



Banister Primary School

Travel Policy

Reviewed by	Reasons for	Date	Review
Headteacher	June 2026	June 2027	Update local and national guidance

Contents

1. Policy Statement and Scope	3
2. Legal and Regulatory Framework.....	3
3. Aims and Principles.....	3
4. Roles and Responsibilities	3
5. Safe Travel to School	4
6. Expectations for Active Travel	4
7. Use of Cars and Parking	4
8. Public Transport Use.....	5
9. Educational Visits and Off-Site Travel	5
10. Risk Assessment and Safety Management	5
11. Safeguarding.....	6
12. Inclusion and Accessibility (SEND).....	6
13. Environmental Commitment	6
14. Monitoring and Review	6
15. Insurance and Liability.....	6

1. Policy Statement and Scope

Banister Primary School is committed to promoting safe, sustainable and inclusive travel for pupils, staff and the wider school community.

This policy applies to:

Daily journeys to and from school
Educational visits and off-site activities
Staff travel on school business
Visitors and contractors where applicable

2. Legal and Regulatory Framework

This policy aligns with:

Department for Education (DfE) guidance on school travel and educational visits
Health and Safety at Work Act 1974
Road Traffic Legislation
Southampton City Council (SCC) Travel Planning and Road Safety priorities
DfE Sustainability and Climate Strategy

3. Aims and Principles

We aim to:

Promote active, healthy and sustainable travel
Ensure safety and safeguarding during all journeys
Reduce traffic congestion and improve air quality
Support pupils in developing independent travel skills
Provide inclusive travel arrangements for all pupils

4. Roles and Responsibilities

Headteacher and Leadership Team:

- Ensure policy implementation and compliance
- Allocate a Travel Plan Lead
- Monitor and report progress to governors
- Travel Plan Lead
- Maintain Modeshift STARS accreditation
- Monitor travel patterns and initiatives
- Liaise with SCC and external partners

Staff:

- Promote safe travel practices
- Follow procedures for trips and visits
- Undertake risk assessments when required

Parents and Carers:

- Support safe and sustainable travel
- Ensure children are appropriately supervised and equipped

Pupils:

- Travel responsibly and safely
- Follow school expectations when travelling independently or in group

5. Safe Travel to School

We actively encourage walking, cycling and scooting as they:

- Improve physical and mental health
- Reduce environmental impact
- Develop road safety awareness
- The school promotes active travel through:
 - Training (pedestrian, cycling, scooter)
 - Communication with families
 - Modeshift STARS initiatives

6. Expectations for Active Travel

Parents must ensure:

- Children travel safely and sensibly
- Bikes and scooters are roadworthy
- Helmets and visibility aids are used
- Equipment is securely locked on site
- Appropriate supervision is provided for younger pupils

Pupils must:

- Push bikes and scooters on school grounds
- Follow road safety rules
- Wear visible clothing in poor conditions
- Represent the school positively

7. Use of Cars and Parking

We recognise that car use is sometimes necessary.

Requirements:

- Children and adults must use appropriate car seats and seatbelts
- Parking must be legal and considerate
- No stopping/parking:
 - On zig-zag lines
 - On double yellow lines
 - Across driveways
 - At the university halls of residence
 - At the Co-op
 - At Westrow Dental Surgery

Additional SCC-aligned expectations:

- Engines must not idle while waiting
- Parents should park away from school where possible
- Children should be escorted safely to the gate

The school will work with SCC to address unsafe parking where necessary.

Where a car must be used, we ask parents to drive only part of the way and drop their child(ren) off away from the school so that some of the journey can be walked or scooted.

Parents must ensure they do not drop children off directly on the main road, they must park and escort children to the pedestrian gate shown on the map below.



8. Public Transport Use

Where pupils use buses or trains:

- Safe and respectful behaviour is expected
- Pupils should travel in groups where appropriate
- Clear arrangements must be in place for arrival and collection
- Parents remain responsible unless part of a supervised activity

9. Educational Visits and Off-Site Travel

All off-site travel:

- Is planned in accordance with the school's Educational Visits Policy
- Includes appropriate staffing ratios
- Requires parental consent where applicable

Transport may include:

- Walking
- Public transport
- Coaches or minibuses (through approved providers)

10. Risk Assessment and Safety Management

A proportionate risk assessment will be undertaken for:

- All educational visits
- Hazardous or complex journeys
- New or unfamiliar travel arrangements

Risk assessments will:

- Identify hazards
- Detail control measures
- Include emergency procedures

11. Safeguarding

The safety of pupils is paramount.

- Younger pupils must be accompanied where appropriate
- Independent travel arrangements must be agreed with parents
- Concerns during travel should be reported in line with the Safeguarding Policy
- Staff supervising travel must always follow safeguarding procedures

12. Inclusion and Accessibility (SEND)

We are committed to inclusive travel:

- Adjustments will be made for pupils with additional needs
- Individual travel plans may be developed
- Alternative arrangements will be supported where required

13. Environmental Commitment

We support sustainability by:

- Reducing car journeys where possible
- Promoting active travel
- Supporting the school's climate and sustainability goals
- Improving local air quality

14. Monitoring and Review

The school will:

- Monitor travel patterns annually
- Review progress through Modeshift STARS
- Report outcomes to governors
- Update the policy annually

15. Insurance and Liability

- Parents are responsible for personal equipment (e.g. bikes and scooters)
- The school is not liable for loss or damage unless negligence is proven
- All school-organised trips are covered by appropriate insurance