**Role Profile: MINIBUS CHAPERONE**

**Purpose**

To safely supervise and support pupils on the minibus route to and from school, ensuring that they travel in comfort and safety.

**Key Accountabilities**

* Ensure the pupils feel welcome cared for and safe, there will be another adult present who will be driving the minibus.
* To work with the driver to make sure that all children are safe on the bus, collecting promptly from given pick up points along the route and delivering them to school on time (mornings). Collecting pupils from school (afternoons) and making sure they are returned safely to their parents/guardians at the end of the day.
* Escort younger pupils to their classrooms/playgrounds/breakfast club on arrival at school.
* Ensure that all pupils on board sit correctly and always wear a seatbelt, making sure bags are stowed correctly whilst the journey is underway.
* Monitor and maintain high standards of behavior on the bus, reporting any concerns to the headteacher.
* Enforce the rule that pupils must not eat or drink whilst travelling on the bus.
* Always ensure the safety of passengers in compliance with Health and Safety Legislation.
* To be aware of and comply with the protocols and procedures in the event of an emergency or breakdown.
* Promptly report any operational problems (e.g. traffic delays) to the school so that parents can be kept up to date.
* Adhere to all guidelines and rules relating to ‘on-board’ systems.
* Ensure parents and students are treated with politeness and courtesy, always being a good ambassador for the school.
* Ensuring that the minibus is kept clean.
* Ensuring signs inside the bus are properly attached and in good condition.
* To liaise directly with parents when necessary.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Good communicator with both adults and students. * Demonstrate a commitment to the safeguarding of pupils, staff and all other service users. * Reliable with excellent timekeeping and punctuality. | * Ability to work independently and as part of a team when required. |
| **Experience** | * Relevant Inter-personal experience with children. | * Experience chaperoning a minibus, bus or coach or relating to transport of school children. * Working with children between the ages of 2.5 and 11. |
| **Other** | * Undergo an Enhanced DBS check. * Be flexible to work when required with reasonable notice. |  |

**Key Stakeholders:**

**Internal – Transport Manager, Operations Manager, Headteacher**

**External – Pupils and Parents**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**