



# LEICESTER THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

## Transporting Pupils Policy

<b>Policy Owner</b>	Leicester Therapeutic School
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<b>Linked Policies</b>	Safeguarding and Child Protection Policy Allegations against Staff & Low Level Concerns Policy Staff Code of Conduct Positive Behaviour Policy
<b>ISS Regulatory Requirements</b>	Part 2. Spiritual, moral, social, and cultural development of pupils - 5(c) - 5(d)(iii) Part 3. Welfare, health, and safety of pupils - 7(a), 7(b), 15, 16(a), 16(b) Part 4. Suitability of staff, supply staff, and proprietors Part 6. Provision of information Part 8. Quality of leadership in and management of schools

## **Safeguarding at Leicester Therapeutic School**

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility, and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Leicester Therapeutic School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

## **Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School**

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, an adapted curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

## 1. Introduction

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Leicester Therapeutic School is a specialist independent School providing education and support to pupils aged between 5 and 11. We support pupils with cognition and learning as a primary area of need. Our pupils all have Educational Health Care Plans. Many pupils attending Leicester Therapeutic School will not live in the same area and will therefore be entitled to transport support if required. Leicester Therapeutic School do not have a school vehicle and are unable to transport children to and from school. Transport support is provided through the Local Authority.

## 2. Duties of the Local Authorities provide transport for children of compulsory school age

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### Current guidance and law in respect of school transport:

The Education Act 1996 contains the law on school transport. The government has also issued statutory guidance called [Travel to school for children of compulsory school age](#). Local authorities must have regard to this when carrying out their duties on home to school travel and transport and sustainable travel.

- Under [section 508A](#) of the Education Act 1996, local authorities must also promote the use of sustainable travel and transport for all children and young people of compulsory school age who travel to receive education in the local authority's area.
- Under [section 508B](#) and [Schedule 35B](#) of the Education Act 1996, local authorities are under a duty to provide free school transport to "eligible children".
- Under [section 508C](#) of the Education Act 1996, local authorities have a discretionary power to provide travel to school for children resident in their area who are not eligible children.

### Who is entitled to free school transport?

To qualify as an "eligible child", the child must be of compulsory school age (5—16) attending a qualifying school and must fulfil one of the following criteria:

- The child is living outside of the statutory walking distance of the nearest suitable qualifying school.
  - For children aged over 5 but under the age of 8 the statutory walking distance is 2 miles from their home.
  - For children aged over the age of 8 and under 16 the statutory walking distance is 3 miles from their home.
  - The statutory distance is measured by the shortest route along which a child, accompanied, if necessary, may walk safely.
  - A suitable school is defined as the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child and considering any SEN the child may have.
  - A child's home is defined as the place where he/she is habitually and normally resident.
- The child cannot reasonably be expected to walk to school because of their mobility problems or other health and safety concerns related to their SEN or disability.

- This will be assessed on a case-by-case basis.
- The local authority will consider whether the child could reasonably be expected to walk if accompanied and whether the child's parent can reasonably be expected to accompany the child.
- The child cannot reasonably be expected to walk the route to school because the nature of the route is unsafe to walk
  - The local authority will consider whether the child could reasonably be expected to walk if accompanied and whether the child's parent can reasonably be expected to accompany the child.
- The child is entitled to free school meals, or their parents are in receipt of maximum Working Tax Credit **and**
  - The nearest suitable school is beyond 2 miles (for children aged 8-11); or
  - The school is between 2-6 miles and there are not three or more suitable nearer schools (for children aged 11-16).; or
  - The school is between 2-15 miles and is the nearest school preferred on the grounds of religion or belief (for children aged 11-16). Religion or belief includes a lack of religion or belief and so also applies to an atheist parent's wish for their child to attend a non-faith school.
  - For the above criteria, when assessing whether the child lives 2 miles from the school the route should be measured based on the shortest route a child could be expected to walk safely, accompanied by an adult if necessary (this can include routes which may not be accessible to vehicles, for example a footpath); when deciding if the child lives within the upper 6 or 15 mile limits then the local authority should assess the upper limits based on road routes which would be suitable for a vehicle as the child should not be expected to walk such a distance to get to school.

