

BRECON HIGH SCHOOL YSGOL UWCHRADD ABERHONDDU



Travel Behaviour Code Policy

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CYNGOR SIR POWYS COUNTY COUNCIL**CYMUNEDAU, SGILIAU A DYSGU / COMMUNITY, SKILLS AND LEARNING****YSGOLION A CHYNHWYSIANT / SCHOOLS AND INCLUSION****WELSH ASSEMBLY GOVERNMENT TRAVEL BEHAVIOUR CODE****1. INTRODUCTION**

It is accepted that children and young people are entitled to safe travel between home and their learning settings and the majority of learners behave well whilst engaged in this activity. It is also acknowledged that there should be appropriate responses to poor and disruptive behaviour as it is recognised that such behaviour can pose a real threat to safety and have dramatic consequences.

The Welsh Assembly Government has published its 'All Wales Travel Behaviour Code', under the Learner Travel (Wales) Measure 2008 and this code is attached as Appendix B to this document. The code was implemented with effect from 4 January, 2010, and it is supported by statutory guidance, published by the Welsh Assembly Government, in December, 2009. Local authorities, schools, and Further Education institutions must have regard to this guidance when dealing with any incidents of unacceptable behaviour.

The code promotes safe travel for all learners, by setting out the standards of behaviour required.

It is the expectation of the Welsh Assembly Government that education institutions and local authorities will work pro-actively with learners, their parents and the community, in order to promote positive behaviour. The Welsh Assembly Government has, therefore, limited the use of sanctions so that they are applied to the most serious of cases.

The following guidance and procedures are based on, and consistent, with the above statutory guidance.

When and to Whom does the Code Apply?

The Code is compulsory for all learners up to the age of 19 years (or over 19 if they started their course before reaching 19). It applies to all modes of travel to and from education institutions. This will include contract buses, public buses, public trains, walking, taxis, scooters and motorbikes, cycling and journeys in learners' own or others' cars. Learners must comply with the Code whilst travelling to and from their place of learning. This includes journeys between institutions during the day, not just at the beginning and end of the day. The Code does not apply to travel to and from other locations not classed as 'relevant places', even though the travel may be for educational purposes e.g. school trips to the theatre or museums. Behaviour on these journeys should be covered by individual schools' behaviour policies.

Structure of Code

The Code is sub-divided into two sections: the main Code which covers all modes of transport and a Bus Travel Code which includes additional guidance for pupils travelling on a bus.

Meaning of the Code for Local Authorities

The Code supercedes all learner travel codes of conduct currently used by local authorities, and must be published by the local authority under the Learner Travel Information (Wales) Regulations, 2009.

Where local authorities fund transport, they will lead in an investigation of an incident. This will include all modes of travel arranged and/or paid for by the local authority, including travel on buses and in taxis.

Where local authorities provide transport as a matter of discretion (under Section 6 of the measure), either free of charge or for payment, the same procedures should be followed.

If the local authority does not provide/fund the travel arrangements, the educational institution where the learner is enrolled is responsible for investigating the incident.

The Meaning of the Code for Education Institutions

The Code is part of a school's behaviour policy and headteachers must ensure that pupils at their school comply with the Code. They will be able to take disciplinary action against learners who have breached the Code whilst travelling to and from school or between other schools. In dealing with incidents, schools must refer to Section 3 of the statutory guidance (and of this document) rather than Section 4 which is for local authorities.

Other education institutions, such as colleges and training providers, should also incorporate the Code into their behaviour policies. If the local authority does not provide transport for the learners involved in an incident, the education institution should investigate and apply sanctions as appropriate, in accordance with their existing policies (as in Section 3 of the statutory guidance).

Responsibility for Implementing the Code in Education Institutions

In maintained schools, this would be the headteacher in the first instance; in an independent school, its proprietor; in a Pupil Referral Unit, the local authority; Further Education institutions, the proprietor, and in work-based learning providers, the manager, director or, if different, the person in charge of the provision of learning. Responsibility for the implementation of the Code may be delegated by these individuals to another member of staff within an education institution.

Meaning of the Code for Transport Operators

Transport operators and drivers are required to be familiar with the Code and the procedure to follow if a learner misbehaves. Operators should provide details to the education institution and/or local authorities of an incident as soon as possible after the occurrence, and should assist the local authority/education institution in any

investigation. The Authority's current school transport incident report form, copies of which have been circulated to all transport contractors, which should be forwarded without delay to the Authority's Passenger Transport Unit and copied to the appropriate school or education establishment, is a tried and tested means for transport operators to advise the Authority and schools of concerns in respect of behaviour.

