

NOTICE OF MEETING

CABINET

Tuesday, 18th October, 2022, 6.30 pm - George Meehan House, 294 High Road, Wood Green, N22 8JZ

(watch the live meeting [Here](#) watch the recording [here](#))

Councillors: Peray Ahmet (Chair), Mike Hakata, Zena Brabazon, Dana Carlin, Seema Chandwani, Lucia das Neves, Julie Davies, Ruth Gordon, Adam Jogee and Sarah Williams

Quorum: 4

1. **FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. **APOLOGIES**

To receive any apologies for absence.

3. **URGENT BUSINESS**

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under Item 13 below. New items of exempt business will be dealt with at Item 16 below).

4. DECLARATIONS OF INTEREST

A Member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A Member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

5. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATIONS RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS

On occasions part of the Cabinet meeting will be held in private and will not be open to the public if an item is being considered that is likely to lead to the disclosure of exempt or confidential information. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (the "Regulations"), members of the public can make representations about why that part of the meeting should be open to the public.

This agenda contains exempt items as set out at Item 14: Exclusion of the Press and Public. No representations with regard to these have been received.

This is the formal five clear day notice under the Regulations to confirm that this Cabinet meeting will be partly held in private for the reasons set out in this Agenda.

6. MINUTES (PAGES 1 - 14)

To confirm and sign the minutes of the meeting held on 13 September 2022 as a correct record.

7. DEPUTATIONS/PETITIONS/QUESTIONS

To consider any requests received in accordance with Standing Orders.

8. MATTERS REFERRED TO CABINET BY THE OVERVIEW AND SCRUTINY COMMITTEE

Agenda Item 9 contains the Scrutiny Review on Child Poverty and includes the Cabinet response to the recommendations.

9. CABINET RESPONSE TO SCRUTINY PANEL REVIEW ON CHILD POVERTY (PAGES 15 - 54)

The Scrutiny Review on Child Poverty to be introduced by the Chair of the Children and Young People's Scrutiny Panel.

Report of the Director of Children's Services. To be presented by the Cabinet Member for Children, Schools, and Families.

Cabinet to respond to the recommendations of the scrutiny review.

10. HARINGEY SCHOOL TRAVEL ASSISTANCE POLICY (PAGES 55 - 190)

Report of the Director of Children's Services. To be presented by the Cabinet Member for Children, Schools, and Families.

Following public consultation, Cabinet approval is required to implement the Haringey School Travel Assistance Policy for home to school transport for children and young people with SEND.

11. MINUTES OF OTHER BODIES (PAGES 191 - 204)

To note the minutes of the following:

Cabinet Member Signing
15 September 2022
29 September 2022
30 September 2022

12. SIGNIFICANT AND DELEGATED ACTIONS (PAGES 205 - 212)

To note the delegated decisions taken by Directors.

13. NEW ITEMS OF URGENT BUSINESS

14. EXCLUSION OF THE PRESS AND PUBLIC

Note from the Democratic Services and Scrutiny Manager

Items 15-16 allow for consideration of exempt information in relation to items 3 and 6.

TO RESOLVE

That the press and public be excluded from the remainder of the meeting as items 15-16 contain exempt information as defined under paragraphs 3 and 5, Part 1, Schedule 12A of the Local Government Act 1972:

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

15. EXEMPT - MINUTES (PAGES 213 - 214)

To confirm and sign the exempt minutes of the meeting held on 13 September 2022 as a correct record.

16. NEW ITEMS OF EXEMPT URGENT BUSINESS

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Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Monday, 10 October 2022

MINUTES OF MEETING Cabinet HELD ON Tuesday, 13th September, 2022, 6.30 - 7.30 pm

PRESENT:

Councillors: Peray Ahmet (Chair), Mike Hakata, Zena Brabazon, Dana Carlin, Seema Chandwani, Lucia das Neves, Julie Davies, Ruth Gordon, Adam Jogee and Sarah Williams

ALSO ATTENDING ONLINE – Cllr Cawley - Harrison

36. FILMING AT MEETINGS

The Leader advised that this was the first official meeting since the death of the Queen. There were national protocols of course for meetings and events during the period of mourning. It was noted that Parliament was not sitting this week, but the Council were following the protocol that local government meetings should go ahead.