### **What is a qualifying school?**

A qualifying school, for the purpose of identifying an eligible child, includes:

- community, foundation or voluntary schools
- community or foundation special schools
- non-maintained special schools
- pupil referral units
- maintained nursery schools or
- city technology colleges (CTC), city colleges for the technology of the arts (CCTA) or academies, including free schools and University Technical Colleges (UTC).

**It will also include an independent school if named on a child's statement or EHCP.**

### **What is suitable transport?**

To be suitable, the transport must enable an eligible child to reach school without such stress, strain or difficulty that they would be prevented from benefitting from the education provided. It must allow the child to travel in reasonable safety and in reasonable comfort.

Ideally, a child should not be expected to make several changes on public transport. Best practice suggests that a child of primary school age should not travel for longer than 45 minutes and a child of secondary school age should not travel for more than 75 minutes.

Local authorities should also consider the walking distance to access public transport.

### **Statutory walking distance**

The statutory walking distances are used to determine whether a child is eligible for free travel to school. They are the distance beyond which a child who is attending their nearest suitable school is eligible for free travel arranged by their local authority. Where a child lives within the statutory walking distance (and is not eligible for free travel on any of the other grounds set out in this guidance) the parent is responsible for arranging their child's travel to school. There is no expectation that the child will walk. It is for the parent to determine what arrangements would be suitable for their child.

When a local authority assesses whether the distance between a child's home and their school is further than the statutory walking distance, the route they measure must be the shortest route along which a child, accompanied as necessary, may walk in reasonable safety. This is not necessarily the shortest distance by road. The route may also include footpaths, bridleways, other pathways and alternative entrances to the school.

When assessing whether a route can be walked in reasonable safety, local authorities should consider the whole of the route. This will include, for example, any sections that use footpaths or bridleways, as well as sections that use roads. They should consider a range of risks such as canals, rivers, ditches, speed of traffic and fields of vision for the pedestrian and motorist.

### **How will the transport be provided?**

It is for local authorities to decide how they will arrange free travel for an eligible child. The local authority can:

- Provide expenses e.g. refund travel costs to parents
- Fund public transport e.g. through a season ticket
- Provide school buses
- Provide taxis or minibuses
- Provide escorts to walk children to school.

### **How do I apply for transport?**

Local authorities must publish general arrangements and policies on school transport for children of compulsory school age.

To apply for transport support, contact the local authority transport department and complete an application form, attaching any evidence necessary to demonstrate that you fulfil the criteria stated above, for example, proof of receipt of free school meals or Working Tax Credit or proof of a child's SEN or disability.

## When might the local authority refuse free transport?

If your child attends a school which is outside of the statutory walking distance, but the local authority can demonstrate that there is a nearer suitable school then it is not liable to provide transport. The local authority must show that there is a real prospect that the child could get a place at that suitable alternative school.

## What if my circumstances change during the school year?

The expectation is that once assessed as eligible for school transport the child should be eligible for the whole year and the local authority should avoid disrupting a child's education by withdrawing school transport during the year.

## What if I cannot get my child to school?

Parents are responsible for ensuring that their children of compulsory school age attend school regularly. However, [section 444\(3B\)](#) of the Act provides that a parent will have a defence in law against a prosecution by a local authority for their child's non-attendance at school where the local authority has a duty to make travel arrangements in relation to the child under [section 508B](#) and has failed to discharge that duty.

## 3. Working together to support children and families – Roles & Responsibilities

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All staff at Leicester Therapeutic School are passionate about providing parents and carers with support and guidance to ensure their child is given every opportunity to experience a positive transition to Leicester Therapeutic School.