Meaning of the Code for Parents

The Code sets out the standard of behaviour expected of learners when travelling to and from their places of learning and parents need to be aware of the implications if a learner does not follow the code. It is essential that parents are aware that the local authority can withdraw an individual's entitlement to free transport or their place of learning can take action against them. In the event of transport being withdrawn from a learner, it is the responsibility of the learner's parents to arrange suitable transport to and from their place of learning.

Definition of 'Parent'

The definition of 'Parent' for the purpose of the measure includes anyone who is not a parent but who has parental responsibility for, or care of, a child. This includes guardians and corporate parents. Where a child is subject to a care order, the local authority that has parental responsibility for the child is entitled to determine to what extent the birth parents exercise their responsibility.

2. ROLES AND RESPONSIBILITIES

Learners

- must comply with the Code whilst travelling to and from their places of learning, including journeys between education institutions during the day;
- should be aware of the implications of a breach of the Code, including the potential sanctions that could be imposed;
- should report breaches of the Code to a teacher, bus driver, parent or other appropriate person.

Parents

- should ensure that the learner has understood the Code;
- should accept responsibility for encouraging good behaviour and ensuring that children comply with the Code;
- should be aware of the implications of breaches of the Code and the effect that this can have on the child's rights to the provision of transport to and from his/her education institution;
- will be responsible for the learner's continued attendance at their place of learning if transport is withdrawn;
- should co-operate with education institutions, transport operators and local authorities to enforce the Code.

Education Institutions

- should publicise and raise awareness of the importance of good behaviour and the consequences of failing to comply with the Code;
- should enforce the Code, where appropriate, in accordance with Section 3 of the statutory guidance;
- should incorporate the Code into their existing behaviour policy;
- should train relevant staff in the content and application of the Code to ensure a consistent approach across Wales;
- should alert the relevant local authority to alleged breaches of the code if the local authority is responsible for transport as soon as it is practicable, and provide information and assistance that is reasonably required;
- should make learners aware of an appropriate person to talk to within the institution about incidents of behaviour whilst travelling from home to their place of learning;
- if the local authority is responsible for providing transport, should co-operate with them in their handling of disciplinary action for breaches of the Code, including involvement in the interviewing of learners as part of any investigation;
- should ensure that designated persons maintain records of all reported incidents that they are responsible for investigating;
- if the local authority is responsible for investigating an incident, then they must pass them this information immediately;
- if contractual arrangements have been entered into with transport operators, ensure that they are aware of the Code and their responsibilities;
- should ensure that contact details of designated staff responsible for handling all matters relating to the Code are made available to transport operators, learners and the local authority;
- should report suspected criminal offences or Child Protection matters to the relevant authorities.

Local Authorities

- should publicise and raise awareness of the importance of good behaviour and the consequences of failing to comply with the Code;
- should ensure that contact details of designated staff responsible for handling all matters relating to the Code are published. At a minimum this would involve publishing details on its website and in all relevant correspondence with education institutions and transport operators;
- should train relevant staff in the content and application of the Code to ensure a consistent approach across Wales;
- should investigate suspected breaches of the Code where appropriate;
- should ensure that designated persons at the local authority maintain records of all reported incidents that they are responsible for investigating. All records of incidents should be copied to education institutions;
- if they are not responsible for investigating an incident they are made aware of, they should pass it to the education institution immediately
- should regularly review and monitor the contractual arrangements entered into with transport operators to ensure that they are aware of the Code and their responsibilities;
- should co-operate with the relevant education institution in the handling of disciplinary action for breaches of the Code;

- should report suspected criminal offences or Child Protection matters to the relevant Authority;
- should ensure that the use of sanctions under the Code is consistent.

Transport Operators

- should ensure that relevant staff are familiar with the Code and know what to do in the event of a breach of the Code;
- should ensure that incidents are reported to the designated person in the relevant local authority;
- should comply with the contractual arrangements entered into with the relevant local authority, where they relate to the Code;
- should co-operate fully with local authority and education institutions in respect of the Code;
- should report suspected criminal offences or Child Protection matters to the relevant Authority.

3. INCIDENTS INVESTIGATED BY EDUCATION INSTITUTIONS

Section 89 of the Education and Inspections Act, 2006 (as amended by the measure) places a duty on headteachers to incorporate the Code into the school's Behaviour Policy and thus ensure that pupils comply with the Code. It also allows headteachers to take action against pupils who misbehave when they are travelling from home to school, not on the premises of the school and not under the lawful control or charge of a member of staff at the school.

The Welsh Government has produced further guidance on the use of sanctions for behaviour outside school premises and this is contained in the document (Safe and Effective Intervention). The final guidance will be included as amendments to the Assembly Government's Guidance on Behaviour contained in Inclusion and Pupil Support (Circular 427/06).

