BALLARD

BESPOKE EDUCATION

SCHOOL JOURNEYS – SAFETY AND SUPERVISION	
Reviewed by:	**Chris Jackson – Deputy Head Pastoral**
Review Date:	**September 2026**
Next Review due:	**September 2027**

School Journeys – Safety and Supervision Policy

STATEMENT OF INTENT

This policy has been created to support and promote the safe and sustainable travel of pupils, as well as school-organised travel, and to highlight good practice and provide equal opportunities for all pupils. This policy should be adhered to by all staff members, pupils, parents and volunteers. The Safeguarding and Child Protection Policy should be read in conjunction with other Ballard School policies and DfE guidance. This policy ensures staff, pupils and contractors are free from any potential risks and enables vulnerable persons who may be at risk, to be identified.

Ballard School

- Is committed to ensuring the safety and wellbeing of pupils.
- Recognises that additional support is required for the transport of pupils with special educational needs and disabilities (SEND).
- Is committed to ensuring that all school-related activities and events are accessible to all pupils.
- Ensures that any transport arranged by the school is suitable for the intended purpose.
- Works to ensure a consistent process regarding the transportation of pupils in both private vehicles, school-owned vehicles, and taxi licensing services.
- Protects pupils from harm and has a duty to report matters of concern that could relate to the safety and/or welfare of children and vulnerable persons to the relevant authorities;
- Ensure transport services are provided by appropriately trained, licensed and authorised personnel;
- Ensure vehicles used to convey passengers are safe and fit for the purpose;

Legal framework

It is the intention of the policy to comply with the statutory requirements of the Education Act 1996 and updated by the Education and Inspections Act 2006. The policy set out in this document became applicable to children of primary school age on or after 1 September 2007 and to secondary school age pupils on or 1 September 2008. In supporting the guidelines outlined in the policy, the school maintains safeguarding standards and to achieve the best possible outcomes in delivering transport services for vulnerable young people.

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Road Traffic Act 1988 (as amended)
- Motor Vehicles (Driving Licences) Regulations 1999 (as amended)
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- DfE (2014) 'Home to school travel and transport guidance'

This policy will be implemented in conjunction with the following school policies, documents, and procedures:

- Health and Safety Policy
- Special Educational Needs and Disabilities Policy
- First Aid Policy
- Behaviour Policy
- Educational Visits and School Trips Policy
- Staff Code of Conduct
- Pupil Accident Log

Safeguarding

The school must ensure that the required safeguarding and suitability checks on the drivers of vehicles providing dedicated home to school transport, and any passenger assistants involved in providing home to school transport have been undertaken. In these circumstances both roles are considered to be regulated activity, which means some people are barred from doing it. Therefore, if the school is responsible for arranging transport for a child, they must ensure the relevant checks have been done.

Child-centred approach

Ballard School adopts a child-centred approach to safeguarding. The welfare of the child is paramount, and all staff should act in the best interests of the child at all times. Staff should maintain the attitude that "it could happen here" where safeguarding concerns arise

Safeguarding Awareness

The School must consider the role that transport staff can play in spotting and reporting the abuse, exploitation or neglect of children and vulnerable adults. As with any group of people, it is overwhelmingly the case that those within the industry can be an asset in the detection and prevention of abuse or neglect of children and vulnerable adults. However, this is only the case if they are aware of and alert to the signs of potential abuse and know where to turn to if they suspect that a child or vulnerable adult is at risk of harm or is in immediate danger. All staff, including those who do not work directly with children, must read and understand Part One of Keeping Children Safe in Education (KCSIE) 2026 and receive safeguarding and child protection training, including online safety training, as part of induction and regular updates thereafter. Staff must understand their responsibilities to identify concerns, respond appropriately and report concerns without delay.

These programmes have been developed to help drivers and operators:

- provide a safe and suitable service to vulnerable passengers of all ages;
- recognise what makes a person vulnerable; and
- understand how to respond, including how to report safeguarding concerns and where to get advice.

Training

The school must ensure that drivers of vehicles providing dedicated home to school transport, and any passenger assistants involved in providing home to school transport, have undertaken appropriate training through MIDAS and that this is kept up to date. It is also considered good practice for those responsible for planning and managing school transport to have undertaken appropriate equality training.

This training should include (but is not restricted to):

- the handling of emergency situations, including when to contact the emergency services
- an awareness of different types of disability, including hidden disabilities
- an awareness of what constitutes discrimination

- training in recognising, supporting and managing children with different types of disabilities, including hidden disabilities, and behaviour that may be associated with such disabilities
- communicating appropriately with pupils with different types of disabilities, including hidden disabilities.

