car park. Driver to turn the engine on.
- vi. Second member of staff to ensure that no pedestrians enter the car park by standing near the pedestrian gate. They are also able to support the driver in reversing if needed.
- vii. Once the vehicle is parked, stop the engine.
- viii. Allow pupils and staff to leave the vehicle safely and enter the school.
- ix. Ensure all rubbish, bags and any other debris is removed from the vehicle, and it is left in a clean and tidy manner. If this is not possible then they must return to the vehicle before leaving school to ensure it is tidy.

- x. Any vehicle checks, signing sheets or offloading must occur after the gates are locked and the pupils have alighted.

### **Pupils Transitioning Through the Car Park**

Staff to dynamically risk assess the car park when transitioning through this space to evaluate if it is safe.

They **must** ensure that there are no cars or other vehicles with their engines on.

If a vehicle engine has been started, they are to immediately take the quickest and safest path off the car park.

Staff to ensure the car park and pedestrian gate are closed and no vehicles are moving.

Staff and pupils walk on the yellow grid next to the school building when transitioning across the car park.

### Hand over of Pupils from School Transport on the Tonteg site

Handover of pupils from escorts/ drivers will happen when a child exits the bus and is handed over to a member of staff.

The handover of pupils who use home/ school transport but walk independently from the vehicle, will occur at the bottom of the ramp.

### Handover of Pupils from Parents on the Tonteg site

The handover of pupils from parents who are walking their child into school occurs when the parent hands the child to a member of staff.

The handover of pupils who walk independently from their parents, will occur when the person who is manning the gate, opens the gate and greets the child.

### Hand over of Pupils from School Transport on the BYC site

The handover of a pupil from escorts/ drivers will happen when a child exits the bus and is handed over to a member of staff at the gate on the left hand side or at the classroom door (Barcud Coch)

#### Handover of Pupils from Parents on the BYC site

The handover of a pupil from parents who are walking their child into school occurs when the parent hands the child to a member of staff at the gate on the left hand side or at the classroom door (Barcud Coch).

### **Safeguarding**

The safeguarding of pupils is of paramount importance. The school understands its duty to keep learners safe and adheres to the PREVENT agenda and broader safeguarding guidelines. Regular and well-planned lessons are taught in online safety and Relationship and Sexuality Education to ensure that our pupils are given the very best advice on how to keep themselves safe.

### **Equality**

The school operates a policy of equality for all pupils regardless of gender, ethnicity, religious beliefs or culture. Pupils identified as Looked After Children (CLA), More Able and Talented (MAT) and those on the child protection register are supported, in all activities, in line with their individual needs.

### **Health and Safety**

The school follows the recommendations of the Local Authority's and schools governing body's Health and Safety Policies. The level of adult supervision and support to the degree of risk is in accordance with manual handling procedures. Any specific issues relating to Health and Safety that require immediate attention must be brought to the attention of the Head teacher or Safeguarding team.

### **Staff Development**

Staff will have access to in-service training as and when appropriate. This is in accordance with the school's policy for staff development.

### **Role of the Head teacher**

- To discuss transport issues with the Transport Manager
- To ensure, delegated to the Transport Manager, that protocol for Transport is adhered to
- To take on any recommendations from the LA with regard to Transport issues

### **Links to Other Policies**

This document must be read/applied in conjunction with the relevant content of the following policies and those of the Local Authority:

- Educational Visits
- Safeguarding
- Health and Safety
- Home to School Transport – local Authority policy - available on the Council's website at: [rhondda-cynon-taf.gov.uk](http://rhondda-cynon-taf.gov.uk)
- Guide to using a School Minibus (RCT)

