

# Student Home-Education Transport Procedure

## St Piers School & College

It is recognised that when students are picked up from and dropped off on campus, it can create some risks to students, which this procedure aims to mitigate.

It is the responsibility of parents/carers and Local Authority transport services to inform St Piers School/College of travel arrangements prior to a student commencing their placement. This should include, where applicable:

- The details of the taxi/transport company, their phone number, contact details and address.
- The names of the escorts accompanying the student and their contact details.

Once transport commences:

- Escorts must present a valid photo ID badge when collecting a student and be able to state which student they are collecting, providing a full name and the address/destination of the journey.
- Parents/carers and/or transport services should notify the School or College in advance if there is a different collection arrangement, in some circumstances a password may be required before the student can be released.
- All relevant transport information will be stored securely in the School or College Offices.
- A copy of the taxi/escort agreement (see appendix A & B) must be provided by St Piers to the escort on the first day of attendance.

Parents/carers will be given a copy of this Procedure prior to their child attending St Piers School/College and this will be displayed on the St Piers website.

Where a taxi is used to transport a student to and from St Piers, the transport agreement and arrangements are managed by the student's Local Authority transport team. St Piers / Young Epilepsy have no responsibility for the details of this.

The Department for Education (DfE) has guidelines regarding home to school transport which local authorities are obliged to follow (<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>). Each Local Authority will also have information available electronically on their transport arrangements and procedures. Parents/carers should speak to a senior member of the Education team for more information on how to access this information (see section 7).

## **2. Drop Off Procedure**

Cars must be parked considerately in the drop off bays to allow other vehicles to move around freely and to also allow pedestrians to walk safely.

- Cars must abide by the speed restrictions across site as per the road signs.
- School starts at 9.15 (Monday -Friday) and College start at 9:30 am (10am /Tuesdays) .
- All School students should remain in the vehicle until School staff come to collect them. If the student needs to get out of the vehicle whilst they are waiting for staff, the parent/carer/escort must be responsible for the student's safety.
- At College, parents/carers/escorts will bring the student to the College Reception where the student must sign in.
- Parents/carers/escorts must remain with a student until they have handed the student over to a specific member of St Piers staff.
- Students must never be left unless there is a designated St Piers staff with the student.
- Parents/carers/escorts must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment.
- Parents/carers/escorts should inform St Piers staff of any concerns or information about the health, behaviour and wellbeing of the student and / or their journey to site.
- Parents/carers/escorts may use the toilets in the reception areas but must ask a member of staff to be let into these areas.
- Smoking or Vaping is not permitted on the St Piers grounds.

## **3. Collection procedure**

- Cars must be parked considerately in the drop off bays to allow for other vehicles to move around freely and to also allow pedestrians to walk safely.

- Cars must abide by the speed restrictions across site as per the road signs.
- School finishes at 15:35 for all students Monday – Thursday and 15:05 on Fridays.
- College finishes at 16:00 for all students unless an alternative has been agreed with the Head of College.
- If a new carer/escort is collecting a student, St Piers must have verification of their identity via a photo ID badge, and communication from the main parents / carers or Local Authority as appropriate, before the collection. In some cases they must be able to quote a password.
- Escorts must always have their photo ID badges clearly visible for St Piers staff to verify who they are and to confirm who they are collecting.
- In School, when going home, students will be brought to the transport/taxis/parents' cars by St Piers staff where relevant checks regarding destinations and identity will be made.
- In College, when going home, the parent/carer/escort/driver must arrive at reception and sign the student out where relevant checks regarding destinations will be made..
- If the person collecting will be late collecting the student, the School or College Education Team must be informed (see section 7) by phone as soon as possible.
- St Piers staff must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment to the escort/parent/carer.
- It is St Piers staff' responsibility to ensure that students get in to the right vehicle with the right escort.

#### **4. Unknown carers/escorts/taxis**

- If the person collecting the student is not one of the people who the parents/carers/ Local Authority have authorised to collect the student, the student must not leave site until Head of School or College or Designated Safeguarding Lead on call (DSL) has authorised the student leaving (see section 7).
- The School or College withhold the right not to release the student should the parent/carer/escort be unable to provide valid photographic ID and the required information regarding student.
- If the education teams in School or College are not satisfied with the identity and/or parent/carer/Local Authority's consent for their young person to be released to the escort, they will contact the student's Social Worker/social care duty team and will request that parents/carers arrange an alternative collection.
- Parents/carers will provide written / verbal communication prior to drop off / collection as to the carer bringing / collecting the young person if not themselves or if different to normal.

