



# **Home/School Transport Policy Document**

## **AIMS**

1. To ensure the safe arrival and departure of pupils at all times.
2. To increase pupil independence and self help.

## **PROCEDURE**

Key staff throughout the school have responsibilities for managing the transport arrangements.

Members of staff co-ordinate transport movements using walkie talkies.

Social Services and Health professionals have offices at The Beacon Folkestone, vehicles at pick up and drop off times are closely monitored by The Beacon Folkestone staff to ensure the least amount of intrusion to the other services.

## **A.M.**

The school day starts at 9am;

- Pupils transported in a vehicle are able to arrive from 8.50am (unless they attend breakfast club, then they are able to arrive slightly earlier). All vehicles are directed by school staff to ensure the upmost safety for all visitors to The Beacon Folkestone.
- Pupils who are classes as walkers or who are picked up by their parents/carers, either walk independently to their classes under visual supervision by an adult or are met by staff at the main school entrance.

## **P.M.**

Vehicles for pick up should arrive on site no more than 10 minutes before the allotted pick up times.

## **SAFETY**

Any issues regarding safety should be made known as soon as possible to a Senior Leader and the Business / Site Manager.

Any instances of careless/dangerous driving, smoking or early/late arrival should be reported as above.

## **CHILD SEATING**

Pupils at The Beacon Folkestone are transported to and from off-site activities within the statutory regulations that came into force on September 18<sup>th</sup> 2007. Where appropriate pupils heights are measured on an annual basis to ensure that staff use the booster seats for individuals correctly in vehicles that require them. Although taxi services are not obliged to operate within the statutory regulations the School endeavours to encourage all transport services to adopt the guidelines as outlined within the regulations.

## **RESPONSIBILITY**

The school is responsible for the safety of all adults and children on the site. It is essential that all adults consider pupil safety at all times. Where required staff members are available to meet transport every morning.

Occasionally a pupil will need to be dropped off or picked up early, on these occasions individual arrangements will be made by senior staff.

**UPDATE SCHEDULE**

<b>Version</b>	<b>Reviewed</b>	<b>Reason for Update</b>	<b>Next review date</b>	<b>Governor agreement</b>
1	Nov 16	Transfer & Update	Nov 18	N/A