



Transport Protocol for travel to other schools/ college for collaborative course September 2020

Introduction

This protocol sets out expectations and key guidance for parents/carers and their learner who access Conwy County Borough Council provided transport for collaborative courses at other schools in the county and at Coleg Llandrillo. These courses are provided for learners in Years 10, 11, 12 and 13.

The protocol reflects Welsh Government guidance. Please note that this could be affected by changes to national guidance, and will be updated when appropriate.

The protocol provides guidance on putting in place proportionate safeguards to minimise the risk of transmission of COVID-19 to ensure learners can attend collaborative courses at other schools in the county and at Coleg Llandrillo.

Parents/ Carers and Learners

It is the parents' responsibility:

- (a) To ensure learners do not travel if anyone in the household is symptomatic, in which case the learner(s) shall stay isolated for the prescribed 10 days unless contacted by the Track & Trace team (in which case, 14 days)
- (b) To ensure that learners have an appropriate face covering to wear on transport journeys. Face coverings are required for all journeys for those learners over 11 years old.
- (c) To acknowledge a zero-tolerance for poor behaviour on transport (to include circumstances where a learner fails to follow instructions given).
- (d) To ensure learners wash their hands or use appropriate hand sanitiser thoroughly before leaving their school to board their vehicle.
- (e) To remind learners to board and alight transport in single file maintaining a 2m distance at all times, while waiting and queuing.
- (f) To remind learners they must ensure they follow any instructions given by their driver or school college staff.
- (g) To remind learners that they will be allocated a specific seat on their vehicle and that learners must remain in that seat for their entire journey.

- (h) To acknowledge that the consumption of food or drink is not permitted on any vehicle at any time.
- (i) To remember that the School Travel Code and behaviour framework will continue in operation and any learner that misbehaves, risks or causes damage or injury to the vehicle, driver or passengers, or in any way threatens the health & safety of other passengers or vehicle will be subject to an immediate ban from using the transport for the learners involved.
- (j) If a learner develops symptoms during the school day, parents/ carers will need to make arrangements for their child to be collected. Symptomatic learners shall not be permitted to use transport.

Available Seating on Transport Vehicles

Only those learners who are travelling to a collaborative course at another school in the county or at Coleg Llandrillo will be permitted to board a vehicle.

Learners will need to adhere to a seating plan for the entire trip. Seating wherever possible will be based on school groups.

Use of Face Coverings

Face coverings **are recommended** for all learners over 11 years of age no matter what type of vehicle they travel on.

Some learners, however, need not wear a face covering. This includes those for whom doing so would create a medical risk, cause distress, and in some situations where a learner has additional learning needs.

Staying as Safe as Possible

Learners should take the following precautions:

- Keep a 2m distance from people outside of their own household while waiting for their transport.
- Face away from other people when waiting for and using transport.
- Try to minimise the number of surfaces they touch.
- Wash or clean hands with appropriate sanitiser for the prescribed time before boarding transport. This should be done more thoroughly, and more often than usual.
- Carry tissues at all times in order to “catch it, bin it, kill it” to ensure good respiratory hygiene.
- Immediately upon finishing the journey, washing or sanitise hands again as soon as possible.
- Ensure that if they are symptomatic that they do not use the transport.
- Ensure that they follow all instructions from drivers and staff, sit and remain in an allocated seat for the duration of the journey.

Expectations of Learners

Learners will board calmly and one at a time, without pushing and sitting in the relevant school groups on the bus.

Parents in allowing their children to use this transport accept and agree to the terms set out in this protocol. Parents will need to share this document with their children and discuss it with them.

On public health grounds, there shall be a zero-tolerance policy regarding behaviour and seating on learner transport, including at stops, at education locations and the boarding and alighting of passengers. Learners who do not comply with these requirements will have their transport withdrawn with immediate effect.

Learners shall comply with the requirements and instruction of school/ college staff when on site.

The driver is under instruction to take only those learners on the list provided. This is for public health reasons.

Only those named on the driver's list shall be able to travel. We need to maintain an accurate list of learners to be able to cooperate with the Test Trace Protect procedures and if necessary we shall share your details with the appropriate agencies who help to stop the spread of coronavirus.

Where a learner travelling on transport has symptoms, they should not use any form of transport or go to school for a 10 day period or 10 days after a positive test. If another member of the household is symptomatic, learners using transport should not travel or go to school for 14 days.

Learners who display symptoms of what parents feel is a common cold should also NOT use the transport provided and the household should self-isolate for the prescribed period.

All learners will need to wash their hands thoroughly in accordance with national guidance before leaving their school for the journey and again in the afternoon for the return journey.

If a learner becomes symptomatic during the school day, including during the period immediately before boarding a learner transport vehicle, learners shall not board the vehicle. Instead, schools will invoke their own policies for virus containment and deal with the learner without their boarding a vehicle. Parents will need to collect their child.