Individual schools are best placed to make judgements about what is the most appropriate action to take in particular circumstances depending on the severity of the misbehaviour. Ultimately, schools may use exclusion on a fixed term or permanent basis as a sanction but in doing so must comply with the Welsh Government's guidance included in Circular 001/2004, Exclusion from Schools and Pupil Referral Units.

This guidance states as follows:-

12 – Behaviour Outside School

12.1 Pupils' behaviour outside school on school business, for example on school trips, away from school sports fixtures or work experience placements is subject to the school's behaviour policy. Bad behaviour in these circumstances should be dealt with as if it had taken place in school. For behaviour outside school, but not on school business, a headteacher may exclude a pupil if there is a clear link between that behaviour and maintaining pupil behaviour and discipline among the pupil body as a whole. This would be a matter of judgement for the headteacher. Pupils' behaviour in the

immediate vicinity of the school, on a journey to or from school, can, for example, be grounds for an exclusion.

- 12.2 *School staff who intervene to control the behaviour of pupils on public transport or in public places should be mindful of the fact that they are not empowered to use measures beyond their normal common-law powers as citizens.*

Liaison between the school and the local authority is particularly important. Even if the local authority provides transport, the local authority and school may decide that action under the school behaviour policy is more appropriate to the incident. A learner should not generally have sanctions imposed on them for an incident on school transport under both the Travel Behaviour Code and the school's behaviour policy.

It is expected that education institutions would investigate all incidents not dealt with by local authorities, under the provision of their existing behaviour policy.

4. LOCAL AUTHORITY INVESTIGATION OF INCIDENTS AND SANCTIONS

The following procedure applies where local authorities have provided transport or made travel arrangements. This includes the situation where the local authority is under a duty to provide learner travel under Sections 3 and 4 of the measure, and where a learner receives free or subsidised travel under the local authority on a discretionary basis (under Section 6 of the measure).

If the local authority is not responsible for providing the travel arrangements for a learner, the education institution should investigate incidents and action should be taken in accordance with their existing behaviour policies.

Where an incident occurs on the home to school journey, but not actually on the transport provided by the local authority, the local authority and education institution will work together and agree who should assume responsibility for the investigation.

In order to ensure that incidents are dealt with as efficiently as possible, all incidents must be reported, investigated and determined in a timely manner.

The Authority is required to regularly review the use of the Code to assess whether it is being applied consistently. They should also consider whether

the information being collected would be of use to local partners such as the police and Children and Young People's Partnership in providing additional information on crime and anti-social behaviour in the community. However, in doing so, data protection legislation must be followed at all times.

Procedure if an Incident Occurs

An explanatory diagram, setting out the procedure described in this section, is included as Appendix C.

Step 1

Drivers or escorts should take all reasonable steps to identify the learner(s) involved and any witnesses. The incident should be reported to the operator, who will inform the appropriate person at the local authority, using the Authority's Unacceptable Behaviour on Home to School Transport reporting procedures. Where CCTV is used on buses, footage can be used as evidence in line with the procedures set out in the local authority's contract with the operator, assuming data protection legislation has been adhered to.

In addition to forwarding a copy of the incident report form to the designated contact within the authority, the operator will also copy the form to the education institution involved and retain a copy for his/her records.

If a serious incident has occurred, the operator may decide to report it to the police. The operator will still report the incident to the Authority and the education institution, in accordance with the above arrangements, whatever action is taken by the police.

If the local authority or education establishment is made aware of an incident through a different source, such as the parents, learners, or members of the public, the same procedures for investigating the incident will be followed.

Step 2

The local authority should establish whether or not they provide home to school transport for the learner. If so, the authority will take responsibility for investigating the incident.

Although it is the authority's responsibility to undertake an investigation of incidents that occur in situations where it provides home to school transport for the learner, this can only effectively be carried out in co-operation with the school and, therefore, the school will arrange for the investigation of the incident, in the name of the Authority, taking statements from witnesses and those involved, and forward any information to the Principal Officer, Admissions and Transport, Powys County Hall, Llandrindod Wells, LD1 5LG, for consideration by the authority. The school is free to make a recommendation to the Authority regarding an appropriate response to the incident in question.

The local authority will keep a record of all incidents that occur on transport they provide. By the time action relating to the incident is concluded, the

record will include the name of the learner, the time, place and nature of the incident, and the action taken by the authority.

Step 3

When the local authority is made aware of an incident, they will let the relevant education institution know as soon as possible, if that institution is not already aware of the incident. If the local authority does not provide transport for the learner, the education institution at which the learner is registered will investigate the incident.

Step 4

As far as possible, all aspects of investigations, including incident reports by operators, notes of education institutions' discussions with learners, and notes of local authorities' decision-making processes when deciding what action to take, will be in writing.