Where families have made transport applications and are waiting on a decision or route plan and are unable to get their child into school, staff will:

- Provide wellbeing calls daily
- Explore learning opportunities for children
- Complete wellbeing home visits where necessary
- Communicate with Transport services to identify next steps
- Consider additional support and signposting where necessary
- Consider paying for a taxi for parent and child for an interim period where learning support needs cannot be met in the home
- Hold regular review meetings to discuss next steps on the transition plan
- Maintain/build relationship with child, providing activities and social stories to promote their sense of belonging
- Promote positive parental engagement

## 4. Drop off and pick ups

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We have a dedicated drop off and pick up plan that outlines the procedures in place to ensure the safe arrival and departure of pupils who must cross a car park to access the school. The aim is to minimise risk from moving vehicles while maintaining a calm, predictable routine for children, families and escorts (appendix 1)

## 5. Safeguarding

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Safeguarding at Leicester Therapeutic School is at the centre of all that we do, we recognise our pupil's vulnerabilities and the contextual and extra-familial safeguarding risks that children are susceptible too, their safety is paramount. Leicester Therapeutic Schools Safeguarding Team will introduce themselves to drivers and escorts and provide them with a Leicester Therapeutic School Safeguarding pack.

### **The transport safeguarding pack will contain:**

- Welcome front sheet, introducing Leicester Therapeutic School Safeguarding Team
- A copy of Leicester Therapeutic Schools Safeguarding & Child Protection Policy
- Several Leicester Therapeutic School 'Report a concern' forms
- Envelopes, marked for the attention of the Designated Safeguarding Lead
- Business card with contact details to ensure that they can request more forms and copies of supporting policies if needed
- Drop off and pick up plan

In addition, we will liaise with transport services prior to a child's transition, we will:

- Obtain transport route numbers for individual children
- Obtain a record of the make and model of vehicles expected to transport individual children
- Names of driver
- Names of escort, where necessary
- Contact details for drivers and escort where possible

Senior Leaders and the lead administrator will encourage and promote an open safeguarding culture, maintaining communication with the local authorities regarding any concerns and communicating concerns to parent in a professional and timely manner.

### **In the event that Leicester Therapeutic School have a safeguarding concern about the conduct of a driver or escort supporting a child, we will:**

- Stall collection where necessary and where it is deemed to be in the child's best interests
- Contact Transport services immediately
- Contact parents and advise them of the concern and action taken

**Where the risk is deemed significant, LTS may:**

- Contact the police
- Refuse to allow child to leave school premises
- Contact Children services
- Seek further advice and guidance

Any action taken will always be done in the best interest of the child.

**Exceptional circumstances:**

In the event of an emergency, Leicester Therapeutic School may need to consider transporting a child. This decision will be made by the Headteacher following a dynamic risk assessment and several discussions with senior leaders, parents and outside professionals where necessary. Where the Headteacher decides this is an appropriate course of action, we will:

- Ensure that the staff members transporting the child have read, understood and signed the Leicester Therapeutic Schools Safe lone working Policy
- Ensure that the staff members transporting the child have read, understood and signed the relevant risk assessments
- Ensure two members of staff are present throughout the journey
- Ensure that an appropriate adult is available to receive the child
- Ensure that the staff member driving, has the appropriate business insurance cover on their vehicle and hold a full, clean, British driving licence.
- Ensure that the staff member have completed and understood an array of Safeguarding and Child Protection training and know what action they will need to take following a safeguarding concern.

## 6. Monitoring

This policy will be reviewed annually by the Head Teacher and ratified by our school governors

