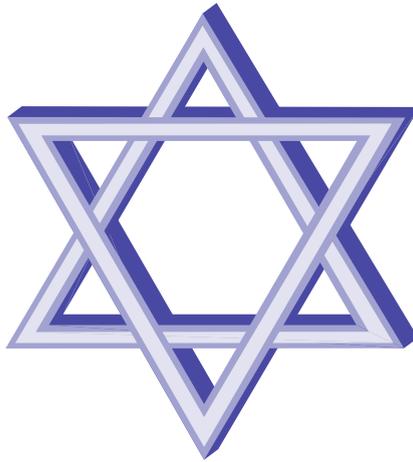


**NCJPS**



**School Bus Behaviour Policy**

**January**

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**2017**

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## Statement of intent

Outside of the school gates, we expect pupils to display the same high standards of behaviour we have come to expect in school. When pupils are using school buses, the school is keen to ensure that pupils can prepare, relax and unwind, but remain positive ambassadors for the school.

In the unsupervised environment of a school bus, it is possible that standards of behaviour can deteriorate.

This policy explores the expected standards of behaviour, via a code of conduct, and provides the possible sanctions for breaking these standards.

Signed by:

*M. Wood*

Headteacher

Date: 23/1/17

## 1. Code of conduct

1.1. The following code of conduct applies to all pupils travelling on school buses:

Behaviour	Code of conduct
<b>Respect for others and their property</b>	Pupils must: <ul style="list-style-type: none"><li>• Respect other passengers and their possessions.</li><li>• Follow the driver's and Bus Supervisor's directions without argument.</li><li>• Not interfere with bus property, equipment or signs.</li></ul>
<b>Waiting for pickup</b>	Pupils must: <ul style="list-style-type: none"><li>• Wait at a suitable distance until the bus stops.</li><li>• Where necessary, allow other passengers to disembark before attempting to board the bus.</li><li>• Stand quietly without shouting or calling out.</li><li>• Board the bus sensibly – without pushing others or preventing them from entering the bus.</li></ul>
<b>On the bus</b>	Pupils must: <ul style="list-style-type: none"><li>• Sit one pupil per seat.</li><li>• Remain seated and strapped in until it is time to disembark.</li><li>• Pupils are expected to stand if a person in more need requires the seat.</li></ul> Pupils must not: <ul style="list-style-type: none"><li>• Eat, or drink.</li><li>• Bully, fight, spit or display aggressive behaviour.</li><li>• Swear.</li><li>• Vandalise or litter.</li><li>• Throw objects inside or outside of the bus.</li><li>• Change seats during the journey.</li><li>• Block the aisle or seats with personal belongings.</li><li>• Distract the driver (it is a criminal offence).</li><li>• Operate the bus doors or exits, except in an emergency.</li><li>• Possess an object that could reasonably be considered dangerous or intended for use as a weapon.</li><li>• Possess, discuss or distribute inappropriate or offensive material.</li><li>• Use a recording device to obtain images, audio or video of the driver or any passengers.</li><li>• Place their feet on the seats.</li></ul>

<b>Using approved bus stops</b>	Pupils must: <ul style="list-style-type: none"> <li>• Only board or leave the bus at correct bus collection/drop off point.</li> </ul>
<b>Leaving the bus</b>	Pupils must: <ul style="list-style-type: none"> <li>• Wait for the bus to stop before standing to get off.</li> <li>• Leave the bus in an orderly manner.</li> <li>• Never cross the road directly in front of or behind the bus.</li> <li>• Use pedestrian crossings where available.</li> </ul>
<b>In an emergency</b>	Pupils must: <ul style="list-style-type: none"> <li>• Wait until the bus stops before standing to get off.</li> <li>• Leave the bus in an orderly manner.</li> <li>• Wait in the area indicated by the driver.</li> </ul> Pupils must not: <ul style="list-style-type: none"> <li>• Interfere with emergency equipment.</li> </ul>

1.2. To reflect the fact that the journey to and from school should be an opportunity to prepare, relax or unwind, the school permits pupils to perform the following activities during travel:

- Use media/audio devices, provided headphones are worn and audio is restricted to sensible levels\*
- Use mobile phones, provided noise levels are kept to a sensible level and they are not used in a manner that breaks the code of conduct\*

**\*Neither NCJPS nor the Bus Company takes any responsibility for any equipment that may be lost, stolen or damaged**

1.3. Pupils are required to respect the rights of other passengers to a safe and enjoyable journey.

## 2. Categories of behavioural breaches

2.1. The school will work closely with bus drivers and the Bus Supervisor to ascertain the levels of behaviour on display and any difficulties they face.

