

## Bus Safeguarding

- A member of staff needs to accompany the children to and from the bus.
- The member of staff should ensure that they put the children's seatbelts on and check these are securely fastened.
- A bus register should be taken as children arrive and leave.
- Parents should notify school of any changes to the bus arrangements before 9.30am.
- Parents should notify the school administrator of general arrangements before the start of each term. (see the form below)
- If a parent amends an existing travel arrangement by email please wait for confirmation from school that we have acknowledged amendment, please give 24 hours' notice. Thank you. Unless you have spoken to the school office directly.

Name of child:

Term:

Date:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					