### Appendix 1

<b>Drop off and Pick up Plan</b>	
<p>This plan outlines the procedures in place to ensure the safe arrival and departure of pupils who must cross a car park to access the school. The aim is to minimise risk from moving vehicles while maintaining a calm, predictable routine for children, families and escorts.</p>	
<p><b><u>General Principles:</u></b></p> <ul style="list-style-type: none"> <li>• Children’s safety is the highest priority at all times.</li> <li>• Vehicle movement and pedestrian movement must be clearly separated where possible.</li> <li>• Children must always be supervised when crossing the car park.</li> <li>• All staff, parents, and visitors are expected to follow this plan.</li> </ul>	
<p><b><u>Arrival (Drop-Off) Procedures</u></b></p> <p>Vehicles will enter the drive way going in an anti clock-wise direction and pull up and stop between the gap in the brick wall at the back of the car park.</p> <p>Escorts/parents/carers to walk child through the walkway in the middle of the car park, up the ramp to the blue door where they will be greeted by a staff member.</p>	<p><b>1 Designated Drop-Off Point</b></p> <ul style="list-style-type: none"> <li>• Parents/carers/Taxis must use the clearly identified drop-off area.</li> <li>• Children must not exit vehicles outside of this designated zone.</li> </ul> <p><b>2 Staff Supervision</b></p> <ul style="list-style-type: none"> <li>• A member of staff will be positioned at the car park entrance/exit during drop-off times.</li> <li>• A second staff member will be at the door greeting children.</li> </ul> <p><b>3 Safe Walking Route</b></p> <ul style="list-style-type: none"> <li>• A clearly marked pedestrian walkway will be used.</li> <li>• Where possible, barriers, cones, or painted lines will separate pedestrians from vehicles.</li> </ul> <p><b>4 Child Supervision</b></p> <ul style="list-style-type: none"> <li>• Children to hold hands with their parent/carer/escort if required.</li> <li>• Children must not run, or move away from the designated pathway.</li> </ul> <p><b>5 Vehicle Rules</b></p> <ul style="list-style-type: none"> <li>• 5MPH speed limit</li> <li>• Engines should be switched off while children exit vehicles.</li> <li>• No overtaking or reversing during peak times unless directed by staff.</li> </ul>
<p><b><u>Departure (Pick-Up) Procedures</u></b></p> <p>Escorts parents and carers will enter the drive way going in an anti clock-wise direction, drive to the drop off/pick up point and only get out of vehicles once they have reached the designated drop off/pick up zone. They</p>	<p><b>1 Controlled Handover</b></p> <ul style="list-style-type: none"> <li>• Children will only be released to approved adults.</li> <li>• Staff will supervise children from the school exit until they meet their parent/carer/escort.</li> <li>• Parents/carers must meet children at the agreed collection point.</li> </ul> <p><b>2 Staggered Pick-Up (If Required)</b></p> <ul style="list-style-type: none"> <li>• Pick-up times may be staggered to reduce congestion and risk.</li> </ul> <p><b>3 End-of-Day Vehicle Movement</b></p>

<p>will then walk up to the ramp that leads to the blue door to collect their child. Staff will be on hand to support with a quick handover.</p>	<ul style="list-style-type: none"> <li>• Vehicles must remain stationary with engine off while children are entering.</li> <li>• Clear signals or verbal instructions from staff must be followed immediately.</li> </ul>
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Additional Safety Measures	Special Requirements
<p>*High-visibility vests will be worn by staff supervising the car park.</p> <p>*Drivers please be reminded of:</p> <ul style="list-style-type: none"> <li>• Low speed limits</li> <li>• Pedestrian priority</li> <li>• No mobile phone use while driving</li> </ul> <p>*The plan will be shared with all parents/carers/taxis and visitors.</p> <p>*Any near misses or concerns will be logged and reviewed.</p>	<p>* Individual risk assessments will be in place where required.</p> <p>* Some children may require:</p> <ul style="list-style-type: none"> <li>• One-to-one staff support</li> <li>• Alternative arrival/departure times</li> <li>• A closer drop-off point where possible</li> </ul>

**Review**

This plan will be reviewed on a regular basis to ensure it remains effective, appropriate, and responsive to the needs of the children, families, and staff. Reviews will take place at least annually and more frequently if required.

**Thank you to all parents, carers, staff, and visitors for their cooperation and commitment to keeping our children safe. By working together and following these procedures consistently, we help ensure a calm, safe, and positive start and end to each school day for everyone.**

Completed by: Helen Dixon  
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