Approaches to Different Incidents

If, after the initial investigation into the incident, the local authority is satisfied that, on the balance of probabilities, the learner did what he or she is alleged to have done, the local authority will consider what action to take based on the severity of the incident. As indicated above, it will consider the recommendations made by either or both the education establishment that undertook the initial investigation and the transport operator.

Where the incident is also subject to a police investigation, the evidence available to the authority may be very limited. It is anticipated, however, that the authority will be able to make a decision on how to proceed in investigating the incident and the authority will not generally delay its process to take account of any criminal proceedings.

The statutory guidance has divided inappropriate and/or unsafe behaviour into 3 categories in order to promote consistency and fairness in responding to breaches of the Code and the Authority will use these categories as a guide when a breach of the Code has occurred. The behaviours referred to in each category are not exhaustive but will be used as an indicator.

There may be circumstances in which the actions suggested for each category are not appropriate i.e. the suggested response is either too lenient or too harsh. Appropriate action will be the decision of the local authority under these circumstances, after consultation with the education institution.

Alternatively, the local authority and school may decide that it is more appropriate for sanctions to be imposed under the school's behaviour policy.

5. CATEGORIES OF UNACCEPTABLE/DANGEROUS BEHAVIOUR

Category 3 – Unacceptable Behaviour

This includes, but is not limited to, minor incidents that may be irritating, unpleasant or offensive behaviour, but not dangerous. For example, eating or drinking (except where permission has been granted), shouting, littering, failure to show a travel pass (where appropriate), and rudeness.

Depending on any previous incidents that the individual may have been involved in, the incidents in this category will be dealt with as follows:-

- **First offence** – the learner will receive a verbal warning (a copy of an appropriate proforma for recording a verbal warning is attached as Appendix D to this

document) from their place of learning and the school and local authority should keep a record of the incident.

- **Second offence** – the school or local authority will write to the learner's parents notifying them of the breaches of the Code and the consequences of continued unacceptable behaviour (a model letter to assist schools in writing to parents is attached as Appendix E to this document).
- **Third offence or more** – the local authority will consider the withdrawal of learner transport after following the procedures set out below.

Category 2 – Dangerous Behaviour

This includes, but is not limited to, where there may be the threat of physical danger to individuals. For example, harassing and bullying other passengers, verbally threatening the driver, pushing and shoving when boarding and exiting the bus, spitting, smoking and distracting the driver.

Depending on any previous incidents that the individual may have been involved in, the incidents in this category will be dealt with as follows:-

- **First offence** – as a minimum, the school or local authority should write to the learner's parents to notify them of the breach of the Code and the consequences of continued unacceptable behaviour (a model letter to assist schools in writing to parents is attached as Appendix E to this document). The authority may decide that the withdrawal of transport is more appropriate.
- **Second offence** – the local authority will consider the withdrawal of learner transport in accordance with the following procedures.

Category 1 – highly dangerous, destructive or life-threatening behaviour

This includes, but is not limited to, behaviour considered very dangerous to individuals and/or destructive, for example interfering with the driving controls or emergency doors, assaulting the driver, pushing others through doors or windows, and interfering with safety equipment.

The school, on behalf of the authority, will investigate the incident following the procedures set out below, and the Authority will consider withdrawing the transport for an appropriate period of time. It is possible that the police may also be involved in these incidences.

- **Third offence or more** – the local authority will consider the withdrawal of learner transport after following the procedures set out below.

Procedure when the Authority is considering Withdrawing Transport

The above statutory guidance requires the authority to give the learner and the parents of the learner the opportunity to make representations before a decision is taken to withdraw travel arrangements, and consider those representations. These representations can be requested in writing and within a specified time limit. The local authority must also consult with the relevant school / education institution about the decision to withdraw travel arrangements. In addition, the headteacher must be

given written notice of the decision to withdraw learner transport at least 24 hours before the withdrawal takes effect.

The local authority must give written notice of the withdrawal of travel arrangements to the learner's parents at least 24 hours before the withdrawal takes effect.

Before withdrawal of travel arrangements takes effect, the local authority remains responsible for the home to school transport of the learner in question. If it is inappropriate for the learner to continue to travel to their place of learning in their normal way (e.g. on a home to school transport vehicle), for example because of continued immediate risk of harm to others, the local authority is required to make suitable alternative arrangements.

The authority is required to give headteachers and parents notice in writing of the withdrawal of transport, specifying the period for which travel arrangements are to be withdrawn, and the reasons for the withdrawal.

A period of withdrawal must not exceed 10 consecutive school days, including where these are at the end and the beginning of different school terms. The period of withdrawal must not result in the learner having travel arrangements withdrawn for more than 30 days in a school year in which the withdrawal takes effect.

It is acceptable for the local authority and school to decide that it is more appropriate for sanctions to be imposed under the school's behaviour policy but a learner should not generally have sanctions imposed on him/her for an incident on learner transport under both the Travel Behaviour Code and the school's behaviour policy.

