



BUS CHILDREN POLICY

The purpose of this policy is to ensure the safety of children who use the bus transport to and from school. It details the routines and procedures in place so that all staff are aware of their role in ensuring that children are always brought directly into school under supervision and escorted back to their bus.

STAFF BUS DUTIES

The teaching assistant (TA) on "bus duty" collects and returns the children each day between the bus and school. A bus rota should be in place detailing which teaching assistant it is. If there are more than a manageable amount of children (depending on their age range, number and any special needs), then two teaching assistants should be on duty every day. The headteacher will make the final decision on how many are needed to ensure their safe supervision. At the start of the school year and the first week of each term, there should be a minimum of two TAs.

MORNING ROUTINE

At 8.40am, the TA goes into the playground to await the first bus. Children are escorted from the bus into the playground and everyone waits together for the second bus to arrive. A suggested place to wait is in the wooden shelter. If there is more than one TA, then a TA could take a group of children inside to their class. If a bus arrives before 8.40am, there is an agreement through the ERYC with the bus companies, that the driver waits with the children on board until the TA arrives. If this fails to happen, the headteacher is to ring the bus company to ensure that they follow this procedure. In the case of very bad weather with only one TA, the children could be brought inside to wait near the office.

When all the children have been collected, they should be brought into school and their names ticked off immediately on the morning bus register. If any child is missing, their name should be reported immediately to the office. If there has been no notification of absence by their parent, the office staff should ring the parent immediately to find out the child's whereabouts.

Usually all buses have arrived by 8.50am. In the case of a late bus, at least one TA must await its arrival. If the bus has not arrived by 8.50am, the office should be informed and should try to contact the bus company for further information. If necessary, they should organise a member of staff to wait for the bus. However, if a bus arrives late, the bus driver should escort the children into school and the office staff should register the children and follow the registration procedures above.

AFTERNOON ROUTINE

An afternoon bus register is kept so that the teachers know the names of children going home on the bus. They keep a list of this on a classroom chart. A cross should be placed next to their name on the afternoon bus register if the teacher has been informed by a parent that the child is not going home on the bus. If a teacher is in doubt, they should ask the office

to check with the parent. At hometime, the bus children must form a line in the corridor with a TA and are taken down to the hall where their names are ticked off on the afternoon bus register. If anyone is missing, a message should be sent to the class teacher. When everyone is present, the children make a line and are walked to the school gate. They must wait in the line until the TA asks them to board their bus. The TA should remind the children to put on their seat belt.

CHILDREN

The bus children should be reminded about the routines at the start of school year and then at regular intervals throughout. This could be done through the Junior Road Safety Ambassadors. The bus children should know who they should tell if they encounter a problem on the bus. The children should know that they must come straight into school if they were ever to get lost. TAs should reinforce this whilst waiting with their children.

Any safety issues with the bus should be logged in the school Incident/Accident Book with details of the actions resulting from the incident.

CONTACT NUMBERS

Enterprise Coaches	07885 118477
Beverley Community Link	01482 888226
East Hull Community Transport	01482 719600

Contact numbers of bus children's parents/carers are kept in the Bus Register File.

Copies of the bus registers are kept in the Bus Register File.

The Bus Register File is located in the cabinet outside the office.