



**PUPIL HOME/SCHOOL TRANSPORTATION POLICY**  
**Uncollected children**

**ARRIVALS**

- The majority of children are transported to and from school by taxis provided by the Local Authority.
- All vehicles have a driver and an escort.
- All drivers and escorts have DBS clearance and receive an employment permit from Sunderland Local Authority which must be worn at all times.
- All drivers and escorts hold a valid PAT's certificate (Passenger Assistant Training).
- If a child is absent from school parents must inform the taxi driver
- Parents must telephone school if their child is absent. Taxi driver can also pass the message onto school.
- It is the parent/carer's responsibility to escort their child between home and the vehicle.
- Children should only exit the vehicle when the vehicle is parked adjacent to the pavement next to the school building.
- Children brought to school by parents/carers must hand their child to the staff in attendance at the entry door.
- It is the taxi drivers /escorts responsibility to hand the children to school staff.
- On entry to school each child is recorded on an attendance sheet. This is handed to the Administrative Assistant. Any messages given to the dedicated school door staff are passed to the office/class staff.
- Where appropriate medication is handed from transport escort to school staff and logged on the appropriate 'hand over' sheet.
- Children are escorted to the appropriate class by school staff.
- If a child does not come into school and there is no message the Administrative Assistant telephones the child's parents/carer's to ascertain the reason for the absence.

**COLLECTION:**

- Class staff escort the children to the school hall at the end of the school day where they wait in designated areas with their class staff.
- Staff call children and escort them to the side door when their taxi is ready.
- Dedicated school staff are at the door to sign pupils over to the drivers/escorts.
- Drivers and escorts wait at the designated door for pupils. They are escorted to the transport by the taxi escort/driver.
- Children are only handed over when the taxi is parked at the pavement next to the school building.
- It is the drivers/escorts responsibility to safely take pupils from the school door to the vehicle.

- It is the parent's responsibility to collect the child from the vehicle when the child is brought home.

### **PARENTAL COLLECTION**

If a parent/carer has informed school that they are collecting the child at the end of the school day and they do not arrive, the child will be kept in school with known staff while the office staff telephone parents to come and collect the child. If the parent/carer cannot be contacted then the HT/AHT's must be informed.

### **PUPIL COLLECTION FROM HOME/SCHOOL TRANSPORT:**

If parents/carers are not at the house (agreed collection point) to collect the child from the home/school transport then the following must take place:

- Escort/driver contacts school
- Senior leader informed
  - Child brought back to school. Senior leader re-contacts parent/carer-if no response telephone Duty Officer (Social Services) and follow advice. Police can be contacted.
  - Child can be taken to the nearest police station and parents will be contacted to collect the child.