The decision to withdraw learner transport must be reasonable in the circumstances. In determining whether a decision to withdraw travel arrangements is reasonable, the authority must take the following matters in particular into account:-

- a) whether the period of withdrawal is proportionate in the circumstances of the case;
- b) any special circumstances relevant to the withdrawal of travel arrangements that are known to the local authority (or of which the authority ought to be aware), including in particular:
 - (i) the learners' age;
 - (ii) any special educational needs the learner may have;
 - (iii) any disability the learner may have;
 - (iv) whether the learner would lose an opportunity to take a public examination; and
 - (v) whether suitable alternative travel arrangements can reasonably be made by the learner's parents.

When considering whether the learner's parents can reasonably make alternative arrangements, it is acknowledged that the withdrawal of travel would generally inconvenience parents and learners. Inconvenience of itself is not considered a sufficient reason for not withdrawing transport.

If a learner has special educational needs, it is particularly important to consider the nature of the individual's circumstances and discuss any potential sanctions with their school/place of learning. When considering any special educational needs the

learner may have, the authority will give regard to the Special Educational Needs Code of Practice for Wales.

The Disability Discrimination Act, 1995 (as amended) makes it a legal duty not to discriminate against a disabled learner. Discrimination means treating disabled pupils less favourably than other pupils without justification. It also means failing to take reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage compared to their non-disabled peers. What constitutes a reasonable step would depend on the circumstances of each case.

Before considering the withdrawal of travel arrangements for Looked After children, the local authority will consider what implications this might have for the stability of the learner's education and care placements. The designated local authority's officer for the Code should contact the learner's care worker to investigate alternatives. Where Looked After children are placed out of county, the local authority responsible for providing travel to education will need to discuss and agree their final decision with the local authority with corporate responsibility for the learner.

Specific Steps to be taken in considering Withdrawing Transport

In order to comply with the above requirements on the local authority, the following steps will be taken when consideration is being given to the withdrawal of home to school transport.

1. The incident will be investigated by the school, in accordance with the above arrangements, and the authority will be provided with copies of statements taken and information obtained in relation to the incident,
2. together with, if appropriate, a recommendation in relation to a possible response by the Authority.
3. The Authority will consider the information provided from the school together with the information provided, in respect of the incident, by the home to school transport contractor, and will decide whether, in the light of the above, on the balance of probabilities, the learner did what he or she is alleged to have done and the severity of the offence merits withdrawal of transport.
4. The Authority will consider any special circumstances, as indicated above, that would affect the decision to withdraw travel arrangements, including special educational needs of the learner, whether the learner is Looked After, the learner's age, whether the learner would lose an opportunity to sit a public examination and whether suitable alternative travel arrangements can reasonably be made by the learner's parents.
5. Once a decision has been taken in relation to withdrawal of transport, the Authority will write to the parent giving at least 7 working days notice of the withdrawal of transport, together with the period of withdrawal, and this correspondence will be copied to the home to school transport contractor, the Authority's Passenger Transport Unit and the headteacher of the school involved. The letter will explain to the parent the reasons for the withdrawal of transport and will invite the parent to submit any representations, in writing, within 3 working days. The Authority will consider any representations received and advise the parent of its decision within a further 2 working days i.e. either confirming the exclusion as indicated in the original correspondence, or amending the exclusion. If as part of the school's investigation, the parent has been brought to school in order to

discuss the incident, and has had the opportunity of submitting representations, which will be included in the documentation submitted to the Authority by the school, no further opportunity to make representations will be provided. If no response is received from the parent, in relation to the letter advising them of the exclusion, the exclusion will be implemented as specified. The Authority will copy any correspondence to the parent, in relation to representations, either confirming or amending the period of exclusion, to the home to school transport contractor and the headteacher of the school involved.

6. Although the statutory guidance does not require the Authority to offer a right of appeal, the Authority has always offered a right of appeal in relation to exclusion from the school transport vehicle and the arrangements for appeal will be included in the correspondence to the parent. Appeals will be heard by the Authority's School Transport Appeals Committee and, if the parents are successful, he/she will be reimbursed at the Authority's current parent conveying rate for journeys actually undertaken between home and school during the period of exclusion.
7. If the behaviour of the pupil is such that it would be inappropriate for the pupil to continue to use the home to school transport vehicle prior to the period of exclusion, or the risk of the pupil travelling on the vehicle is too great to the pupil him or herself or other users, the Authority will provide alternative transport for the pupil in question. This might involve providing the parent with a parent conveying allowance to convey the pupil to and from school him or herself or the use of a different vehicle.

