



## **Harrowbarrow School Minibus - Advice to Parents & Guardians and Consent**

Harrowbarrow School minibuses are owned and operated by the school. These are used for school trips, local visits and sporting events. A small charge will be made to passengers to help towards the running costs.

Please read and make sure you understand and agree to these guidelines before allowing your child to make a minibus journey. Please sign the consent and agreement attached to this advice which will allow your child to travel in our school minibuses during their time at Harrowbarrow School.

Teaching road safety is one of the most important duties of a parent. It must include teaching children to behave properly when they use minibuses. Minibuses are not places for play.

Please also see the Advice for Children on Minibuses information attached to this form.

### ***Be Punctual***

Make sure your child is at school in plenty of time if going on a school trip.

### ***Safe Walking and Crossing***

Make sure your child knows and understands the Green Cross Code. Young children cannot judge speed or distance of traffic very well and will not be allowed to cross the road unaccompanied.

### ***Meet Your Child***

If collecting from a location other than the school, make sure that you, or another carer, are at the pre-arranged meeting point when your child returns, and have the telephone number of the school or other relevant contact person to pass on messages if required.

### **On the Minibus**

#### ***Behaviour***

Teach your child to act sensibly on or around minibuses. Make sure your child knows that bad behaviour on the minibus is dangerous and to listen to the driver's and passenger assistant's instructions. Children should understand that misbehaviour may result in the minibus returning to its base, the child being taken to a place of safety and/or the minibus remaining stationary until the parents have collected the child. Bad behaviour may result in your child not being allowed to travel on the school minibuses.

#### ***Contact Details***

Make sure that the school has up to date information about your child, including contact details for emergencies.

#### ***Medical Details***

Make sure that the school has up to date information about any special requirements your child may have and relevant medical information in writing.

#### ***Medication***

Giving medicine to passengers is not the responsibility of a passenger assistant, driver or teacher. If your child needs to take medication during the trip, discuss this in advance with the

school. It may be possible for the passenger assistant to give medication provided a consent form has been signed. If a child is going out on a school trip, provision must be made to ensure the child's health and safety.

### ***Other Details***

Advise the driver and passenger assistant if there is a particular difficulty with your child on a particular day. But it is your duty to decide whether your child should go on the journey in such circumstances. It is the parent's responsibility for assessing whether a child is fit to undertake the journey.

### ***Damage***

Vandalism caused by your child whilst on a journey, is your responsibility. Unreasonable behaviour may endanger your own, or someone else's, child. Parents will be expected to reimburse the school for any damage caused by their child.

### ***Concerns***

Discuss and resolve any concerns you may have with the responsible person, eg: the Headteacher or group leader.

## **Please read and discuss the following advice for children on minibuses with your child**

Go to the toilet before you get on the minibus. Arrive on time, and wait for the minibus away from the road.

- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing and put on your seatbelt.
- Make sure your bags are correctly stored so they do not block the gangways or take up seats.
- Stay seated when the minibus is moving and keep your seat belt on at all times.
- It's dangerous to kneel on your seat.
- Only speak to the driver when he or she is not driving. Speak to the passenger assistant rather than the driver.
- If you need to use the toilet or you feel unwell during the journey, tell the passenger assistant.
- Don't throw things or play about in the minibus.
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Be careful, if you have forgotten something and you return to the minibus the driver may be pulling away. Tell the passenger assistant.



# Harrowbarrow School – Minibus Consent

Child's Name:..... D.O.B.....

I give permission for my child to travel on a school minibus during school activities or trips, at any time during their life at Harrowbarrow School.

I understand that the vehicle will be maintained and used in accordance with statutory guidance, and I will receive prior notification of any **planned** use.

I accept that some local journeys may be made at short notice when prior notification may not be possible.

I have read, understood and discussed with my child the behaviour that is expected of them whilst travelling on a school minibus.

I understand that unacceptable behaviour may result in my child not being allowed to travel on a school minibus.

Signed..... PRINT NAME.....

Date.....