

Bath & North East Somerset Council

Improving People's Lives

WORK ACTIVITIES RISK ASSESSMENT RECORD SHEET

ACTIVITY REVIEWED:	Decision to implement a revised SEND Home to School Travel Policy
SERVICE:	SEND
SECTION:	Home to School Travel Support
LOCATION:	N/A

Assessor's name:	Laura Donnelly
Assessor's signature:	
Assessor's post title:	Head of SEND
Assessment date:	
Assessment review date:	

SIGNIFICANT HAZARD/RISK	EXISTING CONTROL MEASURES IN PLACE	Risk Rating With existing controls	REMEDIAL ACTION/ ADDITIONAL CONTROL MEASURES REQUIRED	Risk Rating With additional controls
A child in receipt of existing travel support may be adversely impacted if they are no longer eligible at the point of review	The individual circumstances of the child are assessed on a case-by-case basis and decisions to alter or remove existing travel support will take the impact on the child into account	Low	None	
A child currently receiving travel support to an existing school or setting is adversely impacted by moving to a different school or setting if a place at a nearer suitable school or setting is identified	The individual circumstances of the child are assessed on a case-by-case basis and decisions to alter or remove existing travel support will take the impact on the child into account	Low	None	

SIGNIFICANT HAZARD/RISK	EXISTING CONTROL MEASURES IN PLACE	Risk Rating With existing controls	REMEDIAL ACTION/ ADDITIONAL CONTROL MEASURES REQUIRED	Risk Rating With additional controls
Not reviewing the policy in line with lawfulness and the current DfE guidance for Home to School Travel for children of school age	The existing policy does not clearly define the Council's position on a large number of critical areas which may lead to an increased number of successful appeals	Medium	The new policy is lawful, aligned with up to date DfE guidance and provides clarity of the Council's position on SEND Home to School Travel support eligibility	Low
Adverse impact on parent/carer if due to removed eligibility they have to provide home to school transport which affects work or caring responsibilities	The existing policy does not clearly define the Council's position on parent/carer commitments leading to false expectations	Medium	The new policy makes it clear that work responsibilities is not considered when deciding on eligibility however as assessment is on a case-by-case basis, other commitments such as caring responsibilities may be included when reviewing eligibility	Low
Parent/carers apply for personal travel budgets in circumstances where it would be more costly for the Council	The new policy also contains additional information about the availability of personal travel budgets to promote them as a more cost effective alternative to council provision	Low	The new policy also makes it clear that personal travel budgets will only be issued in cases where it would be more cost effective for the Council such as in the case of solo taxis	Low
Parent/carers receiving personal travel budgets but not financially wise so become unable to afford to provide home to school transport themselves	Currently there is no consideration for a parent/carer's financial management capability when issuing a personal travel budget however suitability of a personal travel budget would be re-assessed if it was found the child was failing to attend	Low	None	

SIGNIFICANT HAZARD/RISK	EXISTING CONTROL MEASURES IN PLACE	Risk Rating With existing controls	REMEDIAL ACTION/ ADDITIONAL CONTROL MEASURES REQUIRED	Risk Rating With additional controls
A child in receipt of existing travel support may be adversely impacted if the travel support offered changes to a different type of support that they are unfamiliar with and seeks to promote travel independence	The individual circumstances of the child are assessed on a case-by-case basis and decisions to change existing travel support will take the impact on the child into account In respect of promoting travel independence, suitable support will be given to manage the child's transition to the new type of travel support	Low	None	
Reputational damage to the Council if a child with SEN is adversely impacted by a decision to change their travel support according to the new policy	The individual circumstances of the child are assessed on a case-by-case basis and decisions to alter or remove existing travel support will take the impact on the child into account	Medium	Due to the extra clarity around eligibility and support review frequency contained in the new policy, parents and carers will be more informed about when and how existing travel provision may change or be removed altogether	Low