



# Frank Field Education Trust

## Travelling in school vehicles behaviour policy

Handforth Grange Primary School

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***Social Justice through Excellence in Education***

This document details Handforth Grange Primary School's approach to managing the behaviour of children travelling on the school's minibus or other vehicles for both travel from the children's home to school and travel from school to other events.

This is to ensure that all children can travel comfortably and safely. Where the school has arranged transport, this code will apply. This Behaviour Code promotes safe travel for all children, by setting out the standards of behaviour required. The school will investigate incidents involving children travellers to ensure that consistent standards of behaviour are adopted and that enforcement and sanctions, as set out in the code, are applied consistently. Travel assistance will be withdrawn in accordance with the arrangements set out in this code.

### **School travel duty**

Children and young people are entitled to travel safely and the majority of children behave well. However, poor behaviour when travelling can have wide ranging consequences and therefore, taking into account this education travel duty, this policy has been written to promote safe travel for all children.

#### **1. Expected Behaviour**

All children are expected to have respect for others. The school therefore expects appropriate and acceptable behaviour from all children travelling on the school minibus, which includes but is not limited to:

- Being ready on time - vehicles will not be able to wait for late arrivers as this would impact on others;
- Being polite and showing respect to the driver, the passenger assistant and other passengers;
- Following instructions from the driver or passenger assistant;
- Staying seated and keeping the seat belt on, when these are provided;
- Looking after personal belongings and keeping them in a safe place;
- Taking home any litter;
- Informing the school and parent/s if someone has been misbehaving or disrespecting others.

#### **2. Parent Responsibility**

Parents are expected to support the school in providing a safe and comfortable journey for all passengers by familiarising themselves with the expectations and procedures set out in this Behaviour Code and by modelling acceptable behaviour and insisting their children show respect for others when travelling. The school expect:

- Children to be ready on time - vehicles will not be able to wait for late arrivers as this would impact on others;
- Everyone to be polite and show respect to the driver, the passenger assistant and other passengers.

### **3. Categories of Breaches in Behaviour**

To promote consistency in responding to behaviour problems, the following procedures will be applied:

#### **A. Disruptive behaviour**

This category includes behaviour that is inappropriate and is unpleasant for others, but not dangerous. This includes but is not limited to the following:

- Throwing litter out of the windows (this is illegal) or leaving litter inside the vehicle;
- Smoking or vaping on the bus (this is illegal);
- Using offensive language;
- Preventing others from entering the vehicle;
- removing seatbelt, jumping or running up and down the aisles whilst the vehicle is moving;

**Stage 1** – The driver of the vehicle or passenger assistant will instruct the passenger/s concerned to modify their behaviour. No further action will be required if behaviour is modified at this stage.

**Stage 2** – If behaviour is not modified, the driver or passenger assistant will complete an incident report detailing the behaviour. It is expected that drivers or passenger assistants will be able to resolve such situations. The incident report will be provided to the school and discussed with the parent/s. A letter will advise the parent/s that persistent misbehaviour will result in the temporary withdrawal of travel assistance.

**Stage 3** – Persistent misbehaviour will result in withdrawal of travel assistance for a fixed period of two weeks.

**Stage 4** – Repeated persistent misbehaviour resulting in a two weeks withdrawal of travel assistance on 2 separate occasions within one academic year will result in the withdrawal of travel assistance for the remainder of that academic year. A new application for travel assistance will be required for the new academic year.

#### **B. Serious and potentially dangerous behaviour**

This category is for more serious incidents which require disciplinary procedures to ensure the safety of others. This includes but is not limited to the following:

- Distracting the driver with verbal abuse or with threatening behaviour;
- Harassing and bullying other passengers;
- Throwing objects inside the vehicle which has the potential to cause an accident or harm and/or damage;
- Interfering with emergency exits, doors or windows;
- Refusing to wear a seatbelt where these are provided;
- Refusing to follow adult instructions;

**Stage 1** - The driver will warn the passenger/s concerned about their behaviour. This is highly likely to necessitate stopping the vehicle. In all cases, the driver will produce an incident report detailing the offensive and potentially dangerous behaviour. The incident report will be provided to the school and discussed with the child and the parent/s. This may result in the temporary withdrawal of

travel for a fixed period of two weeks. Parents will be notified by telephone and the decision confirmed in writing.

**Stage 2** - If the inappropriate behaviour continues or is significantly serious enough to warrant additional intervention, the driver may contact the police where this represents a serious risk to others. Part C of this code will then apply. In all cases, the driver will report the matter to a senior member of staff at the school on arrival, or for homeward journeys, the following day. An incident report will be completed and this will be provided to the school and discussed with the child or and the parent/s. Parents will be notified by telephone and the decision confirmed in writing.

**Stage 3** –repeated incidents of inappropriate behaviour will result in the withdrawal of travel assistance for the remainder of that academic year. A new application for travel assistance will be required for the new academic year. Parents will be notified by telephone and the decision confirmed in writing.

### **C. Dangerous and/or destructive behaviour**

This level of behaviour puts others at significant risk and will not be tolerated under any circumstances. This includes but is not limited to the following:

- Physical assault of the driver, passenger assistant or other passengers;
- Damage to the vehicle or other property;
- Throwing objects out of the window which has the potential to cause harm and/or damage for other road users;
- Threatening other users with an offensive weapon.

**Stage 1** – The driver may need to involve the police with immediate effect. The driver will report the matter to the headteacher (or member of SLT if the Head is not present) and will complete an incident report. This will be discussed with the child and the parent/s. Behaviour of this nature will result in an immediate withdrawal of travel assistance, which may be for a fixed period or permanent. This decision will be taken by the headteacher. Parents will be notified by telephone and the decision confirmed in writing.

**Stage 2** – A repeated incident will result in permanent withdrawal of travel assistance for the remainder of that academic year. A new application for travel assistance will be required for the new academic year.

The Education and Inspections Act 2006 empowers headteachers to take action to address unacceptable behaviour even when this takes place outside the school premises and when pupils are not under the legal control of the school, but when it is reasonable to do so. This could include behaviour on school buses, or otherwise on the route to and from school, whether or not the pupils are in school uniform.

### **4. Withdrawing Travel Assistance**

1. Parents, as well as children, need to be aware of the implications if the arrangements set out in this code are not followed. A child's entitlement to travel assistance can be withdrawn with immediate effect. In the event that transport is withdrawn, it is the responsibility of the parents to arrange suitable travel.

2. The school will determine the most appropriate action to take in particular circumstances dependant on the severity of the inappropriate behaviour. The school may decide that action under the school's behaviour policy is more appropriate to the incident.

### **5. Making a complaint**

5.1 There is no statutory appeals process for the withdrawal of transport by the school. However, complaints can be made in accordance with the school's complaints policy.

### **6. Pupils with SEND**

6.1 It is recognised that some pupils with Special Educational Needs or Disability (SEND) may have difficulty in assimilating societal norms in respect of their behaviour. Such pupils will be treated sympathetically when examining behaviours falling in category A or B above. This may for instance involve an extra period of coaching by the school and/or parents.

6.2 There can be no special dispensation allowable for behaviours falling into the most dangerous area - category C