

School Transport Escort Policy

St. Patrick's National School
Ughtyneill



St. Patrick's National School

Ughtyneill, Moynalty, Kells, Co. Meath A82 VW95

Telephone: 046-9244704

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www.ughtyneillns.com

Roll No: 12897T

Charities No: 20201805

School Transport Escort Policy

A School Transport Escort is appointed where a child's care and safety needs while on school transport are such as to require the support of an Escort. The Escort will accompany the child/children with specific additional needs while using the school bus to and from school. An Escort is employed by and accountable to the Board of Management of the school.

Aims:

1. To ensure the safety of children on the school bus.
2. To create and maintain a cheerful atmosphere of respect and order on the school bus.
3. To enhance the school bus journey for all.
4. To establish a clear supportive system on the school bus.

Practical arrangements:

- The Escort joins the bus at the school and is returned to the school at the end of the route.
- The Escort will communicate school closure times to the bus driver i.e. Remind driver of early finishes or isolated school closures.

Responsibilities of the Escort:

- Ensure that she is on the school transport at the time of the pick-up and set down for designated child.
- Is responsible for the safety of children when opening and closing doors prior to "stop" and "move off".
- Assist children to board and alight safely from the school transport.
- Ensure that children are seated with appropriate straps and harnesses where provided.
- Ensure that the assigned child is received by some responsible person at the set down point.
- Supervise the children travelling on the school transport
- Maintain a good working relationship with the driver of the school transport.
- Act as liaison between the School Principal and/or class teacher and parents when required i.e. conveyance of messages and letters to parents.
- Observe confidentiality in all aspects of work.
- Be aware of particular disabilities of children on the school transport and be briefed by the School Principal on how to deal with same i.e. epilepsy etc.
- Perform any other duties relevant to the position of escort which may be assigned by the School Principal from time to time.
- Not leave the school transport unless under exceptional circumstances
- Ensure that his/her position on the school transport is where maximum control of the children is achieved.
- Report all concerns to the School Principal and/or Class Teacher.

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Confidentiality:

Discussions on school issues should only be between teacher and parent. In the event of an escort being asked a question by a parent, the question should be referred to the teacher or the Principal.

Due discretion is expected in matters of a confidential nature.

This policy was adopted by the Board of Management on _____

Signed: _____

Date: _____

(Chairperson of the Board of Management)

Signed: _____

Date: _____

(Principal)