APPENDIX A

The following are 'relevant places' for the purpose of the Code:-

- a) Maintained schools
- b) Institutions in the Further Education sector;
- c) Independent schools named in statements maintained under Section 324 of the Education Act, 1996 (C 56);
- d) Non-maintained special schools'
- e) Pupil Referral Units;
- f) Places other than pupil referral units where education is arranged under Section 19 (1) of the Education Act, 1996;
- g) Places where education or training funded by the Welsh Ministers under Section 34 (1) of the Learning and Skills Act, 2000 (C 21) is provided;
- h) Institutions where education and training and boarding accommodation have been secured by the Welsh Ministers under Section 42 of the Learning and Skills Act, 2000;
- i) Places where nursery education is provided:-
 - (i) by a local authority; or
 - (ii) by any other person who is in receipt of financial assistance given by a local authority under arrangements made by them then pursuant of the duty imposed by Section 118 of the Schools Standards and Frameworks Act, 1998 (C 31);
- j) Places where work experience is undertaken.

APPENDIX B

Travel Behaviour Code

Your safety is very important. You must behave responsibly and safely when travelling to and from school or college, whether you go there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to school or college, you must also follow the rules in the School Bus Travel Behaviour Code.

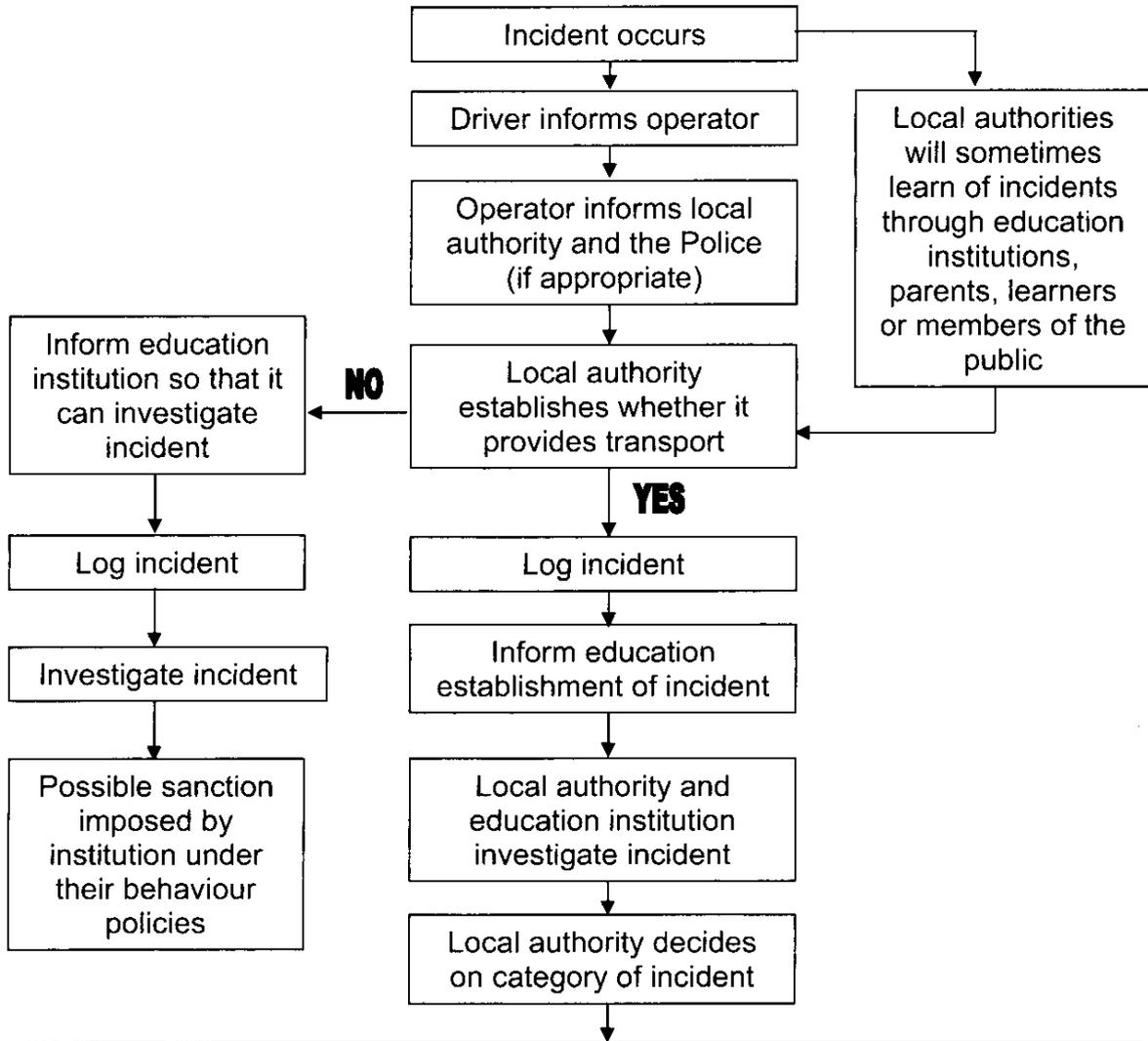
If you do not follow this Code, for your own safety, and other people's, local authorities, schools and colleges can take action against you. This might involve taking away your right to school transport and even excluding you from school.

