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TRANSPORT REVIEW FORM

Pupil name:

Date of birth:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEARNER’S PERSONAL INFORMATION | | | | |
| Surname | |  | | |
| Forename | |  | | |
| Date of birth | |  | | |
| Home address | |  | | |
| Postcode | |  | | |
| Main contact number | |  | | |
| Alternative contact number | |  | | |
| Is the child currently ‘Looked After’? | | | | Yes  No |
| Is there currently an Education Health and Care Plan in place? | | | | Yes  No |
| Is the child currently being transported to school/college? | | | | Yes  No |
| Is a Personal Transport Budget currently provided? | | | | Yes  No |
| Does the child currently travel with a Passenger Assistant? | | | | Yes  No |
| If yes, is a Passenger Assistant still required? | | | | Yes  No |
| Has the child received any travel training? | | | | Yes  No |
| MEDICAL INFORMATION | | | | |
| Are there any medical needs? | | | | Yes  No |
| If yes, please give details e.g., epilepsy, diabetes, ADHD, ASD, allergies. | | | | |
| Since the last review has the child had a diagnosis of; | | | | |
| Asthma Yes  No  Epilepsy Yes  No  Any allergies Yes  No  Sleep Apnoea Yes  No  Other Yes  No  If yes, please state…. | | | | |
| Since the last review does the child now require? | | | | |
| Breathing apparatus Yes  No  SATS monitoring Yes  No  Feeding tube Yes  No  Suction Yes  No  Rescue medication EpiPen/inhaler/other Yes  No  If rescue medication, please state… | | | | |
| Does the child currently carry any medications | | | | Yes  No |
| If yes, please give details. | | | | |
| MOBILITY INFORMATION | | | | |
| Are there any mobility needs? | | | | Yes  No |
| If yes, please give details e.g., struggles with steps, cannot walk long distances, uses a walker. | | | | |
| Does the child require a wheelchair? | | | | Yes  No |
| If yes, please provide make and model. | | | | |
| Is it safe and appropriate to transfer from wheelchair to car seat? | | | | Yes  No  N/A |
| Is a harness or car seat required? | | | | Yes  No |
| If yes, please provide details. | | | | |
| BEHAVIOUR AND VULNERABILITY INFORMATION | | | | |
| Are there any behaviour needs? | | | | Yes  No |
| If yes, please give details e.g., will undo seatbelt, can lash out, can use verbal abuse. | | | | |
| Are there any vulnerability issues? | | | | Yes  No |
| If yes, please give details e.g., can run off, may undress on vehicle, no sense of danger | | | | |
| ADDITIONAL INFORMATION | | | | |
| Any special provision needed while on vehicle? | | | | Yes  No |
| If yes, please provide details e.g. sit away from the window, leave seat next to them empty. | | | | |
| If known, what is the staffing ratio for the child in school? | | | |  |
| If there anything else we need to know? | | | | Yes  No |
| If yes, please give details, e.g., sensitivity to light/sound/heat | | | | |
| SCHOOL/COLLEGE INFORMATION | | | | |
| Name of school or College |  | | | |
| Has the school/college changed since the last transport review? | | | | Yes  No |
| Is the school residential? | | | | Yes  No |
| If yes is it?  weekly  termly  other (give details) | | | | |
| Weekly transport will be provided on Monday morning and Friday afternoon | | | | |
| Termly transport will be at the beginning and end of each half term | | | | |
| DECLARATION | | | | |
| Name of person completing the review | | |  | |
| Relationship to child | | |  | |
| Date of review | | |  | |
| Signature | | |  | |

**Home to School Transport Privacy Notice**

This notice explains what personal information the council holds in relation to school admissions, how we collect it, how we use it and how we may share that information. We are required to give you this information under data protection law.

The SEND Transport Team can be contact by; Email; [SENtransport@hullcc.gov.uk](mailto:SENtransport@hullcc.gov.uk) Telephone; 01482 300 300

Post: Room 128, 2nd Floor, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

We collect information in order to allow us to meet our statutory obligations in relation to processing requests and arranging home to school transport.

During our work we may collect the following information;

* Basic information (such as Name, Address, DOB, Gender) about the pupil
* Information about the Special Educational Needs, including medical information of the pupil where this is appropriate
* Details about the behaviour of the pupil and relationships with adults and other children
* Information about the school life (such as attendance, exclusions) of the pupil
* Details of the parent/carer/family members of the pupil
* Details from other council departments e.g. fraud, council tax, social care, operational transport, transport planning,
* Any information from services that work or have withed with the pupil.

We will process this personal information in accordance with the following conditions in the GDPR:

* 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject

1. Education Act 1996 amended 2002
2. School Standards and Framework Act 1998
3. Education and Inspections Act 2006

* 9(2)(f) processing is necessary for the establishment, exercise, or defence of legal claims or whenever courts are acting in their judicial capacity.

We will receive information relating to the child we are assessing and their family from, the family themselves, schools and other professional agencies involved with the family.

We may share your personal information with schools, health professionals, police, independent bodies who transport the pupil, the council’s SEN team, the team responsible transport planning and fraud investigations.

In line with statutory obligations we keep information about admissions for seven years and information More details about how Hull City Council uses personal information can be found on our website at <http://www.hull.gov.uk/help/oruvact-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact.

Hull City Council, Data Protection Officer, Room 11, Guildhall, Alfred Gelder Street, Hull, HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquires – <https://ico.org.uk/global/contact-us/emmails/>