The Leader informed the meeting and public attendees that the Council had opened books of condolence in Haringey on Friday at George Meehan House, Tottenham Town Hall, Bruce Castle Museum and all libraries. Flowers were being laid here at George Meehan House as well as Tottenham Town Hall and Bruce Castle Park.

This was a significant moment in modern history. The country had not seen the passing of a monarch for more than seven decades. This came at a time of change with a new government and the worst cost of living crisis in generations. The Leader spoke about everyone in Haringey thinking about what the Queen represented, a thread of consistency and stability known for generations, and the new era to come.

The Leader continued to lead the meeting in a minute of reflection before opening the meeting.

37. APOLOGIES

There were no apologies for absence.

38. URGENT BUSINESS

There were no items of urgent business.

39. DECLARATIONS OF INTEREST

There were no declarations of interest.

40. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATIONS RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS

There were no representations received on the exempt items.

41. MINUTES

RESOLVED

To confirm and sign the minutes of the meetings held on 5 July 2022 and 19 July 2022 as a correct record.

42. MATTERS REFERRED TO CABINET BY THE OVERVIEW AND SCRUTINY COMMITTEE

There were no matters for consideration.

43. DEPUTATIONS/PETITIONS/QUESTIONS

There were no deputations, petitions, or questions.

44. 2022/23 FINANCE UPDATE QUARTER 1

The Cabinet Member for Finance and Local Investment introduced the report which provided an update on the Quarter 1 budget monitoring and Council's financial position. It will seek approval for any changes to the Council's revenue or capital budgets required to respond to the changing financial scenario and the delivery of the Medium-Term Financial Strategy.

The Cabinet Member outlined that, in the last report on the 2021/22 financial outturn, it had been highlighted that there would be budgetary pressures on the Council during the coming financial year, predominately from external factors such as the economic landscape and continuing demand for services. The impact of this on the Council's financial plans was demonstrated in the full year estimated spend levels reported at quarter 1. It was commented that there were also growing levels of inflation and wider economic pressures and the Council would need to maximise the delivery of a challenging savings programme, whilst focusing on mitigating actions that will bring down the current spend estimates. It was noted that Directors had been tasked with revisiting all current plans for options to contribute efficiencies and assessing how they can gain more traction on the delivery of savings programmes. It was considered unlikely that economic stability at a national level would be achieved in the short or even medium term and it was noted that the Council would need to focus on actions that were within its control to stabilise the budget position as far as possible this year.

In response to questions from Cllr Cawley-Harrison, the following information was noted:

- In relation to the delivery of savings, it was explained that the amber rated items were live and the red rated items listed were currently indicating that they were not deliverable.

- It was noted that all directorates within the Council were considering whether there was any further capacity for savings.
- In relation to the viability of the capital and housebuilding programmes in the current economic situation, it was noted that the scheme business models needed to take account of these changes and that work for this was ongoing.

RESOLVED

1. To note the forecast total revenue outturn for the General Fund of **£15.7m** comprising £5.6m base budget and £10.1m (51%) savings delivery challenges. Note that Directors are developing actions to bring the forecast down before the end of the year. (Section 6, Table 1 and Appendices 1 & 3).
2. To note the net DSG forecast of £3.8m overspend. (Section 6 and Appendix 1).
3. To note the net Housing Revenue Account (HRA) forecast a breakeven at this time in the year (Section 6 and Appendices 1 and 2).
4. To note the forecast GF & HRA Capital expenditure of **£337.6m** in 2022/23 (excluding enabling budgets) which equates to **72%** of *the revised* capital budget (Section 8 and Appendix 4).
5. To note the debt write-offs approved in Quarter 1 2022/23 (Appendix 7).
6. To approve the extension of the current loan to the Credit Union as set out in section 6.2.10 – 6.2.13.
7. To approve the drawdowns from the Transformation reserve as set out in sections 6.2.14 – 6.2.16.
8. To approve the revenue budget virements and receipt of grants as set out in Appendix 6.
9. To approve the proposed budget adjustments and virements to the capital programme as set out in Table 2 and Appendix 6.

Reason for Decision

A strong financial management framework, including oversight by Members and senior management, is an essential part of delivering the council's priorities and statutory duties. This is made more critically important than ever as a result of the ongoing financial implications placed on the Council by the Covid-19 crisis and the uncertainties surrounding the wider economic outlook.

Alternative Options Considered

The report of the management of the Council's financial resources is a key part of the role of the Director of Finance (Section 151 Officer) in helping members to exercise their role and no other options have therefore been considered.

