



Subject: <b>Transport</b>	Number: <b>POL00129</b>
Approved by:	Type: <b>Policy</b>
<b>Managing Director</b>	Issued: <b>November 2021</b>
	Revision: <b>2.1</b>
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**1. Objectives**

The Robert Holme Academy recognises its duty of care to its staff, students and visitors. The Robert Holme Academy also recognises compliance with statutory regulation as a legal requirement. All activities are carried out with the highest regard for the health, safety and welfare of our staff, helpers and children under our care. This includes the necessary control of vehicle and transport arrangements to prevent accidents and possible injury, while eliminating unnecessary congestion and nuisance in the local area.

The purpose of this policy is therefore to define the rules for on-site coordination of transport and transport related activities, including:

- access to the site;
- on-site vehicle movement; and
- parking.

**2. Scope and Applicability**

This policy is applicable to all staff members, parents/carers, drivers and others who are involved in organising and supporting the transport of students.

The policy defines the overall requirements for ensuring preparations have been completed and the necessary arrangements are in place to protect the safety of students during periods when they are being dropped-off or picked-up at the premises.

**3. Procedure**

**3.1 Responsibilities**

**3.1.1 Responsibilities of the Managing Director**

The Managing Director is responsible for ensuring there are effective and robust procedures in place for transport safety and efficiency.

In this capacity, the Managing Director will:

- ensure policies, procedures, systems, guidance and working practices for transport are freely available and are both compliant and up to date with legal obligations for safety, safeguarding, etc.;
- make adequate provision for necessary training and resources to ensure that requirements for safety, safeguarding and risk assessment are achieved for transport related activities;
- ensure reporting and investigation of all transport related incidents is completed to identify learning or improvements needed to maintain adequate levels of safety;
- ensure that all staff are fully aware of their accountabilities for safety and safeguarding in areas of their control, including transport related activities;
- review and audit ongoing compliance with this policy and ensure any corrective or preventive actions are taken to mitigate emerging risks and potential transport related hazards.



**3.1.2 Responsibilities of the Headteacher**

The Headteacher is responsible for implementing policies and procedures for transport and ensures all necessary provisions are made to safeguard students during travel, including reviewing and approving transport related activities.

**3.1.3 Responsibilities of all Staff**

All staff are responsible for complying with the requirements laid down in this policy as part of their responsibilities to safeguard students while minimising the risk of transport and vehicle related incidents.

**3.1.5 Responsibilities of Students**

Whether offsite or onsite, our behaviour policy is always enforced. We hold higher expectations for students while travelling offsite as they are ambassadors for the Robert Holme Academy and it is essential for their safety.

Students are expected to be polite and courteous to all members of the public that they meet, including taxi and other transport staff. Students are also expected to listen carefully to staff members and other adults and follow their instructions to ensure their safety.

**3.2 Access to the Site**

Main access to the site is provided at the front of the property adjacent to Wrawby Road (A18). A one-way system is in operation to reduce congestion and waiting times during drop-off and pick-up periods. All transport and visitor vehicles are required to follow the one-way system, signage and any directions from the duty parking marshal.

The main entrances are closed during the working day, and will only be open at allotted times, including:

- the start of the working day, prior to students arrival;
- drop-off and pick-up times;
- pre-arranged times when visitors are arriving or leaving;
- the end of the working day, after students have left site.

The gates are locked in the closed position at all other times, including weekends, holidays and other non-working periods.

It is therefore necessary for transport drivers, along with parents/carers dropping students at the site, and other visitors to be punctual to avoid being locked out, which could result in unnecessary congestion and delays in accessing the site.

Transport drivers and visitors are provided with an emergency number to ring in case of delay or other issue meaning they are unable to access the site at an allotted time.

**3.3 Drop-off and Pick-up Arrangements**

A phased drop-off and pick-up arrangement is established to minimise delays and prevent congestion on the main road. The site entrance and exit gates are only open for public access during these periods and at times when visitors are expected.

Drivers, including parents/carers transporting students to and from the site are provided with specific drop-off and pick-up time slots within the open periods. They are requested to access the site, as far as possible, within the allocated time limits. Students must be dropped-off or picked-up within the boundary of the site. On no account are students to access transport on the road outside the boundary of the premises.



At drop-off times students must be handed directly into the care of a member of staff or the duty parking marshal. Students must not be left unattended to access the building by themselves. If the member of staff or duty marshal are busy, such as attending another student, then the driver must wait until they are free to escort their student.

At pick-up times, students are normally escorted to their transport by a member of staff or the duty parking marshal. Drivers, including parents/carers may approach the main entrance to pick-up a student, but are required to escort the student directly to their transport. Students are not permitted to leave the premises to access transport without adult supervision.

### 3.4 *On Site Parking*

The main parking area is also at the front of the site. Parking is available for up to 10 vehicles in allotted parking spaces. Additional parking is also available for a further 6 vehicles on the driveway if this is required.

Visitors to the site must park on site or find alternative off-road parking in the local area. Public car parks are available at the Old Courts Road and Elwes St. (The Angel Car Park) which are both within easy walking distance of the site. Transport, visitor and parent/carer vehicles must not wait or park on the road adjacent to the site.

### 3.5 *Disabled Access and Parking*

Disabled access and parking is available at the rear of the site but is only available by prior arrangement. The entrance to the rear of the site will normally be locked, unless access has been booked in advance. Disabled visitors are therefore requested to inform us of their needs before visiting or seeking admission to the site, so that the necessary provisions to access the site can be made.

Students must not be dropped-off or picked-up to the rear of the site, unless disabled access is required and prior arrangements for entry have been made.

#### **IMPORTANT NOTE**

Access to the rear of the site is via a shared driveway which is required for emergency use at all times. Visitors must not park or obstruct the shared driveway at any time, including parking immediately in front of the gates leading to the rear of the site.

### 3.6 *Marshalling*

One or more parking marshal(s) will be on-duty during drop-off and pick up times to help ensure the free flow of traffic during peak periods and ensure safety. The parking marshal(s) will be wearing a high visibility vest for easy identification. Drivers and other visitors are required to always follow the directions of the parking marshals.



#### 4 References

This policy has been developed in line with the following guidance:

1. Home to School travel and transport Guidance, 2014, available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/575323/Home\\_to\\_school\\_travel\\_and\\_transport\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575323/Home_to_school_travel_and_transport_guidance.pdf)
2. Health and safety on educational visits guidance, 2018, available at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
3. HSE guidance on school trips and outdoor learning activities, available at: <https://www.hse.gov.uk/services/education/school-trips.pdf>
4. Health and safety: responsibilities and duties for schools, available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
5. Keeping children safe in education statutory guidance 2023, available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
6. Children act 1989, available at: <https://www.legislation.gov.uk/ukpga/1989/41/contents>
7. Working Together to Safeguard Children (2018, updated Feb 2019) available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)
8. The Education Regulations (Independent School Standards) (2014), available at: <https://www.legislation.gov.uk/uksi/2014/3283/schedule/made>
9. The Children Act (1989 amended 2004), available at: <https://www.legislation.gov.uk/ukpga/2004/31/contents>
10. Safeguarding Vulnerable Groups (2006), available at: <https://www.legislation.gov.uk/ukpga/2006/47/contents>