

SEN Transport – Covid 19 Supplementary Guidelines for Transport Staff – Category 1 and 2 Control Measures (for all children)

This document should be applied in conjunction with Individual Transport Risk Assessments for children allocated to your contract.

Students who travel independently or with the following identified needs:

- Potential to run or wander off / limited road safety awareness / requires touch support to and from vehicle
- Requires assistance in / out of the vehicle
- Requires physical support to and from the vehicle
- Requires assistance to fasten seatbelt
- Travels in a wheelchair, securing of same
- Travels wearing a harness, securing of same
- Requires interaction on journeys
- Medical needs that are well controlled / no increased risk due to C19

Products that should be available for each journey and used as detailed in the control measures below:

- Handwashing / hand sanitising products – soap and bottle of water or sanitiser with 70% alcohol content
- Vehicle cleaning products – regular cleaning products and / or disinfectant wipes
- Tissues and waste bin / bag
- Face covering
- Disposable gloves (wheelchair transport only)

	Control Measures
Preparation before the journey	<p>Parents/carers and school staff should help by requiring all children and young people using home-to-school transport to wash their hands thoroughly before each journey.</p> <p>Parents/carers and schools should seek to minimise the transportation of bags/equipment by ensuring children do not bring anything with them to school that they do not need.</p>
Driver and escort face covering	<p>It is recommended that drivers and escorts will wear a re-usable face-covering, or they may choose to wear a disposable face mask if they have access to one.</p> <p>It is recognised that wearing of face coverings may not always be appropriate or possible based on individual circumstances and needs. Further information below on when a face covering becomes mandatory.</p>
Student face covering	Wherever possible students should wear face coverings, however it is recognised this won't be appropriate or possible for many SEN students.
Vehicle ventilation	<p>Ventilate vehicles on all journeys when reasonable to do so with open windows.</p> <p>Do not set air conditioning or ventilation systems to recirculate air.</p>

<p>Boarding and alighting the vehicle</p>	<p>To reduce proximity between transport staff and children, parents and carers should encourage their children to fasten seatbelts themselves as far as possible. Where assistance is required, transport staff should wear a face covering.</p> <p>The legal responsibility of drivers to ensure a seatbelt is worn properly is unchanged.</p>
<p>Vehicle cleaning after each journey</p>	<p>Vehicle should be carefully cleaned after every journey.</p> <p>Clean all surfaces:</p> <ul style="list-style-type: none"> • steering wheels, handbrake and fascia; • door handles, inside and out; window handles/buttons; inside window and door fascia • seats, seatbelts and hard surfaces around seats that have been occupied. • Harnesses <p>Normal cleaning products are sufficient for this purpose, including disinfectant wipes where available as these are quick and effective to use and can be disposed of easily.</p> <p>Cleaning products must be kept out of reach of passengers.</p>
<p>Hygiene</p>	<p>Drivers and escorts should use tissues to catch coughs and sneezes. Used tissues should be disposed of in a bin with lid as soon as possible.</p> <p>Drivers and escorts should wash hands frequently with soap and water doing this for at least 20 seconds each time. Sanitizer gel can also be used but should be a minimum of 70% alcohol.</p> <p>Change clothes daily – wear freshly laundered clothes each day.</p>

<p>Touch support / handover safety:</p>	<p>Where possible, maintain distance during handover at home and school site</p> <p>Some children will require touch support when transferring to and from the vehicle. Wherever possible, parents / carers and school staff from the child's bubble should assist with the transfer to and from the vehicle to reduce contact with transport staff.</p> <p>A face covering is recommended where this does not cause the child to become upset or anxious.</p> <p>Ensure the necessary handwashing kit is accessible.</p> <p>Ensure children are handed over safely to school and home.</p> <p>Observe a careful handwashing regime before returning to the vehicle.</p>
<p>Harnesses:</p>	<p>Fitting the harness will require close proximity with the child and in some cases, face to face proximity will be unavoidable.</p> <p>A face covering must be worn.</p> <p>Ensure the necessary handwashing kit is accessible before commencing</p> <p>Transport staff should aim to work from the sides and avoid / minimise close face-to-face proximity.</p> <p>Observe a careful handwashing regime before returning to the vehicle.</p> <p>The legal responsibility of drivers to ensure the seatbelt is also fastened remains unchanged.</p>

Wheelchair Transport	<p>Parents/carers and school staff should ensure that wheelchair handles are sanitised before each journey.</p> <p>Gloves should be worn when handling and securing the wheelchair.</p> <p>Securing the wheelchair / buggy inside the vehicle will require close proximity with the child and in some cases, face to face proximity will be unavoidable.</p> <p>A face covering must be worn.</p> <p>Ensure the necessary handwashing kit is accessible before commencing</p> <p>The driver or escort should aim to work from the sides and avoid close face-to-face proximity.</p> <p>Observe a careful handwashing regime before returning to the vehicle.</p> <p>The legal responsibility of drivers to ensure the chair and passenger are properly secured in the vehicle remains unchanged.</p>
Help and support	<p>Drivers and escorts having difficulty with any aspect of these instructions should contact 0116 3050002 or email transportra@leics.gov.uk</p>