45. HARINGEY SAFETY VALVE PROGRAMME

The Cabinet Member for Children, Schools and Families introduced the report which noted that Cabinet approval was required to participate in the national Safety Valve Programme which set out proposals to achieve an in year balanced budget within the High Needs Block of the Dedicated Schools Grant (DSG).

It was noted that the Council had been invited by the Department for Education (DfE) to make an application to participate in the 2022/23 Safety Valve Programme which was designed to assist local authorities in reducing overspends in their High Needs Block expenditure for Special Educational Needs and Disabilities (SEND). It was explained that Haringey was predicted to have a significant SEND overspend by 2027/28 which, if unaddressed, could seriously impact council finances. It was highlighted that the government offer, whereby High Needs Block deficits could be eliminated, was subject to the Council developing a series of detailed plans for systemic change and service transformation.

The Cabinet Member explained that the service was already engaged in a process of wider strategic transformation of SEND Services. This was underpinned by a written Statement of Action and was in partnership with key stakeholders in schools, the wider education health and care sectors, children, young people, and their families. It was added that key strands for the Council's approach were set out in the report and provided the basis for a SEND service which aimed to intervene early, to provide the support required, and to provide services locally in the borough.

In response to questions from Cabinet Members, the following information was noted:

- That the Safety Valve Programme would expand on the existing written Statement of Action and SEND Strategy. It was anticipated that the Safety Valve Programme would bring additional pace to deliver the ongoing systemic changes that were already taking place within the service.
- Overspends in the High Needs Block were not uncommon and that this was a national issue. It was explained that, following a reform in 2014, the age range for SEND had been extended but without a corresponding increase in funding.
- Haringey had been invited to participate in the programme by the DfE but that there had been a previous wave of invites to other councils.
- The Cabinet Member was confident that young people with SEND would not be disadvantaged by the programme. It was stated that this provided an opportunity to review and improve current practice, in addition to the ongoing work to improve how SEND services were delivered.

In response to questions from Cllr Cawley-Harrison, the following information was noted:

- That the DSG was currently ringfenced and the deficit could not be paid by the Council's General Fund. It was explained that, under the programme, authorities whose plans demonstrated lasting sustainability would receive funding instalments to eliminate their deficits. It was considered that this was the best option to eliminate or minimise the deficit position in the future. It was added that some improvements made in the service over the last year demonstrated that processes could be improved.

- The programme, as well as the general improvements within the service, did not aim to reduce or cut services but looked to redistribute funding, adapt processes, and have more in-borough provision. It was noted that, as a result of the work undertaken so far, there had been a reduction in complaints and an improvement in outcomes.

RESOLVED

1. To approve the application based on the indicative workstreams and projects outlined in this report and further note that the indicative workstreams and projects are not yet agreed by DfE.
2. To delegate authority to the Director of Children's Services and Director of Finance, after consultation with the Cabinet Member for Children, Schools, and Families and the Cabinet Member for Finance and Local Investment, to make the initial application to the Department for Education (DfE) to enter the "Safety Valve" Intervention programme by 15 September 2022.
3. To delegate to the Director of Children's Services and Director of Finance, after consultation with the Cabinet Member for Children, Schools, and Families and the Cabinet Member for Finance and Local Investment, to make final changes to the proposals following feedback from the DfE in advance of the final submission on the 6 October 2022.
4. To approve, that, as part of the involvement in the 'Safety Valve' intervention programme, a request for capital will be submitted to the DfE, by 10 October 2022, to develop SEND provision in the Borough to aid delivery of the programme which will be incorporated into the strategic education master sites programme.
5. To note that the Quarter 1 Corporate Monitoring Report addresses the Safety Valve project funding within the General Fund for the current year, and that the ongoing annual cost of this project will be taken into account in the preparation of the next future years' Medium Term Financial Strategy.

Reasons for decision

As part of the Department of Education (DfE) work to address long term challenges in High Needs funding within the Dedicated Schools Grant (DSG), a number of identified local authorities, including Haringey, have been invited to have a financial agreement known as a 'Safety Valve.'

