



From mountain to sea

# THE SAFE TRANSPORT OF CHILDREN AND YOUNG PEOPLE WITH ASN: GUIDANCE FOR SCHOOLS AND PUPIL ESCORTS

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## INTRODUCTION

Aberdeenshire Council is committed to offering an excellent service to pupils, their parents/carers, schools and transport operators. The following information is intended to ensure the safety and wellbeing of all those involved in the movement of pupils with additional support needs between home and school on organised transport.

## TRANSPORT /PUPIL ESCORT ELIGIBILITY

The Council provides transport to all pupils who live over two miles walking distance from school in the case of primary school pupils, and three miles for secondary school pupils, as long as they are in zone for the current school. These parameters also apply to pupils who attend special schools. Outwith these parameters school transport for pupils with additional support needs is provided based on assessed need, at the discretion of the School Quality Improvement Officer (QIO) or Principal Educational Psychologist/Service Manager (Inclusion, Equity and Wellbeing). An application for individual transport needs should always be made on the basis of this assessed need, even if the pupil lives within the school catchment area.

Transport can be provided in a number of different ways, including through the Parental Reimbursement Scheme if a parent transports their child, or on buses/taxis operated by or contracted by Aberdeenshire Council. The Council does not guarantee 'door to door' transport; a child may have to walk to a safe pick up/drop off point nearby.

For pupils with additional support needs who live within normal catchment distances, Head Teachers may apply for transport to the QIO (school) or Principal Educational Psychologist/Service Manager (IEW) in instances such as:

- The pupil is non-ambulant (wheelchair or buggy user).
- The pupil has a medical condition which would make walking to school very difficult or likely to exacerbate their condition.

Individual circumstances will be considered on a case-by-case basis. Pupil Escorts provide support pupils with health conditions and/or disabilities that require specific adult intervention to maintain their safety during the transition between home and school, and where a risk assessment has determined that the risk cannot be mitigated against in any other way. The majority of pupils who meet the criteria for transport will not require the additional support of a Pupil Escort.

If transport is required, schools should discuss the following options with parents and carers:

- **Parental Transport:** The preferred option is for parents to transport their children to and from school. Financial assistance may be applied for through the [APPENDIX 5 – PARENTAL REIMBURSEMENT](#)



SCHEME. This option should always be fully explored with parents in the first instance.

- **Motability Vehicle:** Where a Motability vehicle has been provided to support the child's needs, schools should discuss with parents the possibility of them using this vehicle for school transport. The Parental Reimbursement Scheme, administered by Aberdeenshire's Passenger Transport Unit may help with fuel costs. The school can assist families in accessing this support.

**Parent as Escort:** Schools should discuss with families whether it may be appropriate for a parent or carer to act as their child's escort. This must be agreed in advance and will be considered based on the child's individual needs. If more than one child is travelling in the vehicle, recruitment of an Escort would need to take place. If a parent or carer is acting as the escort in a long-term capacity, they must be formally recruited and approved for the role.

The ongoing need for ASN Transport and/or a Pupil Escort must be assessed on an ongoing basis and should be reviewed a **minimum** of once per year, or more frequently depending on the pupil's need. These discussions must be evidence-based and take place within the context of a Child's Plan Meeting. Recommendations from other agencies must be corroborated by relevant assessment information pertinent to their professional role, and all recommendations must be minuted.

To inform the decision-making process for whether a child or young person requires transport/Pupil Escort, the following documentation should be considered:

- **Transport Risk Assessment (this must be completed for all pupils where a Pupil Escort is required).**
- NHS Protocol/Care Plan documenting the steps required in an emergency.
- Behaviour Support Plan and Risk Assessment.

See **APPENDIX 1 – ESCORT EMPLOYMENT PROCESS** for an overview of the Escort Employment process.



## ROLES & RESPONSIBILITIES OF HEAD TEACHER/SCHOOL

This section outlines the key roles and responsibilities of the Head Teachers (or designated members of staff within the school) to ensure the safe and effective management of ASN transport arrangements and Pupil Escort support.

<b>HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>ABSENCE (PUPIL)</b>	<ul style="list-style-type: none"> <li>· The Head Teacher should notify the Pupil Escort if transport is not required due to pupil illness or appointments.</li> <li>· The Escort may be redeployed to other duties for their normal working hours.</li> </ul>
<b>ABSENCE (PUPIL ESCORT)</b>	<ul style="list-style-type: none"> <li>· When there is a change of an Escort for the end of the school day, staff must ensure to prepare the pupil for this. The Head Teacher or nominated person should ensure that the Relief Escort is given necessary details about pupils before the start of the afternoon run.</li> <li>· Escorts should be informed of the <a href="#">Attendance Management and Special Leave Procedures</a></li> </ul>
<b>ADVERSE WEATHER CONDITIONS</b>	<ul style="list-style-type: none"> <li>· The Head Teacher is responsible for deciding whether the school is open to pupils and must make this information available to Pupil Escorts on the Aberdeenshire and School website. It is the escorts responsibility to check this website for information.</li> <li>· Head Teachers may decide to close a school during the school day. They are then responsible for contacting the Transport Operator to request transport for pupils and contacting escorts to request their availability to accompany children home. Schools must also telephone parent/carer or a pupil's emergency contacts to ensure that a responsible adult is available to meet the pupil.</li> </ul>
<b>CHANGES TO JOURNEYS</b>	<ul style="list-style-type: none"> <li>· Inform the escort/driver and ASN Transport if a pupil leaves early or arrives late, to ensure transport arrangements are adjusted accordingly</li> </ul>



