

Coach Travel

To ensure safe and consistent supervision of coach travel

1. One member of staff will sit at the back of the coach; if available the others will be seated about half way down the coach.
2. Staff will ensure pupils wear seat belts. All seat belts will be checked before departure and pupils reminded of the requirements during the journey as necessary.
3. Pupils will be counted before departure from school. They will be checked on return to the coach after any disembarkation - using a register.
4. While on visits pupils will be organised into small groups when they leave the coach. Pupils will not be left on their own.
5. Staff will ensure that pupils are aware of the meeting time and place for the return journey. They will ensure that all pupils have a mobile phone number and staff number.
6. Pupils will be reminded about appropriate behaviour:
7. Staff are aware of the importance of pupil seating arrangements and will change their positions if necessary.
8. If trips involve male and female students, every effort will be made to ensure that at least one male and one female member of staff is present.

In the case of any problem (pupil missing, accident etc) the senior staff member on duty at school will be informed immediately.