

## **Transport Procedure V4.1B**

Maintaining the safety of everyone at taxi/minibus time is our top priority. Everyone has a part to play in ensuring the safety of all involved at this time.

Some of our pupils are transported by their parents/carers/other relatives. Parents must inform us in the morning if someone different is collecting their child at the end of the day.

### **Morning Drop Off**

Whether a pupil travels in Local Authority transport or in their family/carers car, school now has a database which staff can check against. The database is managed and updated by reception staff and Emma Allen, Lillias Marvin or Stef Lord as necessary when the taxi lists are returned to reception.

Every morning the Taxi Team (or the member of staff allocated with the responsibility from class) will use the check list they used the afternoon before.

If there are any changes they should be noted down for the PM staff.

Staff should wait inside the door and step forward as soon as they see a pupil from their class. If no staff are available, the taxi team staff will contact the class.

For pupils who transition into school independently or are dropped off at the back of school, it is the responsibility of the class teacher to allocate a member of staff to monitor arrival and notify Reception if they do not arrive in their usual taxi.

A list of pupils who transition independently into school on a morning will be added to the database.

### **After School Collection**

All check lists should be collected from Reception.

For the front of school and Primary/P16 entrances, one allocated person should direct traffic and another check their list for the correct vehicle registration details and expected adults, and contact classes as taxis arrive. For the rear of school one person from the Hubs will phone through to classes as the taxi arrives.

Class staff should bring the pupil to their transport, and ensure they escort the pupil all the way to the vehicle door, using the allocated crossings to cross the car park, unless they are independent travellers, in which case staff can watch remotely.

If a taxi/minibus/vehicle is not identified on the list but you are **absolutely certain** that you know the staff/family member inside the car and have verified this with the Assistant Head, it is safe for

them to go. Hub 2 and any other classes with pupils being picked up at the back of school should verify with the Assistant Head.

Please write down the vehicle registration, make and model, name of the adult collecting a pupil and their relationship to the pupil being collected and hand this to reception telling them which pupil(s) it involves so the database can be updated.

If an unidentified car with unidentified staff/family come, or the same car with unidentified staff/family, and we have not received information about any changes, staff must: **Inform Reception immediately and the Assistant Head**, providing details regarding the registration, name of family member/carer or escort/driver, telephone numbers and the transport company.

Reception will then contact the relevant authorities/family members to confirm any changes. Reception will also contact the Parent/Carer of the pupil for consent for them to travel in a different vehicle, possibly with different drivers and escorts. Once confirmation has taken place reception will let relevant staff know and the pupil can go to their taxi. The pupil **must not leave** prior to confirmation.

If a pupil's transport changes due to them going to respite or any other out of school services the same procedure must be followed.

If you have a change to report, please write this down and hand over to whoever is staffing reception. The database will then be updated, prior to the next day's pick-ups.

**Staff are reminded that they must accompany pupils to the vehicle to ensure that the above safety checks are carried out.**

Summarised actions:

<p>Person and Vehicle recorded on the taxi database</p> <p>Staff takes pupil to the vehicle</p>	<p>Unidentified vehicle, but <b>absolutely certain</b> you know the adult/s</p> <p>Verify with Assistant Head of the appropriate department.</p> <p>If verified, take pupil to the vehicle</p> <p>Take vehicle details to reception</p>
<p>Unidentified vehicle and unidentified staff/family</p> <p><b>Inform Reception immediately</b> providing details regarding the registration, name and telephone number of family member/carer or escort/driver, and the transport company</p> <p>Await confirmation before taking pupil to vehicle</p>	<p>Same vehicle, unidentified staff/family</p> <p><b>Inform Reception immediately</b> providing details regarding the registration, name and telephone number of family member/carer or escort/driver, and the transport company</p> <p>Await confirmation before taking pupil to vehicle</p>
<p><b>Pupils Who Transition Independently and/or Arrive Later than Normal Time</b></p> <p>The class teacher must allocate a member of staff to monitor the arrival of all students arriving independently.</p> <p>If an expected pupil does not arrive at school, usual absence procedures must be followed to make contact with parent/carer</p> <p><b>Pupils who transition into school independently must be escorted to their transport at the end of day so vehicle/family member/carer verification can be carried out</b></p>	