<b>HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>CHANGES TO JOURNEYS cont.</b>	<ul style="list-style-type: none"> <li>· Notify ASN Transport and HR of any changes to escort hours or when transport is no longer required. Failure to notify may result in unnecessary costs due to contractual obligations.</li> <li>· It is the responsibility of the Head Teacher to inform the Education Support Officer in advance of an out of authority pupil's transport being discontinued.</li> <li>· Transport is provided between the pupil's home and school. Variation of this journey is not permissible without authorisation from ASN Transport.</li> <li>· Journeys may be changed due to the following:               <ul style="list-style-type: none"> <li>- Additional pupils joining the vehicle</li> <li>- The creation of more efficient/enforced routing for transport (e.g. diversion)</li> <li>- A change to a pupil's health needs may also mean that transport is temporarily suspended until all necessary information is available and a risk assessment (if appropriate) is completed.</li> </ul> </li> </ul> <p>(This list is not exhaustive).</p>
<b>CHANGES TO JOURNEYS OUT OF AUTHORITY PLACEMENTS</b>	<ul style="list-style-type: none"> <li>· Any changes to journeys for pupils in placements outwith the authority are referred to Education and Children's Services (ECS) for agreement. This is particularly important where changes may be required by Social Work, who must liaise with ECS as contract variance is a legal procedure (contracts are tendered under European Law for specific journeys).</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>· Keep escorts informed of school activities and updates.</li> <li>· Make escorts feel valued as part of the school team.</li> <li>· Keep notice boards updated with relevant information for escorts.</li> <li>· Ensure union information is available and current.</li> </ul>
<b>CONTACT DETAILS</b>	<ul style="list-style-type: none"> <li>· Share parental contact details with ASN Transport and the escort. Share escort contact details with ASN Transport and Parent</li> </ul>



<b>HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>CONTACT DETAILS cont.</b>	<ul style="list-style-type: none"> <li>· Consent for sharing must be sought from all relevant parties. Parent/Carer of the pupil(s). Consent for sharing this is to be sought from both the escort and parent/carer.</li> </ul>
<b>HEATH AND SAFETY END OF DAY</b>	<ul style="list-style-type: none"> <li>· When a pupil is unsettled during the school day and demonstrating inappropriate or unsafe behaviours that may escalate, the school will decide whether or not to permit the pupil to travel on transport to travel home.</li> <li>· The safety of all pupils and their escort/driver is paramount.</li> <li>· In exceptional circumstances, when a decision is taken to prevent a pupil from travelling on their designated transport, the school must inform the parent/carer, and the pupil will remain supervised on school premises until collected.</li> </ul>
<b>HEALTH AND SAFETY REPORTING</b>	<ul style="list-style-type: none"> <li>· All accidents or incidents involving escorts or pupils must be reported to/and recorded by the school (including physical injuries such as bites, scratches, damage to property etc.). Incident forms must be readily available in all schools.</li> <li>· For out-of-authority placements, incidents and accidents must be reported to the Education Support Officer. Any incident of challenging behaviour on transport will be reported to the parent/carer.</li> <li>· A pupil may be temporarily removed from transport due to them displaying challenging behaviour which render transportation of the pupil unsafe. This should be an interim measure until meetings, risk assessment and protocol determine a solution. The school in collaboration with other parties will make the decision if a pupil's transportation is to become the responsibility of the parent/carer. This is not a decision for the escort or transport operator.</li> <li>· For out-of-authority placements, the decision to remove a pupil from transport rests with the Principal Educational Psychologist /Service Manager (Inclusion, Equity and Wellbeing).</li> </ul>



<b>HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>LINE MANAGER</b> <b>LINE MANAGER Cont.</b>	<ul style="list-style-type: none"> <li>Head Teacher or designated member of staff from the school will line manage Pupil Escorts. This is usually PT ASL in secondary schools.</li> <li>Education Support Officers line manages out of authority placement Pupil Escorts.</li> </ul>
<b>MEDICAL INFORMATION</b>	<ul style="list-style-type: none"> <li>Ensure escorts have all relevant NHS medical protocols/care plan.</li> <li>Arrange training if medical intervention may be required. (all medical support is voluntary so escort redeployment may be necessary to ensure the pupil's needs are being met).</li> <li>See Arcadia – <a href="#">Medications in Schools</a> and <a href="#">PEEP &amp; Risk Assessment</a> for further information</li> </ul>
<b>MEDICAL NEEDS (PUPIL)</b>	<ul style="list-style-type: none"> <li>Escorts must be provided with clear and up-to-date information about any relevant medical needs of the pupils they support. This is the responsibility of the Head Teacher and parent/carer, or the Education Support Officer for out-of-authority placements.</li> <li>If medical intervention is likely to be required, appropriate training and a protocol/Care Plan to follow must be provided/organised by the school. (all medical support is voluntary so escort redeployment may be necessary to ensure the pupil's needs are being met).</li> </ul>
<b>MEDICAL INFORMATION OXYGEN CYLINDERS</b>	<ul style="list-style-type: none"> <li>Refer to <b>APPENDIX 4 - CARRIAGE OF OXYGEN CYLINDERS ON TRANSPORT.</b></li> <li>Contact ASN Transport for the most up-to-date advice, as guidance may change.</li> </ul>
<b>OUT OF AUTHORITY PUPILS</b>	<ul style="list-style-type: none"> <li>The Inclusion, Equity and Wellbeing Education Support Officer (ESO) holds overarching responsibility for all aspects of the provision and coordination of transport and support for children and young people placed in out-of-authority educational settings.</li> </ul>



HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
PERSONAL PERFORMANCE PLAN (PPP)	<ul style="list-style-type: none"> <li>Hold an annual review meeting with each escort (individually or in a group), providing documentation in advance and identifying training needs.</li> <li>Time for the meeting is paid by the school and may be scheduled during In-service days.</li> </ul>
PERSONAL PERFORMANCE PLAN (PPP) cont.	
RECRUITMENT FOLLOW-UP	<ul style="list-style-type: none"> <li>Ensure the escort receives all relevant information once recruitment is complete.</li> </ul>
RELIEF ESCORT	<ul style="list-style-type: none"> <li>If a Relief Escort is unavailable, the transport run cannot proceed, and schools must notify parents and ASN Transport.</li> <li>Schools are responsible for sourcing a Relief Escort from the Teacher Booker System.</li> <li>Relief Escorts are for <b>short-term cover, not exceeding 12 weeks</b>. If required for a longer period (beyond covering an absence), the school must advertise for a fixed-term contract.</li> <li>The school must communicate any necessary pupil information, including medical needs, to the Relief Escort.</li> <li>Relief Escorts are not required to work on In-service days; refer to their HR Terms and Conditions.</li> <li>If a child requires specific medical intervention that a Relief Escort cannot provide (due to specialised training requirements), the school, in collaboration with the parent, will need to make alternative transport arrangements.</li> <li>See <a href="#">APPENDIX 2 – DEPLOYMENT OF A RELIEF ESCORT</a> for an overview of the process.</li> </ul>
RELIEF ESCORT EXCEPTIONAL CIRCUMSTANCES	<ul style="list-style-type: none"> <li>A PSA or other school staff member who is not employed as a Relief Escort may only be used in exceptional circumstances to prevent cancellation of a transport run. This is a short-term, emergency solution.</li> <li>In such cases:</li> </ul>



HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
RELIEF ESCORT EXCEPTIONAL CIRCUMSTANCES Cont.	<ul style="list-style-type: none"> <li>- The school must first check the Teacher Booker System to confirm that no Relief Escort is available</li> <li>- A timesheet must be completed if the staff member is not registered as a Relief Escort- Payment is made at the rate of their substantive post</li> </ul>
RELIEF ESCORT APPLYING	<ul style="list-style-type: none"> <li>· PSAs or other school staff (e.g. clerical, catering) may apply to be employed as Relief Escorts provided this does not interfere with their primary duties. Once registered on the Relief Escort database:               <ul style="list-style-type: none"> <li>- They may be used to cover Escort absences</li> <li>- They will be paid at the Relief Escort Rate for these duties</li> </ul> </li> </ul>
RELIEF ESCORT OVERLAP OF DUTY	<ul style="list-style-type: none"> <li>· If transport arrives late, staff may only claim for <b>one</b> duty (either Escort or their substantive role) for that time period.</li> <li>· Where Escort duties follow directly before or after school duties, the staff member must obtain Head Teacher approval, as delays may impact their availability for school-based responsibilities.</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>· The school will provide appropriate training and relevant pupil information to escorts, including medical intervention training where required, as agreed with the Escort and arranged by the school.</li> <li>· Escorts should also be provided with a copy of this guidance and directed to the Pupil Escort Professional Learning Framework.</li> <li>· Ensure escorts are aware they can claim mileage or reasonable travel expenses for attending training, in line with council policy. See Arcadia <a href="#">Travel and Subsistence Procedure</a>.</li> </ul>



<b>HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
	<ul style="list-style-type: none"> <li>· Training to support pupils with medical needs is provided on a voluntary basis and must be agreed to by the escort in advance.</li> <li>· Escorts work pro rata for In-service days. With agreement from the Head Teacher, these days may be used for training.</li> </ul>
<b>TRANSPORT APPLICATION</b>	<ul style="list-style-type: none"> <li>· Submit authorised forms to ASN Transport at <b>least 10 working days in advance</b>. An escort (if required) must be identified prior to the submission of these forms.</li> <li>· Use Relief Escort if needed, until permanent escort is in place (for a maximum of 12 weeks).</li> <li>· Communicate future ASN transport needs by June, for August starts.</li> </ul>
<b>TRANSPORT CHANGES</b>	<ul style="list-style-type: none"> <li>· Inform the escort if a pupil leaves school early or will not be on transport.</li> <li>· Notify the escort if a pupil will arrive late due to an appointment.</li> </ul>
<b>TRANSPORT COMMENCEMENT</b>	<ul style="list-style-type: none"> <li>· ASN Transport requires <b>at least 10 working days</b>, following receipt of an authorised form, to organise and set up a contract for the transport of a pupil between home and school.</li> <li>· HR should be informed immediately to start processing forms and pass information to payroll, (this may encounter delays at peak times). It may be useful to use relief until the escort is in place.</li> </ul>
<b>TRANSPORT - RUN</b>	<ul style="list-style-type: none"> <li>· Confirm the duration of the run with ASN Transport to ensure contact details and timesheets are accurate.</li> <li>· Notify ASN Transport at least one month in advance of any planned reduction, termination, or variation of transport, to avoid unnecessary costs or impact on escort redeployment or redundancy.</li> <li>· Notify HR to seek advice about the amendment of contractual hours of the Pupil Escort or if their role is no longer required. In some cases, the amendment may result in redeployment or redundancy of the Pupil Escort.</li> </ul>



HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
	<ul style="list-style-type: none"> <li>Provide as much notice as possible in cases of sudden changes (e.g. exclusion or absence).</li> </ul>
<b>TRANSPORT – RUN</b> <b>Pupils from different schools</b>	<ul style="list-style-type: none"> <li>At times pupils from different schools may be transported in the same vehicle.</li> <li>If a Pupil Escort is required, one line manager should be identified. If one of the pupils attends academy, then the line manager would automatically be PT ASL.</li> <li>Effective communication must take place between the Head Teachers to ensure the efficiency of the run.</li> </ul>
<b>TRANSPORT RISK ASSESSMENT</b>	<ul style="list-style-type: none"> <li>Complete a <b>Transport Risk Assessment</b> when a Pupil Escort is required, ensuring it is written before the journey begins and shared with parents, escorts (including Relief Escorts), and ASN Transport. Include strategies tailored to individual pupils.</li> <li>When writing the Transport Risk Assessment, advice should be sought from all relevant professionals, as well as the parent/carer to ensure the specific needs of the pupil are being met.</li> </ul> <p><b>Please note</b></p> <ul style="list-style-type: none"> <li>- Any use of harnesses or Bucklesafe should be included within the Transport Risk Assessment and there must be a minuted discussion or signed consent form to evidence consent from the parent/carers to use such devices. Any child using a harness or Bucklesafe must be accompanied by an escort to facilitate the release of the harness or Bucklesafe.</li> <li>- Use of Bucklesafe and harnesses should be reviewed at least once a term to ensure their continued requirement.</li> <li>- Training should be given for any medical interventions to be carried out by the escort This is voluntary and should be agreed by the escort. The Head Teacher will then arrange the training.</li> </ul>



HEAD TEACHER/SCHOOL RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
<p><b>TRANSPORT SAFETY AIDS/ EQUIPMENT</b></p> <p><b>TRANSPORT SAFETY AIDS/ EQUIPMENT cont.</b></p>	<ul style="list-style-type: none"> <li>· Parents/Carers and in some instances the appropriate health professional should meet with the school to discuss any pertinent transport related issues.</li> <li>· Specialist equipment is provided by ASN Transport through collaboration between the school, parents/carers and appropriate health representative (if appropriate) identifying what is required. School staff will complete a <a href="#">Transport Risk Assessment</a> and PTU501 to request specialist equipment. Details must be listed on PTU 500.</li> <li>· Head Teachers should notify ASN Transport when a car seat/booster cushion etc. is no longer required, as provided it is in good condition (not been involved in an accident) it may be reallocated for another pupil's use.</li> <li>· Any seat which has suffered damage due to an accident should be discarded and replaced immediately.</li> <li>· Any seats required for pupil transport are the property of Aberdeenshire Council and may not be removed from the taxi.</li> <li>· Further information and advice can be found in</li> <li>· <a href="#">APPENDIX 3 – TRANSPORT SAFETY AIDS /</a></li> </ul>



## ROLES & RESPONSIBILITIES OF PUPIL ESCORT

This section outlines the key roles and responsibilities of the Pupil Escort, to ensure the safe and effective management of ASN transport arrangements and pupil support.

<b>PUPIL ESCORT RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>ABSENCE (PUPIL ESCORT)</b>	<ul style="list-style-type: none"> <li>Escorts must inform the Head Teacher (or designated staff member) if they are unable to work due to illness.</li> <li>Morning Run- If unable to work before school office hours, escorts should contact the parent/carer, the transport operator, and the school or ESO (for out-of-authority placements).</li> <li>Afternoon run- If unable to carry out the afternoon run, escorts must contact the school or ESO (for out-of-authority placements).</li> <li>Escorts should be familiar with the <a href="#">Attendance Management and Special Leave Procedures</a></li> <li>Escorts should arrange appointments outside of working hours where possible. Paid leave is available for emergency appointments.</li> <li>Escorts should give a minimum of 7 days' notice for hospital appointments during working hours.</li> </ul>
<b>DATA PROTECTION</b>	<ul style="list-style-type: none"> <li>Escorts must adhere to Aberdeenshire Council's data protection and cyber security guidelines when communicating via text, social media, etc. (Training available on <a href="#">ALDO</a>)</li> </ul>
<b>EMERGENCY PROCEDURES</b>	<ul style="list-style-type: none"> <li>Escorts must be familiar with the vehicle's emergency evacuation procedure and the location of fire extinguishers.</li> </ul>
<b>HEALTH AND SAFETY ACCIDENT/ BREAKDOWN</b>	<ul style="list-style-type: none"> <li>In the event of an accident or breakdown, the escort/driver will advise the school, who will contact the parent/carer to keep them updated. The escort must remain on board with the pupils.</li> </ul>



