

Bolton School - Pupil passenger rules for all pupils travelling by coach to and from School

Effective from the Autumn term 2020

General Rules

- You must abide by your school's Behaviour Policy and school rules at all times.
- You must make yourself familiar with the content of these two videos which can be found on our website using the link below:
 1. **Tyrer's Vehicle Fire procedure (passengers)**
 2. **Tyrer's coach information video (passengers)**

<https://www.boltonschool.org/school-services/coaches/informational-films-for-parents/>

Procedures for boarding your coach at your home stop

- If you have Covid 19 symptoms (cough, fever, loss of or change in sense of smell), if you have been contacted by Track & Trace or if you are quarantining, you must not board the coach.
- When awaiting to alight at your home stop, you should ensure that you stand 2m apart from pupils in other year groups so that you maintain social distancing appropriately.
- Before getting on the coach, you must make sure that you have sanitised your hands and that you have put on your mask.
- You must go to the seat number allocated to you. Please make sure that you help younger pupils who may be struggling to find their allocated seat.

Procedures for boarding your coach at school

- When waiting for your coach in School, you must queue in an orderly fashion, maintaining a 2m social distance from pupils who are not in your year group, and follow the instructions of those members of staff supervising the procedure.
- You should walk, not run, to board your coach and you should help younger pupils who may be struggling to find their coach or allocated seat.
- Before getting on the coach, you must make sure that you have washed or sanitised your hands and that you have put on your mask.
- You must go to the seat number allocated to you. Please make sure that you help younger pupils who may be struggling to find their allocated seat.

On All Journeys

- You must never attempt to board a moving coach.
- You must remain in the seat number allocated to you. Seat numbers will be clearly marked on the window
- You must wear your seat belt throughout the journey.

- Face masks must be worn throughout the journey by all pupils in the senior school, unless there is a specific reason why you should not wear a face mask. If this is the case, your parents should write to Mrs Kyle (Girls' Division) or Mrs Brandon (Boys' Division) and they will ensure that the coach driver is aware of the exemption.
- You must remain seated whilst the coach is in motion.
- You must not consume food and drink on coaches.
- If you sneeze or cough, you should use a tissue and put this in your bag or pocket to dispose of later after use. You should then sanitise your hands.
- You must take your litter off the coach.
- You must not take any photographs, images or videos on a school coach unless you have specific permission from a member of staff to do so.
- You must behave sensibly whilst on the coach. Do not distract the driver. Do not shout. Do not throw objects.
- You must alert a member of staff as quickly as possible if you notice that any pupil is in trouble or distress.
- Be aware that CCTV will be in operation on your coach.
- You must only travel on the coach you have been allocated to and you must only get on and off the coach at your own stop.
- You must not ask the driver to stop in an unofficial place.
- You must not invite friends or extra passengers on to the coach, for example, if they are visiting your house.

Procedures for morning arrivals

- Senior Boy pupils arriving by coach should all enter school via the Riley Quad, and pass directly through the Boys' Division side of the link glass corridor. You should make your way to the rear of the Boys' Division school where there are new sinks outside to wash your hands and bins to dispose of litter including disposable face masks, prior to entering school.
- Senior Girl pupils arriving by coach should all enter school via the Riley Quad, and pass directly through the Girls' Division side of the link glass corridor. You should make your way to the rear of the Girls' Division school where there are new sinks outside to wash your hands and bins to dispose of litter including disposable face masks, prior to entering school.
- Hesketh House pupils arriving by coach should all enter school via the Riley Quad, and pass directly through the Girls' Division side of the link corridor. You should make your way to Hesketh House where you will be directed to wash your hands and dispose of litter including disposable face masks, immediately upon entering school.
- Park Road and Beech House pupils arriving by coach will be dropped off at the bus lay by on Chorley New Rd adjacent to Beech House. The lay by will be supervised by a Sergeant from 8.10am – 8.50am.
- Beech House pupils will be led through the pedestrian gate that leads directly into Beech House by a member of Beech House staff, where they will be directed to wash their hands and dispose of litter including disposable face masks, immediately upon entering school.
- Park Road pupils will be directed via the Zebra crossing on Park Road where a member of Park Road staff will meet them and direct them to wash their hands and dispose of litter including disposable face masks, prior to entering school.

