



Home to School/College Transport Policy

Behaviour Procedures Code of Practice.

April 2025

INTRODUCTION

This Code of Practice has been produced to inform all staff and parents/carers of children with special educational needs of the accepted levels of behaviour whilst transporting children to school/college and of the procedures which will be adopted to deal with unacceptable behaviour.

The pupils' individual circumstances will always be taken into consideration. Pupils who because of their age, or degree of learning difficulty, who cannot be held responsible for their actions, alternative steps will be taken to deal with any behaviour difficulties that arise on the transport. This will involve close liaison with the school and the parents, to determine the most appropriate way forward.

Pupils will be expected to behave in an acceptable manner whilst travelling on transport that has been arranged by the Authority. A pupil who misbehaves can either reduce the level of service for other children or become a health and safety risk for both him/herself and the other passengers on the vehicle.

Whilst on school transport, pupils are expected to behave in a reasonable and sensible manner.

Children must:

- A. Remain in their seats at all times.
- B. Wear their seat belts at all times.
- C. Follow and abide by the Assistant/Driver instructions.

Children must not:

- A. Speak in an offensive/abusive manner, to the Assistant, driver or any other passenger on the vehicle.
- B. Behave in a way, which creates a danger for him/herself or the other passengers including the driver.
- C. Exhibit behaviour of a sexual nature.
- D. Smoke, eat, drink, spit or fight whilst on the transport.

PROCEDURES

If a pupil behaves in an offensive or dangerous way,

- A. The driver must complete the journey and deliver the pupil to either his home or school.
- B. On completion of the journey, if the pupil has been returned home, the Assistant must contact the Transport Office on 3320478 and the school to report their concerns immediately. This will then be dealt with in school as soon as possible. Where a pattern of poor behaviour is developing, and the pupil has not responded to

requests from the Assistant or the driver, this will be raised with the parent/carer in the form of a warning letter from the Transport Office. (See Appendix A).

The purpose of the letter is to:

- A. Alert the parent to the continual poor behaviour.
- B. Give the parent the opportunity to give their views/representations.
- C. To remind the parent that if the poor behaviour continues, ultimately this could lead to withdrawal of the transport for either a fixed term or permanently.

A copy of the letter will also go to the school so that they are aware of the situation and the importance of behaving appropriately can be reinforced. In most cases, the above interventions will lead to the difficulties being addressed, however, if poor behaviour persists, then the Assistant should complete an incident report form (see Appendix B) and return it to the Integrated Transport Office.

The Authority will write to the parent/carer to arrange an appointment to discuss the future of transport. (See Appendix C).

The meeting will:

- a. Outline the nature, frequency and seriousness of the behaviour.
- b. Give the parent/carer the opportunity to respond to the concerns raised with any views/ representations.

The pupil's behaviour will be reviewed over the following two weeks, and, hopefully the issues will have been resolved. However, if this is not the case and the poor behaviour persists, the Authority in conjunction with the school can impose a fixed term ban from the transport. During this time, the parents/carers will be responsible for ensuring that their child attends school (see Appendix D).

In extreme cases, if the pupil is creating a serious danger to him/herself or other passengers on the vehicle, the driver must either:

1. Contact the school and deliver the pupil straight there.
2. Contact the parent/carer.
3. Pull over and call the police. In this case, if any damage is caused to the vehicle as a direct result of a pupil's behaviour whilst in transit, a fixed term ban can be imposed immediately without going through the other stages. Also any costs for damages could be passed on to those responsible.

It is extremely rare that the Authority is required to withdraw transport. However, the health and safety of all passengers on the vehicle is of paramount importance.

When a pupil is causing serious concern, preventative measures must be taken.

APPENDIX A Date: Our Ref:

Enquiries to:

Direct Line:

Dear , Re:

I am writing to inform you that _____, has been involved in unacceptable and inappropriate behaviour on the transport over the last week.

Specifically, I understand that _____ This behaviour is causing serious concerns for the health and safety of all pupils and adults on the transport, this cannot be tolerated.

The Local Authority has no option but to issue a warning with regard _____ behaviour. If there is a repeat of this behaviour on the bus, the Local Authority will have no option but to withdraw the use of transport.

Transporting _____ to and from school will then become a parental responsibility.

If you wish to discuss this matter, please do not hesitate to contact me on the above direct line.

Yours sincerely

Supervisor

Integrated Transport

Cc Headteacher

APPENDIX B

INCIDENT REPORT FORM NAME OF PUPIL: _____

Date of Birth: _____

Name of Person Compiling Report: _____

Designation: _____

Date of Incident: _____

Time and Duration of Incident: _____

Location of Incident: _____

Witnesses (if any): _____

Description of any events preceding the incident Brief description of the incident
(include here reference to previous incidents and duration of difficulties. Use separate
sheet if needed)

Please describe any intervention: _____

Details of any resulting injury (attach accident report form)

Any other relevant information: _____

Signed:

Date:

APPENDIX C

Date:

Our Ref:

Enquiries to:

Direct Line:

Dear ,

Re:

Further to my letter dated _____, I am writing to inform you that
_____ Behaviour is still unacceptable. Specifically, I understand
that _____

This behaviour is causing serious concerns for the health and safety of all pupils and
adults on the transport, this cannot be tolerated.

_____ Will now be suspended from transport and we will arrange
an appointment for you to come into the School/Office to discuss the future of transport
for _____.

On completion of the meeting _____ behaviour will be monitored over the
next two weeks, if there is no improvement, the Local Authority will have no option but
to withdraw the use of transport.

Transporting _____ to and from school will then become a parental
responsibility. If you wish to discuss this matter, please do not hesitate to contact me on
the above direct line.

Yours sincerely

Assistant Manager

Integrated Transport

Cc Headteacher

APPENDIX D

Date:

Our Ref:

Enquiries to:

Direct Line:

Dear ,

Re: Withdrawal of Home to School Transport

I am writing with regard to the transport arrangements for _____.

As you are aware, we have raised our concerns about _____
behaviour on the vehicle with you at least twice previously.

Despite previous contact, _____ unacceptable behaviour has
persisted and is continuing to cause serious concerns for the health and safety of all
pupils and adults on the transport.

Specifically, I understand that _____.

As in previous correspondence, and because _____ behaviour has
not improved, I regret to inform you that in the interests of health and safety, it has
become necessary to withdraw _____ transport.

The suspension will commence from _____ for
_____.

During this time, you will be required to make your own arrangements for transporting
_____ to school.

If you wish to discuss this matter or would need financial support, please do not hesitate
to contact me on the above direct line.

Yours sincerely

Transport Manager

Integrated Transport

Cc Headteacher