PUPIL ESCORT RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
<b>HEALTH AND SAFETY ACCIDENT/ BREAKDOWN cont.</b>	<ul style="list-style-type: none"> <li>· Pupils may not leave the transport until alternative transport arrives, then the escort must ensure a safe transfer.</li> <li>· When it is safe to do so, the driver must contact the transport operator. All taxis have a phone or radio that can be used to contact school/parent/carer etc.</li> <li>· If school transport fails to arrive, please contact ASN Transport on 01467 533 335, option 1</li> </ul>
<b>HEALTH AND SAFETY DURING TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>· If a pupil becomes ill, displays challenging behaviour, or the driver is distracted by them:</li> <li>· Ask the driver to:               <ul style="list-style-type: none"> <li>- Pull over at the first safe location, or</li> <li>- Continue to school/home if only a short distance remains.</li> <li>- Contact the school or ESO.</li> </ul> </li> <li>· <b>Important Safety Notes for Escorts:</b> <ul style="list-style-type: none"> <li>- Do not place yourself at risk.</li> <li>- Remain in the vehicle but move to a safer position if needed.</li> <li>- Do not use physical intervention with pupils.</li> <li>- Follow the school and Authority policies for managing behaviour.</li> <li>- Report any safety concerns to the school or ESO</li> </ul> </li> <li>· <b>Food and Drink:</b></li> <li>· Children and young people must not eat or drink while travelling on transport provided to or from school. This is to reduce the risk of choking, distraction to the driver, spills, and potential allergic reactions.</li> <li>· Any exception required for medical reasons must be clearly recorded within an NHS Protocol/Care Plan and Transport Risk Assessment, and agreed in advance with the school, parent or carer, and ASN Transport.</li> </ul>



PUPIL ESCORT RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
HEATH AND SAFETY START OF DAY	<ul style="list-style-type: none"> <li>· If the pupil is unsettled and demonstrating inappropriate or unsafe behaviour prior to the morning pick up from home, while it is the responsibility of parent/carer to decide whether or not to permit the pupil to travel on transport; <b>the escort should assess the situation and make a decision as to whether or not it is safe for the transport to go ahead.</b></li> <li>· In these circumstances, the escort should advise the parent/carer and then contact the school or Education Support Officer to advise. It is recognised that this will only occur in exceptional circumstances.</li> <li>· The Head Teacher/ESO will then contact parent/carer to discuss</li> </ul>
IDENTIFICATION	<ul style="list-style-type: none"> <li>· Escorts must wear their Aberdeenshire Council identity badge while on duty.</li> </ul>
MEDICAL NEEDS (PUPIL)	<ul style="list-style-type: none"> <li>· In the event of a medical concern, the escort should: <ul style="list-style-type: none"> <li>- Ask the driver to stop the vehicle safely and follow agreed procedures.</li> <li>- Call 999 immediately in the following situations: <ul style="list-style-type: none"> <li><b>Choking</b> – If a pupil begins to choke.</li> <li><b>Seizure</b> – Reassure the pupil, prevent injury, note the duration of seizure and presentation, and call 999 stating it is a suspected seizure. (Adhering to the NHS Protocol/Care Plan, if one in place)</li> <li><b>Medical emergency</b> – Unless alternative arrangements are in place, call 999 and then contact the school.</li> <li><b>Diabetes</b> – If a pupil with diabetes requires food or drink during transport, this must only be given under guidance from NHS Protocol/Care Plan, school staff, or the parent/carer.</li> </ul> </li> </ul> </li> <li>· The carrying out of medical procedures is voluntary and cannot be carried out until specific training and authorisation is received.</li> </ul>
MEDICAL INFORMATION OXYGEN CYLINDERS	<ul style="list-style-type: none"> <li>· Refer to <b>APPENDIX 4 - CARRIAGE OF OXYGEN CYLINDERS ON TRANSPORT</b></li> </ul>



PUPIL ESCORT RESPONSIBILITIES AND DUTIES	
OPERATIONAL AREA	RESPONSIBILITY/ DUTY
<b>PICK UP/DROP OFF ARRANGEMENTS</b>	<ul style="list-style-type: none"> <li>· Pupils must be collected from and handed over to a responsible adult.</li> <li>· Pupils must not be discharged at unauthorised stops.</li> <li>· Escorts stay on the vehicle; parents/carers are responsible for seeing pupils on/off.</li> <li>· School staff must brief escorts on drop-off/pick-up procedures.</li> <li>· <b>Pick Up</b> - If the pupil is not at the pick-up point at the appointed time, the vehicle should wait 10 minutes then must proceed on its journey without any further undue delay.</li> <li>· The vehicle will not be sent back in the event the pupil is not at the pick-up point at the appointed time, and it is then the parent’s responsibility to transport their child to school.</li> <li>· <b>Drop Off</b> - If there is not an appropriate adult available to receive the pupil at their drop off point, the driver continues on the agreed route. The pupil must remain on the vehicle, and the escort attempts to contact parent/carer and school. If an appropriate adult is not available by the end of the school run, the driver and escort must deliver the child into the care of police at the nearest manned police station, or for out of authority placements, return to school with the pupil</li> <li>· Changes in appropriate adult should be communicated to the school by the parent/carer in advance</li> </ul>
<b>PRE-COLLECTION</b>	<ul style="list-style-type: none"> <li>· The escort should be picked up by the transport operator before collecting the first pupil</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>· Ensure safety, security, dignity, and comfort of all pupils, and communicate sensitively</li> <li>· Ensure each pupil is securely seated before transport moves</li> </ul>
<b>STOPS</b>	<ul style="list-style-type: none"> <li>· Ensure pupils board or leave the vehicle safely, with their belongings, at the correct stop</li> </ul>
<b>TRANSFERS</b>	<ul style="list-style-type: none"> <li>· Some pupils may require an assisted transfer e.g. a transfer of pupil from seat to wheelchair or vice versa</li> </ul>