- If a coach arrives at school later than 8.50am when the lay by is no longer supervised, all pupils will be dropped off outside the main school. They should enter the Riley Quad under the main arch and will be supervised there until collected by the relevant member of staff for their school.
- If a pupil arriving by coach feels unwell with Covid 19 symptoms, they should report this to the nearest member of staff. They will be escorted to a chair under the Riley arch. Contact will be made via radio to the relevant staff member who will come outside to meet them and assess them. At all times, pupils will be supervised under the main archway until assistance arrives.

Procedures for after school departures

- All coaches will be parked outside in the same position every day. There will be 11 on Chorley New Road, 2 on the Main Entrance Drive (Culcheth and Wigan) and 1 on the Boys' Quad ramp (Rochdale). No coaches will be parked in the Quad. The exact parking position of each coach can be seen on our website by using the link given above for the videos. The Preston, Winwick and Whitefield coaches will be double deckers.
- The school runs 20 routes. As a maximum number of 14 coaches can be accommodated at the front of school at any one time, the remaining 6 vehicles will arrive when the first 14 are released. The first 14 coaches will start boarding at 4pm and aim to leave school at 4.10pm. The last 6 coaches will start boarding at 4.10pm and aim to leave school at 4.20pm.
- The last 6 coaches departing at 4.20pm will be the Daisy Hill, Euxton, Penwortham, Roe Green, Walkden and Worsley coaches.
- Coaches will arrive in the same order daily. The destination will be clearly visible on both the front and side of each coach.
- At the end of the school day, pupils who are on one of the first 14 coaches to be released will be supervised to make their way out to board their coach:
 - Senior Girls must leave promptly via the Girls' Division link corridor and exit via the Riley Quad to board their coach.
 - Hesketh House girls will be led through the Girls' Division link corridor to the Riley Quad. They will be supervised by a member of staff at all times until they board their coach.
 - Senior Boys are to leave via the Boys' Quad.
 - Park Road and Beech House pupils will be escorted by a member of their school staff to the Boys' Quad ramp. They will cross Park Road and Dobson Road with the assistance of a sergeant and make their way along the footpath to the front of the Boys' Division senior school. A sergeant will be at the quad ramp to supervise boarding. This will avoid Park Road and Beech House pupils needing to enter the main school building. All Park Road and Beech House pupils will be supervised by a member of staff at all times until they board their coach.
- Pupils who are on one of the last 6 coaches which start boarding at 4.10pm and depart at 4.20pm will assemble in six designated 'coach bubble' bays in the Riley Quad for Senior Girls and Hesketh House girls and in the Boys' Quad for Senior Boys, Park Road boys and Beech House pupils. Here they will await boarding instructions from a school sergeant. In bad/cold weather, pupils will be led into the A corridors within the respective Division to wait. Pupils should ensure that they maintain a 2m social distance from pupils in other year groups.

'Next Stop' parent portal for tracking pupils travelling on Bolton School transport

We will shortly be releasing details of a new parent portal we have purchased to enable parents to track their child's journey progress. When released, key features will be:

- Push notifications to pupils' phones when the coach is 2 minutes away;
- A push notification for parents' phones to inform them their child has boarded/disembarked the vehicle;
- Vehicle tracking to enable parents to see where the coach is.

Appendix – for general information

Government guidance for dedicated transport to schools and other places of education for autumn term 2020

Dedicated transport to schools and other places of education often carries the same group of children or young people on a regular basis. They do not mix with the general public on those journeys. This helps limit the number of other people with whom they come into contact.

This guidance aims to help those responsible for the provision of dedicated transport to put in place proportionate safeguards to further minimise the risk of transmission of coronavirus (COVID-19).

We have developed this guidance with advice from Public Health England (PHE) and the Health and Safety Executive (HSE). We will keep it under review and update as necessary.

Where something is essential for public health reasons, as advised by PHE, we have said 'must'.

Key points

Those involved in the provision of home to school transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances.

Schools and school transport operators should:

- identify the risks arising from coronavirus (COVID-19)
- work through the system of controls set out in this guidance
- adopt measures in a way that addresses the identified risk, works in the local circumstances, and enables children and young people to attend their school or place of education

Schools will not be required to uniformly apply the social distancing guidelines for public transport on dedicated school or college transport. However, the full opening for schools guidance also sets out that distancing should still be put in place within vehicles wherever possible.

It is of vital importance to work through the steps set out in this guidance. In particular:

- social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles'

- it is very important to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents

It is now the law that children and young people aged 11 and over must wear a face covering on public transport. This law does not apply to dedicated school transport. However, we recommend that Schools advise people aged 11 and over to wear a face covering when travelling on dedicated school transport from the start of the autumn term. This does not apply to those who are exempt from wearing a face covering on public transport.

