

Transport Policy

Last Review Date: September 2023



We are committed to reviewing our policy and good practice annually.

Willow Banks Forest School aims to keep all children safe.

Drop Off and Collection

Parents/carers and taxis will drop children off at the front door of the main building at the start of the day, or at lunchtime for afternoon sessions. If there is no member of staff there to greet them, they must ring the doorbell to the right of the main door and ensure the child has been handed over to an identified member of staff.

A child must never be left unaccompanied.

At the end of the day parents/taxi drivers must wait by the front door and staff will bring their child to them. If the parent is not available for collection they must inform the school of the nominated person in advance and provide a password to be given on collection. Taxi drivers must show ID and be identified as being from the contracted taxi firm. Any indiscrepancies and the child will remain with staff inside the building until confirmation of the appropriate transport can be verified.

Transportation during the Day

Children will not be taken off site at any time unless a pre arranged trip has been organised. If this is the case transport/parents will be notified of alternative drop off and collection points for the day.

Each child will be marked as attending upon drop off and marked off again at collection. The same rules apply to collection as if on site. Children will not be given permission to leave with anyone other than their parents/contracted taxi driver, unless the forest school has been informed of an alternative nominated person.

During the forest school day, children will transition between areas on site. This includes the main pavilion building, the garden area, the sports fields and the forest school woodland area.

This will always be done on foot. Children will walk between the designated areas accompanied by staff and the following procedures will be followed:

- The group will be given a reminder about safe walking before leaving the school site (outward) and before leaving the destination (return).
- The Forest School Leader will assume a position at the front of the line and all children will be asked to stay behind the Leader.
- A second member of staff will assume a position at the rear of the line.
- If it is necessary to cross the access track for cars a member of staff will stand in the track to stop any traffic and ensure safe crossing.