



# SHEBBEAR COLLEGE

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## SCHOOL TRANSPORT CHAPERONE POLICY

### Whole School Policy

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Last reviewed: 25th July 2022

Updated:

Reviewed and Updated by: Charlie Jenkins

Next Review: 25th July 2023

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### Policy Review at Shebbear College

**The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.**

#### Bus Chaperone Policy

Whilst there are clear safeguarding concerns surrounding our younger pupils travelling alone on transport provided by the school, there is recognition of the fact that many families will require school transport in order for their children to attend Shebbear College. The school policy therefore aims to mitigate the safeguarding risks whilst opening up the opportunity for school transport to as many families as possible.

- Pupils in Prep 4 and above are able to travel independently on transport provided by the school.
- Pupils in Prep 3 and below are able to travel on transport provided they are accompanied both to and from school by a chaperone.
- The parents of the pupil, the parents of the chaperone and the chaperone themselves must agree to the following in order for supervision of the younger pupil to be sufficient in mitigating the safeguarding risks:
  - The chaperone must be in Prep 4 or above.
  - The chaperone must attend Shebbear College, either as a sibling or an unrelated pupil.
  - Each chaperone must only be responsible for the children of **one** family, whether this be their own siblings or children of another family. It is advised that chaperones who are not related to the pupil for whom they are responsible should be in Form 1 (Senior School) or above and if parents seek to enter an arrangement involving a younger, unrelated chaperone, advice should be sought from the Head of Prep as to the suitability of the chaperone.
  - In the morning, the chaperone must meet the pupil at the bus stop before the bus arrives. When the bus arrives at Shebbear College, the chaperone must escort the pupil to the Prep School and sign them over to their class teacher.
  - At the end of the school day, the chaperone must meet the pupil in the Assembly Hall and have them signed over to them by the member of staff on bus duty.

- If the chaperone is not travelling on school transport for any reason, the pupil may not travel unaccompanied and parents must seek out alternative arrangements even if this situation arises unexpectedly or at the last minute. It is expected that the parents of the pupil and the chaperone will communicate clearly with each other and it is not the responsibility of the school to do so.
  - The school cannot provide contact details of potential chaperones. It is expected that parents will make contact with each other outside of school to enter the arrangement and that the chaperone would be well known to the pupil for whom they are responsible.
- If the points above are not followed, the school reserves the right to end the chaperone arrangement should it not be sufficiently mitigating the safeguarding risks to the younger pupil.
- Both sets of parents and the chaperone must sign the “School Transport Chaperone Agreement” and send a copy to the Head of Prep and School Reception ([reception@shebbearcollege.co.uk](mailto:reception@shebbearcollege.co.uk)). A new agreement must be completed by the start of every academic year to confirm arrangements.
- For pupils who joined Shebbear College prior to September 2021, “grandparent rights” have been afforded to them in relation to this policy, meaning the previous policy whereby all pupils are able to travel unaccompanied on transport provided by the school applies. However, parents of such pupils are strongly advised to consider the use of a chaperone in line with the policy above and that the drivers of transport are not responsible for the behaviour of children whilst on the transport or for their safety once they disembark.

## School Transport Chaperone Agreement 2022-23

Name of child ..... Year group .....

Name of chaperone ..... Year group .....

In order to mitigate the safeguarding risks posed to younger pupils travelling on transport provided by the school, all parents and the chaperone agree to the following:

- The chaperone will only be responsible for the children of **one** family, whether this be their own siblings or children of another family.
- In the morning, the chaperone will meet the pupil at the bus stop before the bus arrives. When the bus arrives at Shebbear College, the chaperone will escort the pupil to the Prep School and sign them over to their class teacher.
- At the end of the school day, the chaperone will meet the pupil in the Assembly Hall and have them signed over to them by the member of staff on bus duty.
- If the chaperone is not travelling on school transport for any reason, the pupil may not travel unaccompanied and parents must seek out alternative arrangements even if this situation arises unexpectedly or at the last minute. It is expected that the parents of the pupil and the chaperone will communicate clearly with each other and it is not the responsibility of the school to do so.
- If the points above are not followed, the school reserves the right to end the chaperone arrangement should it not be sufficiently mitigating the safeguarding risks to the younger pupil.

Agreed by:

### Parents of pupil to be chaperoned

Name .....

Signature .....

Date .....

### Parents of chaperone

Name .....

Signature .....

Date .....

### Chaperone

Name .....

Signature .....

Date .....