



KING WILLIAM'S COLLEGE

# **King William's College, The Buchan School & The Buchan Nursery**

## **Safety and Supervision on School Journeys**

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The following guidance, which deals specifically with the Health and Safety of the ‘journey’ aspect of school visits/trips, should also be read in conjunction with the document entitled “The Health and Safety of Students on Educational Visits Policy”, which deals with all aspects of Educational Visits, and also with reference to the standard Trip Risk Assessment for the school.

## **1. School Coaches (External Provider)**

- 1.1 The main School Coach service is operated by an independent operator, ‘Tours’, who have been providing this service to the school for many years. There are two coach routes operated each day, bringing pupils to school in the mornings and taking them home in the evenings.
- 1.2 Safeguarding - All drivers are Police Checked by Tours, and in addition DBS checked by the School. The company also provides guidance on safeguarding to its drivers, and is alert to the drivers often being the only adult on the coach.
- 1.3 Behaviour on school coaches - Where possible, if a member of teaching staff uses the coach to come to school, they will be expected to provide an element of extra supervision. All pupils are told that they must remain seated while the coach is in motion and that they must use seatbelts at all times. All school coaches have seatbelts. If there is an incidence of unacceptable behaviour on one of the coaches, the driver will inform the school, and if the pupil or pupils have been identified they can be spoken to by a senior member of academic staff. If it is more general unacceptable behaviour from a group of pupils, then the relevant year groups may be spoken to by a member of senior academic staff (which may be the ‘Year Head’). On rare occasions, if a pupil’s behaviour is making it dangerous for the driver to drive, or is of a serious level, the pupil may be excluded from using the coach service.
- 1.4 If there are specific road conditions which warrant varying the route, such as roadworks, or a road accident blocking one of the routes, the coach company will advise the school of any changes to the schedule.
- 1.5 If adverse weather (e.g. snow or high winds) warrants closing the schools, the Principal and Chief Operating Officer will liaise with the coach company and decide on this. A mobile phone SMS service can be used to contact parents if the message needs to be communicated quickly.

## **2. School Minibus service (External Providers)**

- 2.1 We began a dedicated minibus service solely for The Buchan in January 2018, running to and from Douglas, provided by a different company, ‘Powerwheels’. Exactly the same principles as above will apply to this new service. The only adult on the minibus will be the driver.
- 2.2 School Minibus service (External Provider) We also provided a minibus service for both schools which started in June 2018, to complement the coaches, provided by a different company, ‘CelticWheels’. Exactly the same principles as above will apply to this new service. The only adult on the minibus will be the driver.

## **3. School Minibuses**

The School has four minibuses, three at the College, and one at The Buchan.

- School Drivers must have the appropriate entitlement on their licence to drive a minibus, and they also have to be registered with the Department of Transport as a school minibus driver. In addition they are encouraged to take the MIDAS test for minibus drivers.
- Pupils must wear the seatbelts provided in the minibuses (and use booster seats if appropriate/required).
- The minibuses have a general maintenance check each week, and are regularly maintained and serviced.
- Vehicles are replaced as necessary, to keep the fleet up to date.

For individual trips, drivers should do the following:

- Carry out a brief visual check of the exterior of the vehicle.
- Consideration should be given to the route; the length of the journey (and travelling time); driving time and driver rest breaks (and whether a relief driver is needed); and weather conditions.
- Consider supervision of pupils, and check that seatbelts are worn.
- Prepare for emergencies: bring a mobile phone; consider if the driver or a passenger becomes ill during the journey; consider how to deal with a breakdown or an accident.

#### **4. Risk Assessments on local School Journeys and School Trips to the UK and abroad.**

A Risk Assessment is carried out for all trips away from the school, whether in one of our own minibuses, or using the ferries, by plane, or train, to the UK or abroad.

The ratio of staff to pupils must always be considered.

The following are the risks covered by a standard risk assessment format using a vehicle (this is non-exhaustive; there may be others specific to the particular trip):

- Students failing to arrive at meeting point
- Vehicle breakdown
- Road traffic conditions
- Driver fatigue leading to accident
- Bad behaviour on vehicle – distraction of driver
- Student left behind – unsupervised at school
- Illness/Travel sickness
- Prior medical condition – relapse
- Student left at venue
- Visit (site) unsafe
- Petty crime on visits
- Dietary issues and Allergies
- Minor accidents on visit
- Weather conditions (hypothermia/sunstroke etc)
- Slips/trips/falls
- Injury when crossing roads to venue/on trip – being struck by vehicle
- Any emergency

**Most of these hazards also apply to trips by coach, ferry, train or plane.**

These risks are rated according to likelihood and hazard, and then control measures and further actions to prevent or minimise this are factored in.

## **5. Summary**

While the above provides general guidance on regular daily transport to and from the school, and standard journeys away from the school, any unusual factors relating to the safety and supervision of pupils on individual trips should always be considered.