#### **5. Late collection from Education**

- Students who are not picked up by 3:45pm (in School) or 4:10pm (in College) will be taken to the Reception area where they will be supervised by support staff.
- Staff will attempt to make contact with the parents/carers/emergency contacts/taxi firm.
- If a student remains uncollected by 4pm (in School) or 4:20pm (in College) then advice will be sought from the student's Local Authority duty social care team or allocated Social Worker if available.
- Where there are persistent episodes of the student being collected/dropped off late, this will be discussed with the parents/carers in the first instance to establish any underlying issues for this. The respective Local Authority will also be informed where necessary.

## 6. Concerns about transport

- All parents/carers/taxi drivers and escorts should behave in a respectful manner towards St Piers staff.
- Any concerns about the conduct of any taxi driver, escort or St Piers / Young Epilepsy staff should be reported to the Head of School or College or the appropriate DSL on call for School or College (see section 7).
- Any concern about the student whilst in the vehicle (health, behaviour etc.) must be shared immediately by the parents/carers or escort to the relevant School or College team and then shared with the student's Local Authority transport team.
- If a parent/carer is concerned about anything to do with the taxi firm, escort or transport arrangements they should speak to the transport department of their Local Authority, and where applicable, their student's social worker. St Piers should be contacted if parents/carers require further support.

## 7. Key contacts

|                                           |                     |                              |
|-------------------------------------------|---------------------|------------------------------|
| Executive Principal                       | Jeremy Law          | 01342 832243 (ext. 343)      |
| Head of School                            | Ginnie Batten-Evatt | 01342 832243 (ext. 550)      |
| Head of College                           | Franky Baptie       | 01342 832243 (ext. 363)      |
| Head of Safeguarding and Quality Practice | Gill Walters        | 01342 832243 (ext. 409)      |
| St Piers School Reception                 | Office/Reception    | 01342 831229                 |
| St Piers College Reception                | Office/Reception    | 01342 831264<br>01342 831221 |

### Deputy Designated Safeguarding Leads (DDSLs)

| School      | Contact Information                        |
|-------------|--------------------------------------------|
| Clare Lewis | 07825 188947<br>Clewis@youngpilepsy.org.uk |
| Danny Hulme | 07825 188923<br>dhulme@youngpilepsy.org.uk |
| College     | Contact Information                        |
| Lisa Bush   | 07825188899<br>lbush@youngpilepsy.org.uk   |

This policy is agreed by the Executive Principal and will be implemented by the Education Directorates.

Signed:



Jeremy Law  
Executive Principal

Date: March 2025

Date of next review: 1 March 2027

## Version table

**Creation:- Ginnie Batten-Evatt & Franky Baptie**

**Approved by:- Simone Hopkins**

| <u>Version No.</u> | <u>Date of changes</u> | <u>Reason for change</u>                                  | <u>Changes made by</u> |
|--------------------|------------------------|-----------------------------------------------------------|------------------------|
| 2                  | 01/02/23               | Updating the School and College information and processes | GB-E, FB, LB           |

|   |          |                                                                  |                     |
|---|----------|------------------------------------------------------------------|---------------------|
| 3 | 30/10/23 | Updates regarding School and College times and review of process | GB-E, FB, LB, DH    |
| 4 | 24/07/24 | Update of leadership team members in School                      | GBE                 |
| 5 | 9 Dec 24 | Simone Hopkins agreement & sign off                              | Julie Landsborough  |
|   | 11/03/25 | Wording tidied                                                   | Policy Review Group |

## Appendix A

# St Piers School Taxi/Escort Agreement

In order to keep the students safe when they come in to and leave St Piers School, all taxi drivers and escorts follow the following process:

- Taxis must be parked considerately in the drop off bays to allow for other vehicles to move around freely and to also allow pedestrians to walk safely.
- Taxis must abide by the speed restrictions across site as per the road signs.
- Any concerns about the conduct of any taxi driver, escort or St Piers staff should be reported to a member of the Senior Leadership Team or Designated Safeguarding Lead (see contact details below).

