

## St Augustine's Priory

### 14d SCHOOL JOURNEYS

#### SAFETY AND SUPERVISION ON SCHOOL JOURNEYS

##### **General Notes**

1. This policy applies to all journeys undertaken on school business.
2. Monitoring of on-site vehicle movements and use of the car park are covered in the Car Park Risk Assessment.

##### **Supervision**

1. Supervision principles detailed in policies 14a and 14c apply to all school journeys.
2. Children in Nursery and the Preps who wish to use the contract bus will need to have an accompanying adult with them to supervise them on the journey and to ensure their safe handover to teaching staff.
3. On arrival school girls should enter via the designated gate for juniors or seniors.
4. The contract bus will leave school by 4pm. Girls who finish lessons before this time should wait in the After School Club until collected by the driver (there is no charge for this).
5. Girls in Lower II and below must be dropped off by and met by an adult at the beginning and end of the journey. Girls in Lower II and below who are uncollected on homeward journeys will return to school with the driver and will join the After School Club (there is a charge for this). An adult must then pick them up from school before 6.00 pm.

**ST AUGUSTINE'S PRIORY**

Guidelines on driving hired vehicles

1. Drivers should take a rest stop of at least 20 minutes, OUT OF THE VEHICLE, after a maximum 2 hours continuous driving.
2. A driving session, by one individual, should not exceed 4 hours (including the 20 minute rest period) and there should then be at least a 1 hour break before commencing another driving period.
3. Drivers should not drive for more than 8 hours in any 18 hour period without a MINIMUM of 6 hours good sleep and rest.
4. Drivers should limit driving between 2200 hours (10 pm) and 0500 hours (5 am) to a MAXIMUM of 2 hours.
5. It is essential that adequate ventilation is provided.
6. Noise should be kept to a reasonable level and well below that which could distract the driver.

## **Minibus CHECKLIST**

**Your number:** 07715 631715

**Chris Mortimer's number:** 07941 001520

**Castle Minibus number:** 01869 253744

**School reception number (School hours):** 0208 991 7500 (press 4)

**School emergency contact number (out of hours)** 0208 997 2022 (press 5)

**QBE insurance: 0800 389 1708 (policy no. M0001023MBPH)**

**Minibus reg. no. BK18MXV**

### **In the case of an incident**

- Report to Chris Mortimer
- Agree with Chris whether SLT needs to attend the scene
- Agree with Chris whether Castle Minibus needs to be contacted
- Alert Jonathan Powell regarding insurance
- Alert School office regarding contacting parents

### **In the case of a child not at the bus stop on either leg**

- Phone parents for first two weeks
- Alert School office

### **If you are late**

- Phone reception and ask them to send an all staff email

### **Weekly checks**

- Check with girls their late bus requirements
- Check with School office weekly commitments
- Check with School office on any changes advised by parents

### **Daily checks**

- Return Minibus safety sheet