

## Code of Conduct for Home to School Transport in the context of the current COVID-19 pandemic.

In recognition of the plans being put in place for the return of pupils to school from September 2020, we have set out the following Code of Conduct in line with the latest DfE guidance.

### We will:

- Ensure that our risk assessment and pupil protocols are monitored and reviewed regularly;
- Clean vehicles thoroughly on a daily basis;
- Clean high-touch areas between each journey with anti-bacterial spray/wipes;
- Provide hand sanitiser on board;
- Ensure that all drivers report any Covid-19 symptoms to the Bursar immediately so that the appropriate action can be taken;
- Ensure that all drivers wear face coverings and keep vehicles well ventilated;
- Ensure that drivers remain forward facing as much as possible and avoid unnecessary interaction with pupils;
- Group pupils together in school-related 'bubbles' as much as possible within the minibus. Pupils should sit in the same seat for both journeys;
- Aim to retain the same driver on individual journeys where resources permit;
- Continue to monitor and follow guidance provided by the DfE, associated transport bodies and local authorities.
- Engage with all aspects of the NHS Track and Trace process.
- Ensure that our risk assessment and pupil protocols are monitored and reviewed regularly;
- Supervise pupils on the minibus, with the side door open (weather permitting) until their designated school entrance is open (start of school day);
- Supervise pupils on the minibus, with the side door open (weather permitting) as they finish school whilst waiting for pupils in other year groups who finish later (end of school day). If necessary, we will supervise pupils in the school hall in their minibus bubbles.

### Pupils will:

- Wash their hands prior to leaving home and use the hand sanitizer provided upon entering the minibus.
- Respect the need for social distancing whilst waiting to board vehicles, both in the morning and afternoon;
- Make their way to their designated minibus **as soon** as they have been dismissed from school (senior school students only). They will remain seated on the minibus wearing a face covering until the minibus departs from the senior school.
- Ensure that they follow the strict seating policy to remain within their designated 'bubble';
- Ensure that their face covering remains place **throughout the entire journey**;
- Ensure that they disembark the vehicles, both in the morning and the afternoon, in single file;

### Parents/guardians will:

- Ensure that their child does not embark upon their journey to school if they are showing any symptoms;
- Provide face coverings for all pupils, regardless of age, to be worn during every journey;
- Ensure that their child understands, signs and returns the conditions outlined in this Code of Conduct;
- **Understand that any failure to comply with the above conditions will result in transport provision being withdrawn.**

## **Staggered School Start and Finish Times**

While the school is operating staggered start and finish times pupils must;

Remain seated in the minibus when arriving at school in the mornings until their year group start time. The driver or another member of staff will remain with the bus until all pupils have started school. The bus will be parked in the carpark with the side door open weather permitting.

Go straight to their minibus once dismissed from school, sit down and remain seated. The minibus will not be able to leave the senior school until all the pupils have been dismissed (the latest leaving time is 4pm for year 11). The driver will then be able to depart and call at the junior school if necessary. Junior school pupils will be supervised in their classrooms until their minibus arrives when they will be taken out to the bus by a member of the junior school staff.

## **Additional Information**

Minibuses are timed to get to the senior school for 8.45 whilst phased opening times are in place. Students may arrive at school during form time, but they will not be marked as arriving late. All timings are subject to change once phased opening times cease.

We have followed the guidance from Gov.uk website, a link to this can be found here;

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

These guidelines are subject to change and are updated accordingly.

Details regarding specific route information will be given to parents separately.

<b>The School</b>
Signed... <i>KA Preston</i>
Name (printed)...Karen Preston.....
Date.....25 <sup>th</sup> August 2020.....
<b>Parent/guardian</b>
Signed.....
Name (printed).....
Date.....
<b>Student</b>
Signed.....
Name (printed).....
Date.....