



BUS CHILDREN POLICY

The purpose of this policy is to:

1. 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.
2. set out behavioural expectations for children who use school transport and to ensure that children are safe from bullying.

STAFF BUS DUTIES

The teaching assistants (TAs) on “bus duty” collect and return the children each day between the bus and school. A bus rota of TAs should be in place. Two teaching assistants should be on duty every day wherever possible.

MORNING ROUTINE

At 8.40am, the TAs go 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. One 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 TAs arrive. 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 the children should be brought inside to wait near the office. Caution should be taken at the beginning of the year when new bus drivers may not know the routines.

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, 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 home-time, 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 by the TAs on duty about the following at regular intervals:

- **drop-off and collection routines**
- **appropriate behaviour on the bus, including the need to remain seated with their seat belt on and to talk quietly to their friends whilst travelling**
- **that any bullying is not tolerated**
- **who they should tell if they encounter a problem on the bus. Problems will be followed up by the teacher or headteacher**
- **what to do if they were ever to get lost (come straight to office)**

Any safety issues with the bus should be logged in the school Incident/Accident Book with details of the actions resulting from the incident. The headteacher will inform the parent of any issues as appropriate.

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.

Due for review – Autumn 2025

Equality Analysis Impact

This policy was written with reference to and in consideration of the school's Equality Policy.

Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? **No**

Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age) **No**

Any questions or concerns regarding this policy should be made to the headteacher.