Safeguarding awareness training should include the ways in which drivers can help to identify county lines exploitation. Any member of staff who has a concern about a child's welfare must act immediately and report the concern to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay. Staff should never assume that another person has taken action. Where a child is at immediate risk of harm, a referral to Children's Social Care and/or the Police should be made immediately.

Pupils' Arrival and Departure

The school is open from 8.00am. Pupils travelling home on school transport, may not leave the school site at 4.00pm. Pupils are not supervised by a member of staff when travelling on the school buses and pupils are expected to behave responsibly.

Late collection

Staff and parents/carers must work together to ensure pupils are safe. The school should be notified immediately should it become apparent the person collecting will be late or not present at the transport destination address. In the event of late collection or a responsible person not available, the pupil/driver will make the situation known to a member of staff and be supervised. We will allow a 15-minute window for late arrival. Following this, we will attempt to contact the parents on the phone numbers provided to the School. If this is unsuccessful, we will attempt to contact the emergency contacts.

The School will keep a record of incidents where parents are late/unavailable for no explained or good reason, or where there are repeated incidents.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be recorded on MyConcern.

In an emergency, verbal consent may be given for an agreed person to take their child home/or taken to an alternative known address.

Non-collection

In the event a pupil is not collected by an authorised adult or available for hand over from transportation and no contact has been established within forty-five minutes to one hour of the usual collection time, the School will follow child protection procedures, and the Police will be informed. The School will liaise with Children Services as appropriate.

Under no circumstances will staff go to look for the parent or take the child home with them.

A letter will be sent to the parents notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the School and parents/carers do everything possible to avoid a recurrence of the situation.

Complaints against drivers

The School deals with complaints made against drivers in a robust manner. If a complaint is received, the Leadership Team are informed, and the Transport Manager will investigate with the driver. The Transport Manager will let the complainant know the outcome of any investigation and he/she will inform the Leadership Team. If further action in required, this will be taken up by the Bursar. The Bursar will report to the Leadership Team and outcomes determined. If the School receives a number of complaints about an

individual driver, any action will be determined by the Leadership Team, which could include no further action, the offer of training, or a capability/disciplinary procedure.

Safeguarding concerns relating to staff, drivers and volunteers

Any safeguarding concern, allegation or low-level concern relating to a member of staff, volunteer, contractor, passenger assistant or driver must be reported immediately in accordance with the School's Staff Code of Conduct, Child Protection and Safeguarding Policy and Allegations Management Procedures. Concerns will be referred to the Headteacher and/or Designated Safeguarding Lead as appropriate and managed in accordance with KCSIE 2026 and Local Authority procedure

Children with medical needs

When the school makes transport arrangements for a child with medical needs, they will conduct a risk assessment to consider how those needs might affect the child during their home to school journey and put in place proportionate arrangements to manage those needs. This is likely to involve consulting the parent and may also involve consulting the child and considering any information in an EHC plan. It should ensure the driver of a vehicle providing dedicated home to school transport is aware of the needs and how to respond to them and has received any training necessary to enable them to do so.

Vehicle Safety

Minibuses and coaches used to take children to and from school are public service vehicles. This means they are subject to specific legislation on safety standards. The School must ensure that the vehicles used are appropriate for the types of journeys planned. The School will, for example, specify within their contracts with school transport providers that they will only accept vehicles fitted with seat belts.

English speaking

Driver applicants must be able to converse orally and in writing in English to a standard that would be reasonably expected of a person undertaking a role as a passenger carrier vehicle (PCV) or transport manager. This includes the ability:

- to clearly understand guidance and instructions;
- to direct vulnerable persons in the event of accident or incident;
- to act on the instructions of officials, e.g., emergency service personnel;
- to support vulnerable persons;
- to produce written reports, e.g., accident or incident reports;
- present evidence to, e.g., public inquiries or courts.

Identity

There is a requirement to wear a school lanyard for all our drivers. All drivers must wear a high visibility jacket.

ETHOS Ballard School Procedures

- Duty staff supervise pupil arrivals and pupil departures;
- Pupils will be reminded to wear seatbelts at all times; and
- Pupils will be reminded to maintain high standards of behaviour.

Review of the Policy

The safe carriage of Ballard pupils is of paramount importance. The policy is consistent with current legislative requirement, best practice and is formally reviewed every year. However, it will be the subject of

continuous evaluation and, if necessary, formally reviewed at any time. At the time of review all relevant stakeholders will be advised.

Chris Jackson
Deputy Head Pastoral
September 2026

Policy Log:
September 2021 updated (Andy Marshall)
September 2022 updated (Andy Marshall)
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