

ANGLO EUROPEAN SCHOOL



Making Travel Safer Policy

Policy	Making Travel Safer
Received/first adopted*	
Origin	
Statutory/Non-Statutory	Non- Statutory
Reviewed/approved* by Leadership Team	Curriculum Committee
Ratified/Reviewed* by Committee FGB/Curriculum/F&R/Personnel	28/04/2015
Ratified/Reviewed by FGB	
Published to Governor's area on Website	
Published in school	
Planned review date if any	28/4/2018
Reviewed	Every 3 years

Making Travel Safer

This policy should be read in conjunction with the school's Behaviour Policy. Travel by public transport is an important means of getting to and from the Anglo European School. Significant numbers travel by train. In September 2014 approximately 450 students out of a total student population of nearly 1,400 use the train to get to and from school. Ensuring students arrive home safely is a *shared responsibility* between families, the school, the Train and Bus operating company. It is vital that the advice in this document is followed by the relevant parties. It represents an important contribution to the welfare of our students (as well as other passengers) and to their continued success at the school.

AES expectations of students walking to and from school:

- Respect the needs of local residents and other travellers at all times.
- Think carefully about their own safety and the safety of others.
- Support other students or indeed, other travellers, who may be experiencing difficulties.
- Remember they are Anglo students and behave as our ambassadors.
- Remember these expectations when they are travelling to and from school.

In particular:

- Do not step out into the road in order to pass others.
- Always use footpaths when they are available.
- Walk on the right if a footpath is not available.
- Use the pedestrian crossings appropriately wherever they are available.
- Follow the advice of local shopkeepers about entry into their shops.
- Be aware of other pedestrians and do not dominate the pavement in groups of 3 or more.

If travelling by train:

- At the station, stand on the appropriate platform as far back as possible.
- On the northbound platform wait in the waiting area of the car park until just before the train arrives.
- Ensure each journey is appropriately paid for.
- Do not run, play-fight or push on the platform or in waiting rooms.
- Do not damage or interfere with the vending or ticket machines.
- Do not go on to the track or throw items on to the track.
- Talk quietly when on the train, ensure bags are not in the way of others. Bags should be carried rather than be placed on your back or shoulder as they can be knocked by others and throw you off your balance.
- Ensure you follow the instructions of the Making Travel Safer Team and Greater Anglia Staff.
- If a train is late in the morning, on arrival to Ingatestone you should walk directly to school. You should not visit shops en route.
- Ensure that footballs are carried in a carrier bag whilst on station property, this includes trains.
- Do not drop litter on the route between the school and the railway station and on the train.
- Do not drop litter at the station but use the bins provided
- Do not use the playground in Fairfield which is restricted to children under the age of 11.
- Recognise that travelling passengers have legal responsibilities to behave appropriately and that they can be removed if their behaviour is inappropriate.
- Be respectful of other travellers, ensuring noise levels remain at a respectful level.
- Do not hold the train doors open.

- Do not stand on seats, run through the carriages or shout on the train.
- Contact parents immediately if there is a major train delay or cancellation and keep them informed of their whereabouts.
- Ensure mobile telephones are always charged.
- Those students travelling North Bound (from Ingatestone) to use the shelter as directed by the Making Travel Safer Team.

If travelling by school buses:

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- Travelling passengers are expected to remain seated at all times. In some cases the bus company or the school will allocate students to seats.
- Sixth Formers are expected to use the rear seats and to support the school with discrete monitoring of behaviour.
- Under no circumstances should the driver ever be distracted.
- The bus companies reserve the right to refuse to carry passengers if their behaviour falls below expectations.
- Where available seatbelts must be worn at all times.

If travelling by bike:

- A helmet should be worn.
- Students should dismount before entering the school site.
- Bikes must be stored in the bike shelter.

The Train Operating Company has agreed to:

- Provide the school with direct emergency contact details. In the case of a service disruption, parents may contact Greater Anglia on 08456007245.
- Establish a Rail Partnership (akin to a user group) with the school.
- Meet the costs of emergency buses in any delay greater than one hour.
- Address special assemblies arranged by the school for students and their parents.
- Provide opportunities to support “train ambassadors” including regular access to the train simulator at Stratford.
- When Timetable reviews are undertaken to ensure that these take school finishing times into consideration to minimise waiting times where possible after normal school end (currently 3.30 but there are no plans to change this).
- Remove the right to travel either permanently or for a fixed period any member of the travelling public (inc. school students) whose behaviour compromises the safety or enjoyment of passengers.
- Deploy Making Travel Safer officers 2-3 times per week but on a random basis.
- Install a shelter (jointly funded by school students) on the north bound platform.
- Make CCTV footage available in order to identify students against whom allegations have been made.
- Recognise their duty of care towards their passengers particularly young.
- Provide a member of staff to assist with the safe travel of students whilst on station property.
- Ensure the Ticket Office is open for casual travelling students and others to purchase tickets.
- Provide a travel pass for a designated member of AES staff for use on the trains, whose duties are to supervise the students whilst on train operating property ie. trains and stations

The school will:

1. Continue to remind students about appropriate and safe behaviour on the trains and to and from the railway station.
2. Continue to work in partnership with our transport providers.
3. Apply appropriate sanctions to students who fall short of our expectations. This may include detaining students until it is appropriate for them to catch their train or to detain them formally as part of normal detention procedures (ie. for 45 minutes). In extreme cases it may be necessary to exclude students either for a fixed period or permanently if it is considered that their behaviour is such that it damages the reputation of the school or compromises the safety of others.
4. Co-operate with the train operating company in maintaining good order on the trains.
5. Continue to lobby the local Council to improve safety for pedestrians on the route between the school and the railway station.
6. Play its part in keeping the route free of litter on behalf of the village by deploying its team of volunteer Litterbusters on a weekly basis to pick litter.

In the event of emergencies such as train delays we will implement the following;

- A senior member of staff will be deployed until 6pm and liaise with station staff. He/she will ensure that students at the station contact home.
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- Information regarding the train delay and the contingency plans put in place by the rail authorities will be circulated by in-touch (and concurrently placed on our website) at the earliest opportunity.
- Make available the Eurolounge at the front of school as a pick-up point for students who have arranged to be collected.

Parents should note the following:

1. Parents and guardians are advised to have contingency plans in place to cover instances where the trains may not be running or may be delayed. We recommend that you have an emergency contact who is able to be contacted by your daughter/son at the end of the school day and who is able to arrange for collection from Ingatestone at short notice and/or identify a friend of your daughter/son. The school will supervise students up until 6pm in emergency situations.
2. Ensure your child always has a charged mobile telephone or a friend who they can rely on who has a telephone. An older brother or sister should be carefully briefed about what to do in the event of an emergency (e.g. an agreed meeting place, who to contact etc).
3. Ensure your child has at least two emergency contact numbers.
4. Please ensure you are registered for Intouch so that emergency information can be communicated to you at short notice. (Please see the schools website for details on how to register for Intouch.)
5. Put our website in your 'favourites' on your computer/phone www.aesessex.co.uk so that you can access emergency information quickly even if you do not have access to email.
6. Parents who have made arrangements to collect their children in such circumstances will be advised to do so from the school site in order that approved staff can supervise the children safely and to reduce congestion at the railway station.

Mr D A Barrs / Mrs J D Martin
April 2014