<i>Your Responsibility</i>	<i>Your Safety</i>	<i>Your Rights</i>
<ul style="list-style-type: none"> • Always respect others, including other pupils, drivers and the public. • Always respect vehicles and property. • Always be polite. • Never drop litter. • Always obey the law. 	<ul style="list-style-type: none"> • Always behave well when travelling. • Always follow the driver's instructions when travelling. • You must not distract drivers. • Always cross the road safely and sensibly. • Always travel by a safe route. 	<ul style="list-style-type: none"> • To be safe when travelling. • To be treated fairly and with respect. • To tell someone if somebody or something is causing you problems. • Not to be bullied or picked on.
<p><i>Please tell a teacher, parent or driver about any bad behaviour or bullying you see.</i></p>		

School Bus Travel Behaviour Code

- When at the bus stop, always wait sensibly, off the road.
- Make an agreement with your parents about what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seatbelt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never damage or vandalise any part of the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- Never try and get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

APPENDIX C - Procedure if an Incident Occurs



	Category 3	Category 2	Category 1
First Incident	Verbal warning from the education institution	As a minimum, local authority writes a letter to the learner's parents	Local authority withdraws transport (see 4.27-4.41)
Second Incident	Local authority writes a letter to the learner's parents	Local authority considers the withdrawal of transport (see 4.27-4.41)	
Third Incident or more	Local authority considers the withdrawal of transport (see 4.27-4.41)		

APPENDIX D

**CYNGOR SIR POWYS COUNTY COUNCIL
YSGOLION A CHYNHWYSIANT / SCHOOLS AND INCLUSION**

**NOTIFICATION OF ORAL WARNING IN RESPECT OF UNACCEPTABLE
BEHAVIOUR ON SCHOOL TRANSPORT**

Name of School: _____

Name of Pupil: _____ Date of Birth: _____

Address: _____

Date of Incident of Unacceptable Behaviour: _____

Name of School Transport Contractor and Route: _____

Report of Incident: _____

Date warning given: _____

Signed: _____ Date: _____

(Headteacher/Deputy Headteacher/Senior Staff)

Copies to: Principal Officer (Admissions and Transport), Powys County Hall, Llandrindod Wells,
Powys, LD1 5LG
School Transport Contractor

APPENDIX E

**CYNGOR SIR POWYS COUNTY COUNCIL
YSGOLION A CHYNHWYSIANT / SCHOOLS AND INCLUSION**

**MODEL LETTER TO PARENTS REGARDING A WRITTEN WARNING OF
UNACCEPTABLE / DANGEROUS BEHAVIOUR ON SCHOOL TRANSPORT**

Name and Address of Parents: _____

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Dear _____ ,

Written Warning regarding Unacceptable Behaviour on School Transport

I am writing to inform you that I have received a serious complaint regarding the behaviour of your son/daughter, _____ (d.o.b. _____), whilst travelling on the Authority’s school transport that conveys him/her to _____ school from _____ .

I understand that on _____ (date) your son/daughter was involved in the following unacceptable behaviour: _____

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You will appreciate that the Local Authority expects all its passengers to behave in an acceptable fashion, whilst travelling on its contract vehicles, and adhere to the Welsh Assembly Government’s Travel Behaviour Code. It takes a very serious view of any form of unacceptable behaviour by pupils, particularly behaviour that causes difficulties for other passengers on the vehicle and which, through distracting the driver, could result in endangering other passengers on the vehicle and other road users.

The purpose of this letter is to formally warn you that the behaviour of your son/daughter, whilst travelling on the Authority’s transport, has been unacceptable / dangerous and any further instances of such behaviour could result in temporary withdrawal of the right to travel. I should be grateful, therefore, if you would impress upon your son/daughter the need to demonstrate responsible behaviour, whilst on school transport, and I trust that no further reports of unacceptable / dangerous behaviour will be received.

I confirm that this letter has been copied to the Principal Officer, Admissions and Transport and the school transport contractor, _____ , for their information.

