**ST. PAUL’S PRIMARY SCHOOL, IRVINESTOWN**



**Transport Policy**

### MISSION STATEMENT

St. Paul’s in partnership with parents and the community will strive through effective

 teaching to enable pupils to discover and develop, to the full, their talents, aptitudes and

 abilities in a caring, supportive environment, seeking for excellence and permeated by our

 Catholic ethos, so that ultimately they will be able to participate actively, productively and responsibly in society now and in the future.

# CORE VALUES

* **Spirituality, love & compassion**
* **Professionalism & integrity**
* **Commitment & responsibility**
* **Solidarity & teamwork**

# Openness & honesty

* **Excellence**
* **Flexibility**
* **Optimism**
* **Innovation**

This policy has been developed in accordance with the Education Authority guidance. We agree that the Authority recognises that it has a responsibility to ensure that pupils are transported to and from school safely, legally and economically.

We believe that parents have a responsibility to ensure their children behave in a socially acceptable manner while travelling on Authority and Public Transport.

* That pupils have a responsibility to behave in an acceptable manner which ensures safety both on the vehicle and while awaiting transport.

* That parents should promote good behaviour and accept responsibility for the conduct of their children en route to and from school.
* Pupils are expected to remain on the bus for the entire journey i.e they are not allowed off to go into a shop.

 **PURPOSE**

The purpose of this procedure is to ensure that pupils are transported safely and that

 the health and safety of all passengers is protected.

 **DEFINITION OF MISCONDUCT**

 The Authority has defined misconduct as follows:-

 **Misconduct**

* General misbehaviour
* Inappropriate behaviour to other passengers, driver or escort
* Abusive language
* Bad manners
* Not remaining seated during transport

  **Serious Misconduct**

* Continuous misconduct
* Foul language
* Smoking
* Failure to carry out an instruction
* Spitting on the vehicle
* Verbal abuse.

Any of the above depending of the severity of the action, may be construed as Gross Misconduct.

  **Gross Misconduct**

Gross misconduct is defined as behaviour which seriously endangers the health and safety of the driver, passengers, pupils and other road users and cannot be tolerated.

 Examples of this are as follows:-

* Graffiti or defacing seats or interior of vehicle
* Interfering with the safety of the vehicle
* Interference with safety of other passengers
* Behaviour which is grossly offensive to other passengers or

 the public

* Obstruction of driver
* Sectarian remarks directed to other passengers
* Physical abuse against passengers/driver
* Malicious damage to seats or interior/exterior of the vehicle
* Misuse of bus pass
* Setting off fireworks
* Throwing objects in or out of the bus

 None of the above lists is exhaustive. They are mainly indicative of the common types of misbehaviour which occur on school transport. Persistent misconduct on any journey may result in the withdrawal of the service until the matter is resolved. Misconduct of a criminal nature may lead to Police involvement.

  **PROCEDURES FOR DEALING WITH BEHAVIOURAL PROBLEMS**

  **Misconduct**

The driver will take appropriate steps to ensure the health and safety of passengers and will deal with general misbehaviour, when there is no teacher present i.e when travelling to and from school. However, in the event of recurring or more serious incidents the following procedures should be followed:

* When general misbehaviour persists or when a pupil does not respond to an instruction from a driver to behave appropriately Authority drivers will report the incident to the Principal.

* The Principal will interview the pupil/s concerned and if necessary take disciplinary action, following the school’s behaviour policy.

 **Serious Misconduct**

 In cases of serious misconduct:

* The Authority driver will, as soon as reasonably possible, report serious misconduct to the Principal and the Transport Officer.

* In each instance full details of the misconduct should be provided and pupils involved should be identified where possible.

* The Principal will interview the pupil(s) concerned and contact their parents advising them of the serious misconduct and request their co-operation in ensuring no further occurrences of the misbehaviour.

* The Principal may determine it necessary to take appropriate action in accordance with the school's discipline policy.
* The Principal will send a letter to parents and a copy of the letter should be sent to the Transport Officer if appropriate.

