



SAFETY & SUPERVISION ON SCHOOL JOURNEYS

COVERING BOTH SCHOOLS
INCLUDING EYFS AND BOARDING

Committee normally reviewing:	Joint Senior Leadership Teams
Date formally approved:	October 2015
Date policy became effective:	September 2012

Period of Review:	Annual
Next Review Date:	October 2016

Person responsible for implementation and monitoring :	Headmaster/Headmistress Bursar
Other relevant policies :	Health & Safety First Aid Educational Visits

Aims & Ethos

The following policy covers both schools and encompasses both the ethos of the

Preparatory School

[Aims & Ethos of the School](#) Click here

Mrs Jenny Burrett
Head, Preparatory School

and the

Senior School

[Aims of the School](#) Click here
[Ethos of the School](#) Click here

Mr Chris Townsend
Head, Senior School

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding and Promoting the Welfare of Pupils Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the student is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Safety & Supervision on School Journeys

1. This policy seeks to promote the welfare and safety of students travelling on School Minibuses and during School trips.

Supervision on transport can help maintain good behaviour amongst pupils and this in turn can contribute to more positive behaviour within the classroom. Discipline problems which start on the journey to school, can spill over into the classroom. Supervision contributes more generally to greater transport safety. It is for the School to determine whether or to what extent to provide supervision. Felsted mini-bus drivers are trained in supervision of students and managing their journey and welfare; they have the telephone contacts of parents of students they collect to manage the journey in poor weather, for example. They actively use the journey time to build positive relationships with school pupils.

Parents and school staff have a key role in encouraging pupils to behave responsibly whilst on a school bus. The safety of pupils using school transport, particularly when boarding and alighting from a bus, could be jeopardised as a direct consequence of inappropriate or unruly behaviour.

2. The School seeks to promote the welfare and safety of students travelling on School Minibuses and during School trips by.

For students:

- Following the **FELSTED MINIBUS PROTOCOL (APPENDIX 1)**
- Ensuring that pupils understand the rules for safe travel on School buses, including the consequences of misbehaviour and banned activities such as smoking, vandalism, fighting, moving about the vehicle and tampering with the emergency doors and windows;
- Taking a firm line with pupils who misbehave on or around school transport.
- Taking firm action against any pupil found smoking and reporting any driver observed smoking to the Headmaster/Headmistress or Deputy Headmasters and Transport Manager;
- Warning pupils of the danger of distracting the drivers attention by misbehaving on the vehicle;
- Encouraging pupils to stand back from the edge of the kerbs when waiting for the pick ups;

For drivers, the school will promote the welfare and safety of students travelling on School Minibuses and during School trips by:

- Training all drivers
- Working with the DBS checked and trained Felsted drivers as appropriate in cases of problem behaviour;
- Ensuring observance of a “No Smoking policy on School buses for drivers
- Providing School minibus drivers with advance details of times/dates when pupils will not be using School transport.
- Reporting to the Transport Manager, any shortcomings in the transport service, including late or non-operation, incorrect routes and poor driving standards.

For Common Room on supervised Educational Visits and Trips:

- Ensuring that all requirements set out in the Educational Visits Policy are complied with including appropriate staff/student ratio on trips
- Ensuring that Common Room require students to remain seated and with seat belts on throughout the journey when on a school trip or visit, and that they actively police student behaviour to prevent distraction of the driver or any other inappropriate behaviour
- Ensuring that students embark and alight from the bus in a safe manner
- Ensuring that all students are accounted for and registered on the journey, and that appropriate information including destination and emergency contact details, and student medical and other special circumstances, are available at all times

3. Other Safety measures to ensure student welfare and safety on School Minibuses and during school trips

- Providing safe access to and from the onsite designated pick up points for both vehicles and pupils and ensuring adequate supervision of transport arrival and departure from the School;
- Ensuring that private cars on school property are not parked in such a way that they cause obstruction or danger;
- Establishing contingency plans for bad weather or other emergencies in line with education authorities’ policies;
- Ensuring that all buses (both hired coaches and school minibuses) are not overloaded (for example, by supervising pupils when they board buses and ensuring that sufficient space is available)

4. Review

- This Policy will be reviewed and updated annually

Dr M J Walker
Headmaster, Felsted

Mrs Jenny Burrett
Headmistress of the Preparatory School

APPENDIX 1

FELSTED MINIBUS PROTOCOL

1. Wear seatbelts and sit in your place while the vehicle is in motion
2. Do not open the doors once they have been closed
3. Do not alight until the driver indicates that it is safe to do so; stand well back from the kerb when you are being picked up.
4. Do not distract the driver at any time
5. Respect and follow the driver's instruction at all times
6. Take care waiting for, getting on to and alighting from the bus as well as reaching your next destination
7. Drinking should be confined to a bottle of water
8. Eating should be confined to a dry snack
9. There should be no dropping of litter
10. There should be good manners, no swearing, no inappropriate conversations and all passengers should be mindful of the mixed ages on the bus
11. If an FPS pupil has a mobile phone in School the 'Use of Mobile Devices in School' form should have been completed and given to the Head of ICT. Mobile phones should be used for communicating with parents/carers only.

Mr Chris Townsend
Headmaster

Mrs Jenny Burrett
Headmistress of Felsted Preparatory School