Your sincerely

(Signed)

Headteacher

Copies to: Principal Officer, Admissions & Transport, Powys County Hall, Llandrindod Wells, LD1 5LG
Passenger Transport Unit
School Transport Contractor

APPENDIX F

**CYNGOR SIR POWYS COUNTY COUNCIL
YSGOLION A CHYNHWYSIANT / SCHOOLS AND INCLUSION**

MODEL LETTER TO PARENTS REGARDING EXCLUSION FROM SCHOOL TRANSPORT

Name and Address of Parents: _____

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Dear _____ ,

Exclusion from Home to School Transport

I am writing to inform you that I have received a serious complaint regarding the behaviour of your son/daughter, _____ (d.o.b. _____), on the home to school transport vehicle that operates between _____ school and _____ on _____ (date of occurrence of incident). The unacceptable / dangerous behaviour, demonstrated by your son / daughter, included the following:-

—

—

This incident has been fully investigated and, on the balance of probabilities, your son / daughter has been confirmed to have been at fault.

(if appropriate) May I remind you that you have been notified, previously, of your son's / daughter's unacceptable conduct on the following occasions:-

—

and he / she has been excluded from the school transport vehicle on the following occasions:-

—

The purpose of this letter is to inform you that, in the light of the seriousness of your son / daughter's misbehaviour, his / her right to travel on the school transport vehicle will be withdrawn for _____ school days from _____ (date of commencement of exclusion) to _____ (date of conclusion of exclusion), inclusive. Your son / daughter will not be excluded from school for this period and the responsibility for ensuing his / her attendance at school, during the period, rests with yourselves. Your son / daughter should make no attempt to board the school transport vehicle during this period of exclusion from the transport and I confirm that this letter has been copied to the headteacher of _____ school, the school transport contractor, _____, and the Area Education Welfare Officer for their information. You will appreciate that your son / daughter will be entitled to use the school transport again with effect from _____ (date of reinstatement), but I must warn you that any further incidents of unacceptable behaviour could result in the withdrawal of the right to travel for a longer period. I trust that you will impress upon your son/daughter the need to demonstrate responsible behaviour, whilst on school transport, and that no further reports of unacceptable / dangerous behaviour will be received.

Should you wish to make any representations in relation to the Authority's decision, in respect of this matter, they should be put in writing and received by the Authority by _____ (date for receipt of representations). These will be considered by the Authority and a response will be provided to you by _____ (two working days before the date of the start of the exclusion).

May I inform you that there is also a right of appeal against the exclusion from school transport and, if you wish to appeal, you should write to the Admissions and Transport Section, Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, stating the grounds on which you wish to appeal. Your appeal will then be considered by the Authority's School Transport Appeals Committee. It will not be possible to arrange the appeal before the exclusion from transport will have been implemented but, if you are successful in your appeal, the Authority will reimburse you at its parent conveying mileage rate for any journeys actually undertaken between your home and school to convey your child during the period of exclusion.

I trust that this clarifies the position.

Your sincerely

(Signed)

Principal Officer, Admissions and Transport

Copies to: Headteacher, _____ School
 Passenger Transport Unit
 School Transport Contractor
 Area Education Welfare Officer
 Social Inclusion Manager

APPENDIX G**CYNGOR SIR POWYS COUNTY COUNCIL****YSGOLION A CHYNHWYSIANT / SCHOOLS AND INCLUSION****MODEL LETTER TO PARENTS RESPONDING TO REPRESENTATIONS RECEIVED IN RELATION TO EXCLUSION FROM HOME TO SCHOOL TRANSPORT**

Name and Address of Parents: _____

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Dear _____ ,

Exclusion from School Transport

Further to my letter, dated _____ , I acknowledge receipt of your representations in relation to the decision of the Authority to exclude your son / daughter, _____, (d.o.b. _____), from the home to school transport vehicle that operates between _____ School and _____ , during the period _____ (date of commencement of the exclusion) to _____ (date of conclusion of the exclusion), received on ____ _ (date of receipt of representations).

I confirm that your representations have been considered by the Authority and

Either:

Following that consideration, the Authority has concluded that the period of exclusion should be reduced to _____ (?) (if appropriate). As an alternative response to the unacceptable behaviour of your son / daughter, the Authority has agreed with the school that the matter will be addressed through the school's behaviour policy.

Or:

Following the above consideration, the Authority has concluded that the period of exclusion remains appropriate and, therefore, your son / daughter will be excluded from the home to school transport vehicle for the above period as indicated in my original correspondence.

May I remind you that there is a right of appeal against this decision, and, if you wish to appeal, you should write to the Admissions and Transport Section, Powys County Hall, Llandrindod Wells, Powys, LD1 5LG, stating the grounds on which you wish to appeal, and your appeal will then be considered by the Authority's School Transport Appeals Committee.

I trust that this clarifies the position.

Your sincerely

(Signed)

Principal Officer, Admissions and Transport

Copies to: Headteacher, _____ School
 Passenger Transport Unit
 School Transport Contractor
 Area Education Welfare Officer
 Social Inclusion Manager