



## **SEN TRANSPORT, RETURNING TO SCHOOL IN SEPTEMBER 2020 SHARED RESPONSIBILITIES OF PARENTS, CONTRACTORS, SCHOOLS, PASSENGER ASSISTANTS AND DRIVERS**

This Document is not exhaustive and subject to amendment/correction but it attempts to layout the expectations of all parties involved in SEN home to school transport. Please read each section to enable you to understand the roles and responsibilities of each other to enable us to keep our children, young people and staff as safe as possible.

This plan is based on the latest Government guidance relating to dedicated school transport which differs from public transport guidance.

### **Role of parents and pupils**

Parents/carers must not allow children or young people to board home to school transport if they or a member of their household has symptoms of COVID-19. Please follow the latest Government guidance.

Parent/carers must notify Transport as soon as possible if they decide to take pupils to school themselves or if a pupil will not be attending school.

Ensure pupils wash their hands for at least 20 seconds before joining the transport service and when they return home.

Where possible you must take the pupil to the vehicle.

It is expected that drivers will offer pupils hand sanitiser as they board. Please ask your child to avoid touching surfaces as much as possible

Encourage pupils to wear a face covering during the journey although this is not mandatory for pupils with SEND. Remember that if disposable face masks are being used a fresh mask is required for each journey. Provide a small plastic bag for reusable face coverings.

The Driver or the PA will advise the pupil where to sit which may be based on age groups according to Government advice or on a first on last off basis.

Siblings from the same household can travel together.

Ensure pupils carry tissues for the journey and if used to dispose of them in a bag provided by the contractor.

Any misbehaviour will be reported to school staff.

Consider what arrangements can be made to collect your child in the event that COVID-19 symptoms develop while at school.

### **Role of Passenger Assistants**

Passenger assistants must not board home to school transport if they or a member of their household has symptoms of COVID-19. Please follow the latest Government guidance.

Wash your hands for at least 20 seconds or use sanitiser before boarding the transport service and when you return home.

Wear a face covering. Your employer will provide any other necessary PPE required for you to support the service users such as gloves, aprons, face shields or medical grade facemasks must be provided.

Wear face covering and any other necessary PPE during the journey.

If school bubbles have not been arranged assist the driver to seat pupils in age groups with the eldest at the back and youngest at the front.

Encourage pupils who have face coverings to wear them but understand that it is not mandatory for pupils with SEND.

Ensure good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open.

On arrival at school follow the instructions issued by school staff before leaving the vehicle or allowing pupils to leave the vehicle.

### **Role of transport contractors and drivers**

Drivers should adhere to the good practice checklist issued by the Transport team.

Drivers and staff must not board home to school transport if they or a member of their household has symptoms of COVID-19. Please follow the latest Government guidance.

Ensure drivers and PA's are familiar with the latest Government advice and follow the latest SEN transport risk assessment.

Ensure all 'touch surfaces' such as doors, grab rails, handles seatbelts etc are thoroughly cleaned before and after each journey.

Ensure staff wash their hands for at least 20 seconds or use sanitiser before boarding the transport service and when they return home

Ask staff to wear a face coverings. Any other mandatory PPE such as gloves, aprons, face shields or medical grade facemasks required to support the service user must be provided.

If possible supply hand sanitiser and allow a pupil a small amount as they enter the vehicle.

Do not pick up or drop off any other passengers unless you have been authorised to do so by SEN transport.

Do not pick up drop off pupils at any other address unless you have been authorised to do so by SEN transport.

Where possible avoid the use of face to face seating.

If school bubbles have not been arranged assist the driver to seat pupils in age groups with the eldest at the back and youngest at the front.

Provide a bag for disposable masks and tissues to be discarded at the end of the journey.

Encourage pupils who have face coverings to wear them but understand that it is not mandatory for pupils with SEND.

Siblings from the same household can travel together.

Any misbehaviour by pupils must be reported to school staff and the SEN transport team

On arrival at school follow the instructions of school staff before leaving the vehicle or allowing pupils to leave the vehicle.

### **Role of schools and colleges**

In order to avoid any congestion at school or delays in pupils boarding/alighting the vehicles schools must advise the SEN transport service of any arrangements that have been put in place.

Pupils must not board home to school transport if they have symptoms of COVID-19 in school. Parents must be contacted to collect their child. Please follow the latest Government guidance.

Schools should have a process for children and young people to remove face coverings, enable them to wash their hands immediately on arrival, dispose face covering in a covered bin/place reusable face coverings in a plastic bag to take home.

Ask pupils to clean hands thoroughly more often than usual, before boarding transport.