



Policy Transport

School Motto Dream, Believe, Achieve Together.

Persons with Responsibility

Governors

Family Liaison Officer - Angela Lamb

Mandy Knipe

All staff

Linked Policies

Safeguarding

Health and Safety

Next Review: January 2028

Westwood Park is an inclusive school. All policies should be seen in the light of overcoming barriers to learning for example: dyslexia, dyspraxia, ASD, emotional, behavioural and learning difficulties.

1. Purpose of the Policy

The purpose of this policy is to ensure the safe, efficient, and well-managed transportation of pupils to and from school, and on school-organised visits or activities. The policy outlines the responsibilities of the school, staff, parents/carers, pupils, and transport providers.

2. Scope

This policy applies to:

- Daily travel to and from school
- Transport provided or arranged by the school
- Teachers or school staff transporting pupils
- Walking buses organised by the school
- Pupils walking to and from school independently
- Educational visits, sporting events, and extracurricular activities

3. Legal and Safety Framework

The school is committed to complying with:

- Health and Safety legislation
- Local Authority transport guidance
- Safeguarding and child protection requirements
- Road traffic regulations

Risk assessments will be completed where appropriate, particularly where staff transport pupils or where walking routes are used.

4. Responsibilities

4.1 School Responsibilities

The school will:

- Ensure all transport arrangements are safe, appropriate, and risk assessed
- Use reputable, licensed transport providers where external transport is used
- Set clear procedures for staff transporting pupils
- Organise and manage walking bus arrangements safely
- Communicate transport expectations clearly to parents/carers
- Maintain up-to-date emergency contact details

4.2 Transport Provider Responsibilities

Transport providers are expected to:

- Hold valid licenses and appropriate insurance
- Ensure vehicles are roadworthy and well maintained

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- Ensure drivers are suitably trained and vetted
- Follow agreed safeguarding and supervision procedures

4.3 Parent/Carer Responsibilities

Parents/carers must:

- Ensure children arrive on time for pick-up or walking bus arrangements
- Inform the school of any changes to transport plans
- Support the school's behaviour expectations during travel
- Provide written consent where required (e.g. staff transport or independent walking)
- Ensure children are collected promptly where required

4.4 Pupil Responsibilities

Pupils are expected to:

- Follow instructions from staff, drivers, and walking bus leaders
- Behave sensibly and safely at all times
- Wear seatbelts where provided
- Show respect to others and school property

5. Teachers and Staff Transporting Pupils

In exceptional circumstances, teachers or school staff may transport pupils to or from school or school activities.

Conditions:

- Parental consent must be obtained in advance
- Transport must be approved by the Headteacher
- Staff must hold a valid driving licence and appropriate insurance, including business use where required
- Vehicles must be roadworthy and suitable for transporting children
- Staff should avoid transporting a pupil alone where possible

Staff will follow safeguarding guidance at all times. Any concerns arising during transport must be reported immediately.

6. School Walking Bus Arrangements

The school may operate a walking bus to support safe travel to and from school.

Walking Bus Procedures:

- Routes and collection points will be risk assessed
- The walking bus will be supervised by school staff or approved volunteers
- Appropriate adult-to-child ratios will be maintained

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- Registers will be taken at the start and end of the walk
- High-visibility clothing will be worn where appropriate

Parents/carers must ensure children arrive on time at designated walking bus pick-up points. Parental consent will be required for participation.

7. Children Walking to and From School Independently

The school recognises that some parents/carers may wish for their child to walk to and from school independently.

Conditions:

- This is a parental decision and responsibility
- Children from Year 4 upwards may walk to and from school alone with parental permission
- Written permission must be provided to the school via the annual consent form.
- Children in Nursery, Reception and Years 1 to 3 must be accompanied by a parent or guardian when transporting to and from school
- The school recommends this only for children who are developmentally ready and familiar with road safety
- The school is not responsible for pupils before they arrive on site or after they leave the school grounds

The school may withdraw permission if concerns arise regarding a child's safety.

8. Behaviour on Transport and Walking Routes

All school rules apply during travel to and from school and on walking buses. Poor behaviour will be managed in line with the school's Behaviour Policy. Serious or repeated incidents may result in:

- Warnings to pupils and parents/carers
- Temporary or permanent withdrawal of transport or walking bus privileges

9. Supervision and Safeguarding

- Adequate supervision will be provided during school-organised transport
- Staff will be briefed on emergency and safeguarding procedures
- Any safeguarding concerns will be reported and recorded in line with the school's Safeguarding Policy

10. Health and Medical Needs

- Parents/carers must inform the school of any medical needs relevant to transport
- Medication arrangements will follow the school's Medical Policy
- Emergency procedures will be communicated to supervising adults

11. Emergency Procedures

In the event of an emergency:

- Staff or drivers will follow established emergency procedures
- The school will be informed as soon as possible
- Parents/carers will be contacted where appropriate
- Incidents will be recorded and reviewed

12. Review and Monitoring

This policy will be reviewed annually or sooner if required due to incidents, changes in guidance, or operational needs.

Additional Advice from the NSPCC:

<https://learning.nspcc.org.uk/research-resources/schools/dropping-off-and-picking-up-before-and-after-school>

If parents, carers or other authorised people are not able to collect the child and have arranged for someone else to come instead, the parents or carers must notify the school as soon as possible. Identification may be required when the person comes to collect the child.

If nobody comes to collect the child, the school must make every effort to contact the parents, carers or authorised person whose details have been supplied. Schools may wish to stipulate a cut-off time after which they will apply child protection procedures and contact children's social care.

Until the child is collected, they should stay at school in the care of two members of staff who have undergone the appropriate vetting and barring checks (one should preferably be the nominated child protection lead or deputy child protection lead).

School staff and volunteers should never:

- ***take the child home with them***
- ***transport the child home without parent permission***
- ***go in search of parents/carers.***

The nominated child protection lead should make a full written report of the incident. This report should be added to the child's safeguarding file. If appropriate, this report should also be shared with children's social care.