<b>PUPIL ESCORT RESPONSIBILITIES AND DUTIES</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>TRANSFERS cont.</b>	<ul style="list-style-type: none"> <li>Escorts may only carry out transfers if they have undertaken a moving and handling training course. Schools should contact the <a href="#">Inclusion, Equity and Wellbeing Team</a> to arrange Moving and Handling Training. No moving and handling of pupils is to be undertaken by an escort without prior training by Aberdeenshire Council.</li> </ul>
<b>WHEELCHAIR USERS</b>	<ul style="list-style-type: none"> <li>Wheelchair users must have their wheelchairs positioned and secured in transport by the taxi driver who is trained to ensure that this is done correctly.</li> <li>This is not the responsibility of a Pupil Escort.</li> </ul>

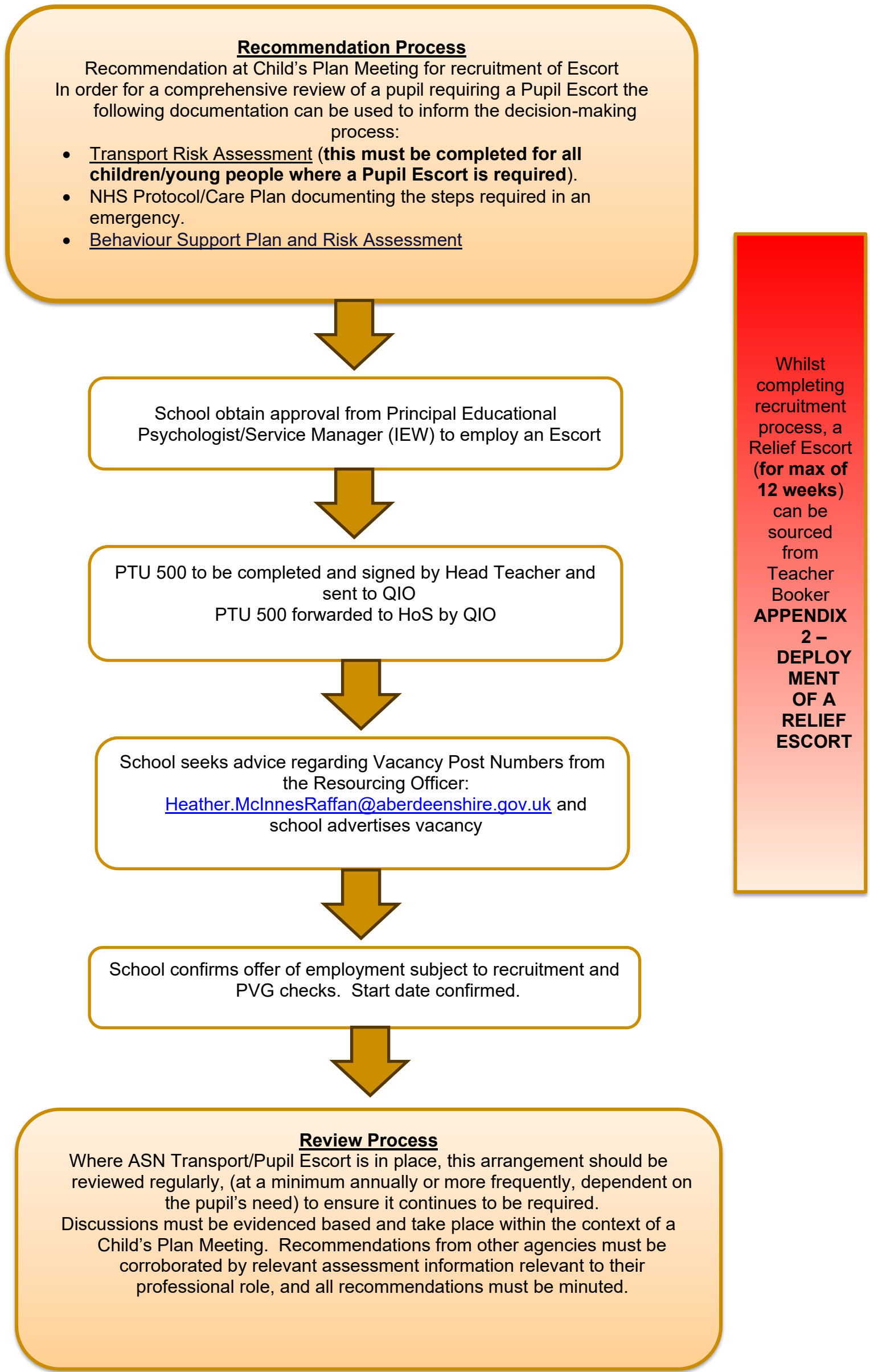
<b>WALKING ESCORT</b>	
<b>OPERATIONAL AREA</b>	<b>RESPONSIBILITY/ DUTY</b>
<b>CONDUCT</b>	<ul style="list-style-type: none"> <li>Promote good conduct from pupils while walking.</li> </ul>
<b>DISCHARGE</b>	<ul style="list-style-type: none"> <li>Discharge pupils to a responsible adult as agreed with the school.</li> </ul>
<b>JOB ROLE</b>	<ul style="list-style-type: none"> <li>An escort who is employed to support pupils in a taxi journey cannot be required to act as a Walking Escort. If a Walking Escort is required to support a pupil, then this must be discussed and agreed with the escort prior to starting work.</li> </ul>
<b>MEETING PUPIL</b>	<ul style="list-style-type: none"> <li>Meet the pupil at their home door or inside school entrance. Escorts should not enter the home.</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Promote and use pedestrian safety rules.</li> </ul>
<b>WALKING</b>	<ul style="list-style-type: none"> <li>Walk next to the pupil on the traffic side, ensuring safety when crossing roads.</li> </ul>