This is an appropriate balance because:

- the overall risk to children and young people of serious illness as a result of coronavirus (COVID-19) is very low
- they do not mix with the general public on those journeys
- home to school transport often carries the same group of children and young people on a regular basis, and they may also be together in school or college
- the predictability of home to school transport will allow for planning so that protective measures can be put in place

The system of controls: protective measures

Schools and school transport operators should identify the risks arising from coronavirus (COVID-19). They should take account of all the ways the virus may be transmitted - through direct contact, surface transmission and through the air.

They must then work through the system of controls set out in this guidance and adopt measures in a way that addresses the identified risk, works in the local circumstances, and enables children and young people to attend their school or place of education.

Under the Health and Safety at Work etc Act 1974, it is mandatory to implement measures that are reasonably practicable and effective at reducing the risk. This means it is mandatory to consider the extent to which measures are reasonably practicable and, where they are, to take these measures.

This system of controls is equivalent to the PHE-endorsed system of controls set out in the guidance for full opening for schools.

The controls are grouped into 'prevention' and 'response to any infection'. When implemented in a way that addresses the identified risk, they create an inherently safer environment for children, young people and staff where the risk of transmission of infection is substantially reduced.

They cannot describe every scenario. They provide a set of principles, but Schools will need to vary how they implement them according to local circumstances. They should take account

of the particular needs of children and young people with special educational needs and disabilities (SEND) and, where necessary, be informed by the views provided by the parents and school.

Prevention

1. Minimise contact with individuals who are unwell

Parents and carers must be advised that children or young people must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). Children and young people should not routinely have their temperature taken. This is not a reliable method for identifying coronavirus (COVID-19).

If a child or young person develops symptoms whilst at school or their place of education, they will be sent home. They must not travel on home to school transport. The school or place of education should contact the parent or carer who should make arrangements for the child or young person's journey home.

In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the child's or young person's journey home, transport may be provided. The guidance on safe working in education, childcare and children's social care settings sets out what must be done. Other children should not travel on the transport at the same time as the child with symptoms.

Drivers and passenger assistants must not work if they have symptoms, or if someone in their household has symptoms. If they develop symptoms whilst at work they must go home and get a test.

Anyone with symptoms must follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Children, young people, drivers and passenger assistants who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless (one of these):

- they develop symptoms themselves (in which case, they should arrange a test)
- the symptomatic person subsequently tests positive and they were in contact within 48 hours of them first displaying symptoms
- if they have been requested to do so by NHS Test and Trace

People must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who has symptoms.

If a person with symptoms has been in a vehicle that provides home to school transport, the vehicle must be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

Children, young people, drivers and passenger assistants must clean their hands before boarding transport and again on disembarking.

Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach is very important. Schools will be reinforcing this message with children, and local authorities may also wish to consider reinforcing it in their communication with families.

Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.

Some children and young people with complex needs will struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered when deciding what safeguards should be put in place in order to support these children and young people and the staff working with them.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Coronavirus (COVID-19) is easy to kill on surfaces. Normal cleaning products will do this - specialist cleaning products are not needed. For more information on keeping public and private areas and modes of transport clean, read [Coronavirus \(COVID-19\): safer transport guidance for operators](#).

Frequently touched surfaces should be cleaned after each journey wherever possible, and enhanced cleaning should take place at the end of each day.

5. Minimising contact and mixing

The guidance for schools recommends that they should minimise contact and mixing by implementing 'bubbles' - groups of children between which mixing is minimised. It is for schools to determine how they will do this but, in secondary schools, particularly in key stage 4 and 5, groups may be the size of a year group. At primary school, and in key stage 3, schools may be able to implement smaller groups the size of a class.

The guidance for places of further education recommend that they reduce contacts between individuals by forming groups or cohorts of students that remain separate from each other

during the course of the day. The guidance for schools acknowledges that implementing bubbles even partially will still bring benefits, and that schools may need to allow mixing into wider groups in certain circumstances, including on transport. Siblings may also be in different groups.

Schools should consider how mixing might be minimised on school transport. However, we know that vehicle capacity and the complexity of some home to school transport arrangements mean there will often be limits to the extent to which mixing can be minimised.