* The Principal should liaise with the Transport Officer who will also write to parents advising them that any recurrence of serious misconduct will result in the withdrawal of the pupil’s bus pass.

 **Gross Misconduct**

 In cases of Gross Misconduct:

* the Authority driver will, as soon as reasonably possible, report the incident to the Transport Officer.

* A written report should be made identifying the pupil(s) concerned and video evidence provided where available.

* The Transport Officer will liaise with the Principal to determine appropriate action to be taken.

* ThePrincipal should take appropriate disciplinary action in relation to the pupil's misconduct in accordance with the school's Discipline Policy.

* TheTransport Officer will discuss arrangements for withdrawing the pupil's bus pass and consider future options for transporting the pupil to school.

**PROCEDURE FOR THE WITHDRAWAL OF EDUCATION AUTHORITY TRANSPORT**

In cases of gross misconduct where it has been decided that the pupil's Authority transport has to be withdrawn the Transport Officer will:

On the day transport is withdrawn the Transport Officer will deliver a letter to the residence of the parents informing them -

1. of the nature of misconduct.
2. of the period of withdrawal of the transport

The letter will also include an invitation to the parents to attend a meeting to discuss the withdrawal of transport and future transport arrangements.

 A copy of the letter will be sent on the same day, by recorded delivery, to the parents.

 The Transport Officer will also immediately inform the Education Officer (Administration) of the withdrawal of transport and subsequently submit a written report.

The Education Officer (Administration) will attend a meeting with the parents, and the Transport Officer to discuss the pupil's misbehaviour.

 Following the meeting a decision will be taken on the period of withdrawal of transport and parents advised in writing within 5 days. Parents who wish to appeal the decision may write to the Chief Executive outlining their grounds for complaint.

 **PROCEDURE FOR THE WITHDRAWAL OF AUTHORITY TRANSPORT FOR CHILDREN WITH SPECIAL EDUCATION NEEDS**

In cases of gross misconduct a decision to withdraw transport will be taken in conjunction with the Education Officer (Special). The Transport Officer will:

1. contact the pupil's parents to make arrangements to have him/her transported home

 or

1. ensure that the pupil is delivered safely home to the care of his/her parents.

On the day transport is withdrawn the Transport Officer will deliver a letter to the residence of the parents informing them -

1. of the nature of misconduct.

1. of the period of the withdrawal of the transport.

 The letter will also include an invitation to the parents to attend a meeting to discuss the withdrawal of transport and future  transport arrangements.

 A copy of the letter will be sent on the same day, by recorded delivery, to the parents.

 The Transport Officer will also immediately inform the Education Officer (Administration) of the withdrawal of transport and  subsequently submit a written report.

 The Education Officer (Administration) will attend a meeting with the parents, the Transport Officer and the Education Officer (Special Education) to discuss the pupil's misbehaviour.

Following the meeting a decision will be taken on the period of withdrawal of the transport and parents advised in writing within 5 days. Parents who wish to appeal the decision may write to the Chief Executive outlining their grounds for complaint.

**Procedures for transport during the school day**

Whilst transporting pupils within the school day the Board of Governors authorise the use of the following:

* EA bus
* Public/private hire buses / taxis
* Community bus
* Staff cars

**No parents should transport children. Children will only be transported by car if staff has business use on their insurance policy. The Board of Governors require a copy of such policies to ensure that the pupil and staff are adequately insured. No risk will be taken.**

Children will always be supervised when travelling to school events / activities.

All pupils must be seated and wear a seatbelt before the vehicle moves off and remain in their seat while the vehicle is in motion. Pupils will wear face masks when appropriate. They should not get out of their seat until the bus is stationary. All pupils are expected to respect all other users of the vehicle and act politely at all times. Personal belongings should be at or under the pupil’s feet or in the boot or overhead rack if applicable.

In the case of any misdemeanours the behaviour policy procedures will be employed.

**Policy reviewed by Board of Governors 22nd June 2021**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father Kevin Duffy (Chairman)**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs Anne Molloy (Principal)**