APPENDICES

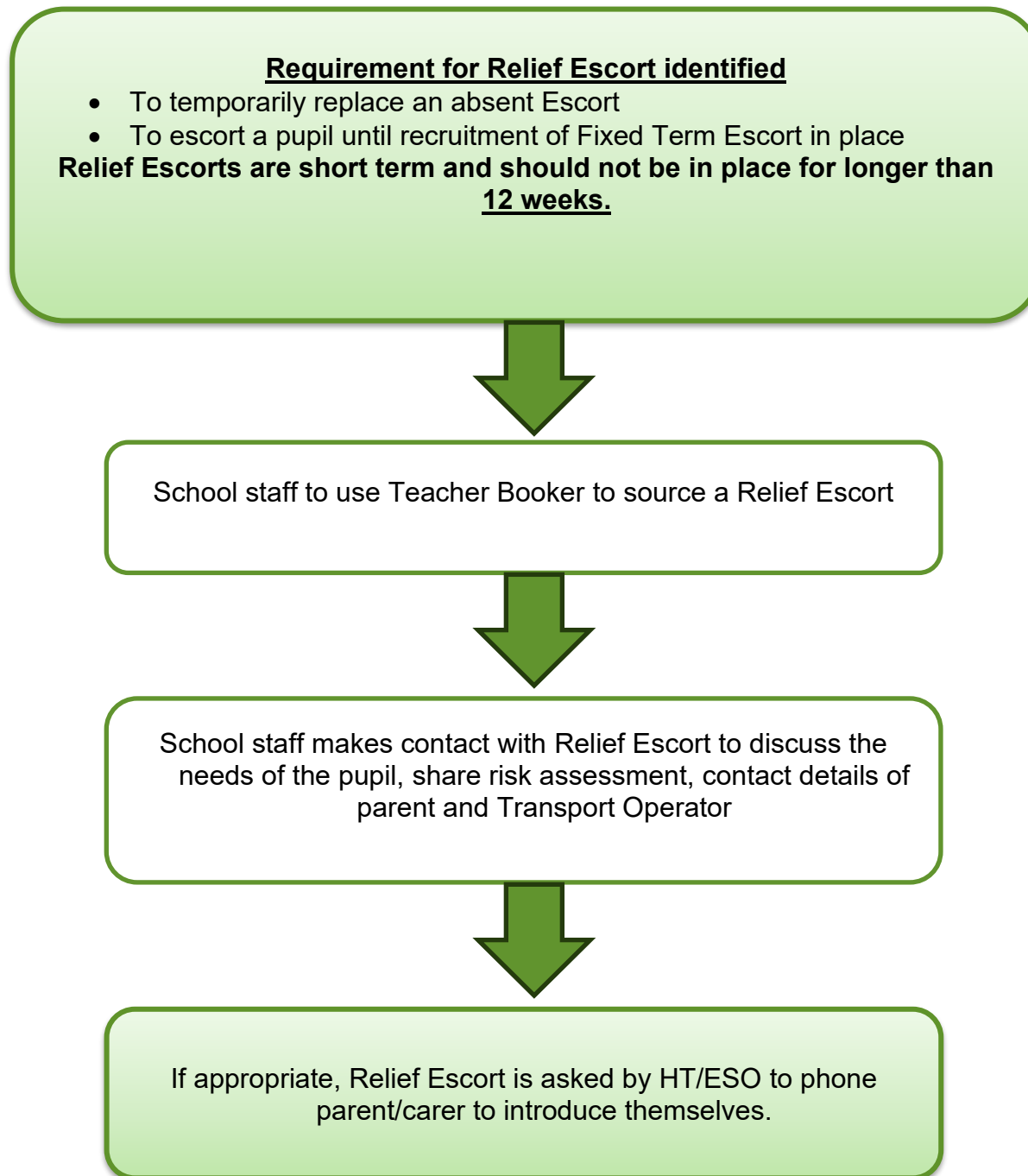
**APPENDIX 1 – ESCORT EMPLOYMENT PROCESS**

**Please note:** All out of authority placement Escorts an Education Support Officer will carry out the process





## APPENDIX 2 – DEPLOYMENT OF A RELIEF ESCORT





## APPENDIX 3 – TRANSPORT SAFETY AIDS /EQUIPMENT

### CAR AND BOOSTER SEATS

For current UK legislation, refer to: [Child car seats: the law](#)

While the law allows exemptions (e.g. short necessary journeys or travel by minibus), best practice is to use car seats at all times on ASN School Transport Contracts, unless in an emergency.

**IMPORTANT:** *Under no circumstances should a pupil be seated on an escort's knee with the seatbelt worn around both passengers.*

**BEST PRACTICE** - Children should travel in the rear of the vehicle where possible. However, if the vehicle is fitted with appropriate car seats/restraints, a pupil may legally travel in the front seat.

For further advice, contact the Client Transport Team:

[asn.transport@aberdeenshire.gov.uk](mailto:asn.transport@aberdeenshire.gov.uk)

### CRELLING HARNESS

Crelling Harnesses are low-risk medical devices used for postural support or to provide a degree of restraint for pupils with learning difficulties or challenging behaviour.