2.2. When a child is behaving in a manner that is potentially severely dangerous, the driver may take immediate action to remove the child from the bus. In all other instances, the driver or Bus Supervisor may report incidents to the school.

2.3. If a driver or the Bus Supervisor reports unsuitable behaviour, the reaction of the school will vary depending on the severity of the behaviour.

2.4. In the interest of fairness and to promote consistency, the school has categorised behavioural incidents into the following categories:

Category 1	Nuisance behaviour
Category 2	Threatening behaviour
Category 3	Dangerous or highly offensive behaviour
Category 4	Extremely offensive or dangerous behaviour

### **2.5. Category 1: Nuisance behaviour**

- Failing to follow reasonable instructions from the bus driver/supervisor
- Failing to wear a seatbelt
- Distracting the driver with persistent noise
- Preventing others from disembarking
- Eating on the bus (except for medical reasons)
- Failing to observe a socially acceptable hygiene standard

### **2.6. Category 2: Threatening behaviour**

- Harassing or bullying other passengers
- Verbally threatening bus staff or passengers
- Recording images, video or audio of others
- Using offensive language
- Antisocial behaviour such as discussing inappropriate topics or displaying explicit or offensive material

### **2.7. Category 3: Dangerous or highly offensive behaviour**

- Fighting
- Allowing any part of their body to protrude from the bus
- Deliberately making contact with the bus when approaching or departing a pickup location
- Unwanted physical contact with other passengers
- Interfering with emergency equipment
- Throwing objects

### **2.8. Category 4: Extremely offensive or dangerous behaviour**

- Possessing, consuming or being under the influence of alcohol or a prohibited substance
- Smoking
- Deliberate destruction of property
- Physically attacking the driver or passengers
- Pushing students out through the doors or windows
- Lighting a fire
- Interfering with the operation of the bus
- Possessing an object or implement that is designed as, or has an intended use as, a weapon

2.9. The above examples are not exhaustive and are simply a guide to possible behaviour fitting each category.

### 3. Sanctions

3.1. When determining the appropriate response to a breach of standards, the school will consider:

- The nature and category of the incident
- The threat to the safety of passengers
- The age and maturity of the pupil
- Whether the breach was the pupil's first or one of a series of repeat incidents

3.2. All incidents of misbehaviour on school buses are recorded on the Bus Log for consideration when determining a suitable penalty. The retention periods for incidents on records are as follows:

Category one	Three months
Category two	Four months
Category three	Six months
Category four	Twelve months

3.3. Once the retention period has been exhausted, previous incidents will no longer be used to determine penalties.

#### 3.4. Stage one

Behaviour in breach of category one, two or three will result in a letter/ phone call to parents, outlining the problem and requesting they speak with their child. In addition, a break time detention will be issued to discuss the issue. **A breach in line with category four will be escalated to stage three automatically.**

#### 3.5. Stage two

A second incident of any kind will result in a formal warning letter and a report slip. This may also result in the child losing any privileged status such as the astro turf, house captain, school outing.

#### Stage three

Any third incident will result in a mandatory one month ban. The bus company will be informed and the bus pass will be removed for this period. If part or all of the suspension falls within school holidays, the ban will be extended to account for this.

#### 3.6. Stage four

Any pupil who has previously received a bus ban and is found to have repeated their behaviour upon returning to the bus service will receive a further one month ban.

3.7. At the school's discretion, pupils receiving numerous bans may be banned for:

The remainder of the current half term.

The remainder of the current term.

The remainder of the academic year.

3.8. For any period of suspension from bus services, it is the responsibility of the pupil's parents to ensure their child can attend school.

#### **4. Monitoring**

4.1. This policy will be monitored by the Headteacher and reviewed every 2 years.

Next Review: January 2019