



# Travel Plan Policy

Written November 2020

## Phoenix College Transport Plan for New City College Campus

### Outline:

The following plan is in place to ensure students are safely and effectively dropped off and collected from the Phoenix College – New City College Campus, based at Poplar High St, Poplar, London E14 0AF. This plan should be read in conjunction with the Start and End of Day Procedures. An annual risk assessment of the transport arrangements must be completed at the start of each academic year and reviewed and up dated as appropriate. Term dates are published annually.

### Drop off:

Phoenix College opens for opens for students at 8:50am each morning Monday – Friday during term time.

All students travelling by car or minibus must be dropped off at the rear gate of NCC. The member of Phoenix College staff on duty will open the gates. Students must not be dropped off at the front of the building without prior permission.

Escorts / parents must remain with the student until they have been successfully received by a Phoenix College member of staff.

The parent/escort must sign in the student, leaving their own name with the member of staff on duty. This is a safeguarding requirement and information is only used if the service needs to follow up on any concerns relating to the journey to and from college.

### Pick Up:

Phoenix College closes for students at 3.20pm each afternoon Monday – Friday during term time. All students travelling by car or minibus must be picked up by the rear gate of NCC.

The member of Phoenix College staff on duty will open the gates. Students must not be collected from the front of the building unless prior written permission from Phoenix College.

Escorts / parents must be prepared to receive the student at 3.20pm. In the event of late arrival, Phoenix College must be informed as soon as possible.

The parent/escort must sign out the student, leaving their own name with the member of staff on duty. This is a safeguarding requirement and information is only used if the service needs to follow up on any concerns relating to the journey to and from college.

### Who does this apply to?

All staff and stakeholders involved in the transportation of students to and from the college must follow these procedures.

### Contingency Planning

If the area by the carpark is not accessible during drop off or pick up, all visitors and staff must follow the directions of the lead person on duty.

Date reviewed: October 2020

Date of next review: October 2021

Review Group: Phoenix Autism Trust - Board of Trustees