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On-site transportation Policy

Objective:

The objective of this policy is to provide safe and efficient transportation for students with special needs attending our primary school, in compliance with UK legislation. This policy aims to ensure their well-being, comfort, and safety at school while accommodating their individual needs.

Safety Measures:

Vehicles: All vehicles used for transportation will comply with the requirements of the Road Traffic Act 1988 and the Motor Vehicles (Construction and Use) Regulations 1986. They will be regularly inspected, properly maintained, and equipped with appropriate safety features in accordance with UK regulations.

Drivers: Drivers must hold a valid driving license as required by the DVLA and undergo appropriate background checks in accordance with the Rehabilitation of Offenders Act 1974. They should also undergo specialized training in handling special needs students, emergency procedures, and sensitivity training as recommended by the UK Department for Transport.

Supervision: There should be adequate supervision during transportation in accordance with the Staffing Regulations specified in the Education (Independent School Standards) (England) Regulations 2014. The staff-to-student ratio will comply with the relevant guidance provided by the Department for Education.

Individualized Transportation Plans:

Assessment: Conduct individual assessments for each student in line with the Equality Act 2010 to identify their specific transportation needs. Consider factors such as physical disabilities, medical conditions, sensory sensitivities, and behavioral challenges.

Accommodations: Develop individualized transportation plans that accommodate the unique needs of each student in compliance with the Equality Act 2010. This may include providing specialized seating, restraints, communication devices, or other accommodations as required.

Collaboration: Work closely with parents/guardians, healthcare professionals, and school staff to develop and review transportation plans, adhering to the requirements of the Children and Families Act 2014. Regularly communicate with all stakeholders to ensure the plans are up to date and compliant with UK legislation.

Pick-up and Drop-off Procedures:

Designated Areas: Establish designated areas for loading and unloading students in accordance with UK Health and Safety regulations. These areas should be easily accessible, safe, and minimize disruption to the school day. The car park at Newbold is to be used for drop off and pick up of students, staff will greet students in the car park and escort them to the grounds of the school.

Supervision: Ensure adequate supervision during pick-up and drop-off times, following the guidelines outlined in the Education (Independent School Standards) (England) Regulations 2014. Designate responsible staff members to oversee the process and ensure students' safety and orderly transition to and from vehicles.

Communication: Communicate pick-up and drop-off procedures clearly to parents/guardians and transportation providers, complying with data protection laws such as the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Provide regular updates on schedules, routes, and any changes while adhering to UK privacy laws.

Emergency Preparedness:

Emergency Protocols: Develop comprehensive emergency protocols to handle incidents that may occur during transportation, such as medical emergencies or vehicle breakdowns. Train staff and drivers on emergency procedures, including first aid and crisis management, in accordance with the Health and Safety (First Aid) Regulations 1981 and the Department for Education guidance.

Contact Information: Maintain up-to-date emergency contact information for each student, ensuring compliance with UK data protection laws. Ensure that relevant staff members and transportation providers have access to this information while adhering to privacy regulations.

Staffing and Training:

Staff-to-Student Ratio: Determine the appropriate staff-to-student ratio for transportation based on the needs of the students in accordance with the Education (Independent School Standards) (England) Regulations