Wherever possible, it is recommended that:

- children and young people from different schools do not travel at the same time or, if they do, the children from each school should sit together as a group
- children either sit with their 'bubble' on school transport, or with the same constant group of children each day
- schools put in place arrangements for organised queuing and boarding

We acknowledge that distancing and grouping may sometimes not be possible. Where they are not possible, other measures in the system of controls become even more important.

Schools need to work through the list of measures below to decide on the appropriate package of measures for their circumstances:

- wherever vehicle capacity allows, distancing between individual passengers, or groups of passengers, is helpful.
- consider whether children can sit with the other children in their 'bubble' on transport
- draw up seating arrangements so that children and young people understand where they need to sit on home to school transport - ensuring the same children always sit together will help to minimise the number of contacts each child has - for example:
 - allocating specific seats
 - having rules such as sitting in ascending year groups - front to back, youngest to oldest
 - 'first in, last out', with those children getting on first seated at the rear of the bus and the bus filling forwards (such arrangements will require clear communication between schools and families and children)
- avoiding the use of face to face seating on home to school transport wherever possible
- ensuring good ventilation of fresh air wherever possible by keeping windows, or roof lights, on home to school transport, open
- working with schools to put in place appropriate queuing or other arrangements needed for picking up and dropping off children and young people, to ensure they are able maintain distancing when waiting for, boarding and alighting from transport
- providing clear information for families, young people and children about the arrangements needed for picking up and dropping off children and young people at their home destination

Face coverings: In accordance with advice from PHE, from the autumn term, we recommend that children and young people aged 11 and over wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.

A face covering is a covering of any type which covers your nose and mouth. Reusable or single-use face coverings are available for parents and carers to buy. A scarf, bandana, religious garment or hand-made cloth covering may also be used but these must securely fit round the side of the face.

- **Face coverings** may be particularly useful where measures such as distancing and sitting in bubbles or year groups are not possible
- They may help children to feel more confident about using home to school transport, and parents to feel more confident about their child using home to school transport
- They should not be worn by those who may not be able to handle them as directed (for example, young children, or those with SEND) as it may inadvertently increase the risk of transmission
- They are not a substitute for other protective measures such as good hand hygiene

Ensure that any additional risk associated with their use are identified, for example, children and young people will need to understand how to handle their face covering properly. Children under 11 may wear a face covering if they are able to handle it as directed.

Some children and young people may need to be able to lip-read, or see people's faces, in order to communicate (there are companies now making lip-reading friendly face coverings). Some children and young people with special educational needs may be distressed if the people around them wear face coverings; others may become agitated if people do not wear face coverings.

Schools should have a process for children and young people to remove face coverings when they arrive at school. This should enable them to wash their hands immediately on arrival (as is the case for all pupils) and then wash their hands again after removing their face covering. Disposable face coverings should be disposed of in a covered bin. They should not be put in a recycling bin. Children should keep reusable face coverings in a plastic bag they can take home with them.

Operators should conduct a risk assessment for all their operations including dedicated school transport services. This will determine the most appropriate safety measures to put in place such as for social distancing and face coverings.

Children with SEND: When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, take account of the particular needs of the children using the transport, and be informed by the views of the parents and school.

We recognise that transporting children and young people with SEND may require close contact. Where this is the case, other measures in the system of controls should be put in place to reduce risk. For example, staff may want to wash or sanitise their hands more frequently.

Some children and young people with SEND will not be able to use a face covering properly and should not be expected to do so as this may increase the risk of transmission. Some children may be distressed by wearing a face covering, or by others wearing them. Others may become distressed if they and other people do not wear them. Some children and young people may need to be able to lip read, or see people's faces, to communicate. There are companies now making lip-reading friendly face coverings.

Although drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport (see below), where the care a child or young person ordinarily receives on home to school transport requires the use of PPE, that should continue as usual.

Staggered starts: The guidance for schools and other places of education asks them to consider introducing staggered starts or adjusting start and finish times to keep groups of children apart as they arrive and leave and to enable more journeys to take place outside of peak hours.

We recognise that it is likely that children and young people in different groups or bubbles will need to travel together on home to school transport so that it may not be possible for them to arrive at different times from one another.

Where there is a safe walking route, schools may want to consider having buses drop children off a short way from the school, to ease congestion around school sites.

6. Personal protective equipment (PPE) is not normally needed on home to school transport

By PPE, we mean equipment such as fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons and eye protection such as a face visor or goggles. We do not mean face coverings, advice on which is set out above.

Drivers and passenger assistants will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because, as set out above, children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport.

If the care a child or young person usually receives on home to school transport requires the use of PPE that should continue.