



ASPIRE

THE ASPIRE HUB

TRANSPORT BEHAVIOUR POLICY



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Transport Behaviour Policy

The aims of this policy

Is to set out a Code of Practice to be read in conjunction with the minibus policy to inform all staff and parents/carers of children who attend The Aspire Hub or children with special educational needs of the accepted levels of behaviour whilst transporting children to and from school. Also, to inform the procedures which will be adopted to deal with unacceptable behaviour. The child's individual circumstances will always be taken into consideration. Children 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/carers, to determine the most appropriate way forward.

Children will be expected to behave in an acceptable manner whilst travelling on transport that has been arranged by the school and Local Authority. A child 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 need to:

- Remain in their seats at all times.
- Wear their seat belts at all times.
- Follow and abide by the escort's instructions.

Children should not:

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

If a pupil behaves in an offensive or dangerous way:

- The driver must stop and pull over in a safe place and seek assistance from the escort.
- The escort should
 - Remind children of the bus rules.
 - Give opportunity to alleviate the problem.
 - Remind children of rewards for safe traveling.
 - Wait until child is calm
 - Reassure others on the transport.
 - Call The Aspire Hub for assistance
 - The Aspire Hub will contact parents/carers to collect from the waiting vehicle.
- Where possible complete the journey and deliver the pupil to either his/her home or school.
- On completion of the journey, if the pupil has been returned home, the escort must contact The Aspire Hub to report their concerns immediately. This will then be logged and 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 escort or the driver, this will be raised with the parent/carer in the form of a warning letter. (See Appendix A).
- The purpose of the letter is to:



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- Alert the parent/carer to the continual poor behaviour.
- Give the parent/carer the opportunity to give their views/representations.
- To remind the parent/carer 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 escort should complete an incident report on the school recording system and inform senior leadership as soon as possible. The Aspire Hub will write to the parent/carer with an appointment to discuss the future of transport. (See Appendix B).

The meeting will:

- Outline the nature, frequency and seriousness of the behaviour.
- 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 Aspire Hub 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.
- 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. Follow the procedures above.
 2. Contact the school and deliver the pupil straight there.
 3. Contact the parent/carer.
 4. 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 Aspire Hub 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 Aspire Hub has no option but to issue a warning regarding _____ behaviour. If there is a repeat of this behaviour on the bus/transport, The Aspire Hub will have no option but to withdraw the use of transport. Transporting _____ to and from school will then become a parental/carers responsibility.

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

Yours sincerely

Gill Bullock
Aspire Hub Bolton
33 Leigh Rd
Westhoughton
BL5 2JE

Hub Office: 03332008705
g.bullock@aspirebm.co.uk
www.aspirebm.co.uk



Working with Children & Families to Raise Aspirations

Head Office: Aspire Behaviour Management The Aspire Hub Burnley, Chapel Place, Burnley, BB11 1LE
Cc Headteacher

APPENDIX B

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. An appointment has



been made on _____ for you to come into the school to discuss the future of transport for _____. _____ behaviour will be monitored over the next two weeks, if there is no improvement, The Aspire Hub will have no option but to withdraw the use of transport. Transporting _____ to and from school will then become a parental/carers responsibility.

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

Yours sincerely

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Cc Headteacher

Date	Ratification	Reviewed by
Jan 20	This policy was ratified by the board of Directors.	Directors
Jan 21	No changes made	LE
March 22	No changes made	LE