**Note:** *Crelling Harnesses are not safety harnesses, the vehicle seat belt must be working in conjunction with the harness unless a certificate of Medical Exemption from Compulsory Seat Belt Wearing has been issued by a GP and is forwarded to the ASN Transport Team.*

#### Usage Requirements:

- Must be discussed and minuted with relevant parties (e.g. Parent/Carer, Occupational Therapist, Social Worker).
- Included in the pupil's Behaviour Support Plan and Risk Assessment.
- Only permitted on transport with an escort present to unfasten the harness.
- Once agreed, the harness can be ordered via the ASN Transport Team.

**Note:** *If the pupil is already on authorised transport, QIO approval is required for the additional cost before ordering. Contact the ASN Transport Team for current pricing.*

More information: [Crelling Harness](#)

### BUCKLESAFE

In line with national guidance, Buckle Guard clips (including BuckleSafe devices) are no longer permitted for use in vehicles and must not be used in school transport arrangements.

For general seatbelt legislation, visit: [Seat belts: the law](#)

## APPENDIX 4 - CARRIAGE OF OXYGEN CYLINDERS ON TRANSPORT

The carriage of oxygen cylinders by private individuals is not covered by ADR (International Carriage of Dangerous Goods) and is not prohibited on public transport. Where Oxygen for use by a school pupil is required, the cylinder is likely to form part of a 'ready to use' set. As such it is regarded as exempt from ADR by virtue of paragraph 1.1.3.1(b).



There is only one condition of carriage: ‘...measures have been taken to prevent any leakage of contents in normal conditions of carriage’. This means ensuring that the cylinder valve is properly closed and that the equipment is carried securely in the vehicle. Usually the equipment is carried in purpose-made bags or cases and this would be regarded as satisfactory.

In addition, the following precautions should be observed:

- Do not smoke whilst carrying cylinders.
- Check cylinders for obvious signs of leakage, e.g., hissing sounds.
- Keep cylinders out of direct sunlight.
- Do not expose cylinders to high temperatures.

In general, there are no problems with transporting Oxygen as long as it is ‘personal sized’. The pupil would need to be accompanied by an Escort trained to support the needs of the pupil.

**It is the driver’s/transport provider’s responsibility to check that appropriate insurance is in place for the transport of an oxygen cylinder and that the driver is familiar with the guidance for safe transport of oxygen.**

When drawing up the Transport Risk Assessment, schools must consider the following initial questions:

- The dimensions of the oxygen cylinder.
- How it is transported (e.g., strapped to a wheelchair, carried in a briefcase style bag).
- Will the pupil be attached to the oxygen while travelling (e.g., needs a continuous flow) or is the oxygen for emergency purposes only.
- Please bear in mind it needs to be someone who is trained in the use of delivering the oxygen or is capable of resolving any issues should they arise.
- How much space would be needed around the child should the escort need to provide assistance (this will determine the vehicle size and type).
- The pupil would need to travel alone (without peers). Carriage of oxygen, whilst made safer in recent years and is legal on public transport, is still a safety concern that needs close monitoring without distractions, and there is the possibility of other children touching or fiddling with parts of the equipment.
- At least 3-4 weeks’ notice is required to allow for procurement of a contract; the authorised form must be with the ASN Transport Unit approximately a month before the contract is due to start.



## APPENDIX 5 – PARENTAL REIMBURSEMENT SCHEME

The Parental Reimbursement Scheme supports families who transport their own child(ren) to and from an educational setting where an agreement has been made that individual transport arrangements are required. In these cases, parents/carers can claim back fuel costs for the journeys they provide.

### How does it work?

**Application:** The school will contact ASN Transport to apply on the parent/carers behalf.

### What is reimbursed?

- Fuel costs are calculated at £0.45 per mile, based on the shortest return journey between the child or young person's home and the educational setting.
- Parents/carers are only reimbursed for mileage when the child or young person is in the vehicle.  
This means: Claims cannot be made for the journey from the setting back home in the morning after drop-off or the journey from home to the setting in the afternoon before pick-up.

### What is not reimbursed?

Days when the child does not attend (due to illness, appointments, school holidays, closures, or in-service days).

### Payment schedule:

- Claims are paid one month in arrears.
- Payments are usually made within 30 days of the first working day of the month.

### What do parents/carers need to do?

- Keep a record of the days their child attends the educational setting.
- Submit a claim according to the instructions provided by Education & Children's Services.



## APPENDIX 6 – GUIDANCE UPDATES

Date	Update
2013	Original Document
June 2017	Update and Refresh
Jan 2018	Update and check with other versions of guidance
Feb 2018	Collation of schools and escorts version
March 2018	Advice from PTU (ASN) added
April 2018	Check with updated Children’s Escort job profile
June 2018	Update regarding carriage of oxygen
Aug 2022	Update regarding Transport to Special Schools and reference to Principal Educational Psychologist/ Service Manager Inclusion, Equity and Wellbeing. Update regarding training of Escorts and Health and Safety Advisors
Jan 2024	Training of Escorts and requirements for the use of Bucklesafe and harnesses updated
November 2025	Guidance updated with Head Teacher/Schools Responsibilities and Duties Table and Pupil Escort Responsibilities and Duties Table
November 2025	Update of Relief Escort process to include Teacher Booker
November 2025	Addition of Appendix 5 – Parental Reimbursement Scheme
April 2026	Addition of - <b>Food and Drink</b> – Escort Responsibilities/duties- Health and Safety during transportation
May 2026	Update of Bucklesafe - In line with national guidance, Buckle Guard clips (including BuckleSafe devices) are no longer permitted for use in vehicles and must not be used in school transport arrangements.