### **Drop Off**

- School starts at 09:15am.
- Students should remain in the vehicle until School staff come to collect them. If the student needs to get out of the vehicle whilst they are waiting for staff, the escort must be responsible for the student's safety.
- Escorts must remain with a student until they have handed the student over to a specific member of St Piers staff.
- Students must never be left unless there is a designated St Piers staff with the student.
- Escorts must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment.
- Escorts should inform St Piers staff of any concerns or information about the health, behaviour and wellbeing of the student and / or their journey to School.
- Taxi drivers and escorts may use the toilets in the reception area of School but must ask a member of the School Administration team to be let in to this area.
- If the taxi will be late arriving to School or there is a change to the transport crew, the parents/carers/escort/transport provider must inform St Piers School by phone as soon as possible on 01342 831229

### **Collection**

- School finishes at 15:35 Monday to Thursday and 3:05 on Fridays for all students in School.
- Students should not be picked up earlier than this unless explicitly agreed with the Head of School.
- If a new escort is collecting a student, St Piers must have verification of their identity from the relevant taxi firm (via phone) prior to allowing the student to leave with the escort. Valid Photo ID will be required, and a password where relevant.
- When going home, students will be brought to the taxis by St Piers staff.
- If the taxi will be late collecting the student, they must inform St Piers by phone as soon as possible.

- St Piers staff must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment to the escort.

|                                           |                                              |
|-------------------------------------------|----------------------------------------------|
| Head of School                            | Ginnie Batten Evatt<br>01342832243 (ext.550) |
| Head of Safeguarding and Quality Practice | Gill Walters<br>01342 832243 Ext 409         |
| St Piers School reception                 | 01342832243 (ext.229)                        |

## Appendix B

# St Piers College Taxi/Escort Agreement

In order to keep the students at St Piers College safe when they come in to and leave from College, we would kindly request that all taxi drivers and escorts follow the following process:

- ✚ Taxis must be parked considerately in the car park to allow for other vehicles to move around freely and to also allow pedestrians to walk safely.
  - ✚ Taxis must abide by the speed restrictions across site as per the road signs.
  - ✚ Any concerns about the conduct of any taxi driver, escort or St Piers College staff should be reported to the College Duty Officer. 01342 831661 or 07484 537215
  - ✚ College starts at 09:30am (10am Tuesdays).
  - ✚ Students should not be waiting in reception in the mornings earlier than 9:25am.
  - ✚ If any student arrives early to site in the morning, they should remain in their vehicle until 9:25am.
  - ✚ All students should enter College via main reception unless an explicit agreement is made with staff.
  - ✚ Escorts must remain with a student until they have handed the student over to a specific member of St Piers College staff.
  - ✚ Students must never be left in reception or allowed through the main doors to College unless there is a designated St Piers College staff with them.
  - ✚ Escorts must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment.
  - ✚ Escorts should inform St Piers College staff of any concerns or information about the health, behaviour and wellbeing of the student and / or their journey to College.
  - ✚ Taxi drivers and escorts may use the toilets by the College office but must ask a member of the Administration team to be let in to this area.
  - ✚ If the taxi will be late arriving to College, they must inform St Piers College by phone as soon as possible.- 01342 831264
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- ✚ College finishes at 16:00. Students should not be picked up earlier than this unless explicitly agreed with the Head of College.
  - ✚ If a new escort is collecting a student, St Piers College must have verification of their identity from the relevant taxi firm (via phone) prior to allowing the student to leave with the escort. Staff will ask for the full name and address of the student, and may ask for a password.
  - ✚ When going home, students must be collected by escorts from St Piers College staff in the main reception of College unless an explicit agreement is made with staff.

- ✚ The escort must make sure that the St Piers College staff handing the student over, is aware that they are leaving with the student, by signing the hand over sheet.
- ✚ If the taxi will be late collecting the student, they must inform St Piers College by phone as soon as possible. - 01342 831264
- ✚ St Piers College staff must ensure that they hand over all of the student's personal belongings, especially medication and any necessary equipment to the escort.

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Day Student Coordinator                 | Lisa Bush<br>07825 1888 99           |
| Head of College                         | Franky Baptie 01342 832243 (ext 363) |
| Head of Safeguarding & Quality Practice | Gill Walters<br>01342 832243 Ext 409 |
| St Piers College reception              | 01342832243 (ext.264)                |