The agreement will require Haringey to achieve an in year balanced budget, currently £4.6m in deficit, within five years. If achieved, the DfE will provide assistance with funds to address the cumulative deficit, currently £21.5m, subject to Ministerial approval. If continued growth in High Needs expenditure remains unmitigated, the cumulative deficit is currently estimated at £83m by 27/28 and is therefore a critical financial risk to the Council; entry into the Safety Valve programme is the best option to mitigate this risk.

The Safety Valve programme is part of the wider strategic transformation of SEND Services in Haringey with our key stakeholders within education, health, care sectors, children, young people, and their families. As part of this transformation, resources will be prioritised for children and young people with SEND which will improve overall outcomes by having a clear focus on early intervention, service improvement, reduce overall demand for EHCP's and financial pressure on the High Needs Block.

This item has been properly notified on the Forward Plan with the required 28-day notice period as set out in Part Four, Section D, Rule 13 of the constitution and complies with the 5-day notice period for agenda publication. However, the initial application to the DfE must be made by 15 September 2022. Cabinet is due to consider the item at its meeting on 13 September 2022 and this would not leave sufficient time for the ordinary call-in period. This report could not have been considered earlier due to the short timescales provided to complete the substantial work required to inform the proposals alongside initial consultation with key stakeholders. It is therefore proposed that the call-in procedure shall not apply to this decision in order to submit the application by the deadline of 15 September 2022. This would be subject to the Cabinet decision on 13 September 2022.

Given the above, it is not practicable to comply with the call-in period requirement. The Chair of Overview and Scrutiny has agreed that the call-in procedure shall not apply to this urgent decision. This is because the decision is urgent and any delay in implementation caused by the call-in procedure would seriously prejudice the Council's or the public's interests due to the fact that Haringey will be unable to complete a submission to the Department for Education within their deadline. This decision will ensure that the deadline is met. Accordingly, the Chair of Overview and Scrutiny Committee has agreed that the decision is both reasonable in all circumstances and that it should be treated as a matter of urgency. This is in accordance with Part 4, Section H, and Paragraph 18 (a) and (b) of the Council Constitution.

Alternative options considered

The Council has previously produced a DSG Management Plan, coproduced with various stakeholders, with detailed actions in place to manage the deficit. The DSG management plan is underpinned by the High Needs Block recovery plan which is led by the Local Authority SEND service. This plan sets out a number of projects which are already in progress and subject to scrutiny at the DSG Steering Group chaired by the Director of Children's Services. Monitoring of progress is reported to the Schools Forum and SEND Executive (which has parent and carer representation) on a quarterly basis, this is also published on our SEND local offer and referenced within our SEND newsletter. Parents and carers are also represented on development sub groups delivering against a number of priorities that inform this work eg) Preparation for Adulthood, EHCP/Annual Review processes, Co-production and Health.

This plan has been further developed since the meeting with DfE and it is this revised plan which forms the basis of our initial proposal. The plan is a live document which we will continue to share with the DFE as the proposal further develops.

It is in the best interests of the Council to work towards a mutually agreed Safety Valve agreement as the ring fencing of the High Needs deficit may be removed, at which point the full deficit would have to be addressed in full in the Councils MTFs.

Please be advised that the Chair of Overview and Scrutiny has agreed that the call-in procedure shall not apply to this decision. This is because the decision is urgent and any delay in implementation caused by the call-in procedure would seriously prejudice the Council's or the public's interests due to the fact that continued growth in High Needs expenditure remains unmitigated, the cumulative deficit is currently estimated at £83m by 27/28. Therefore, this is a critical financial risk to the Council; and entry into the Safety Valve programme is the best option to mitigate this risk. Haringey will be unable to complete a submission to the Department for Education within their deadline if the call-in period is not waived. This decision will ensure that the deadline is met. Accordingly, the Chair of Overview and Scrutiny Committee has agreed that the decision is both reasonable in all circumstances and that it should be treated as a matter of urgency. This is in accordance with Part 4, Section H, and Paragraph 18 (a) and (b) of the Council Constitution.

46. APPROVAL TO CONSULT ON A DRAFT PARKS AND GREENSPACES STRATEGY

The Cabinet Member for Communities and Civic Life introduced the report, which sought approval to consult on a draft Parks and Greenspaces Strategy and its supporting plans.

The Cabinet Member drew attention to key aims of the new strategy – inclusion and wellbeing, climate change and sustainability, and quality of service. The existing strategy was about to expire, and the attached proposed draft strategy would start from 2023 to 2038.

Noted the new strategy's reframed approach to accessibility and inclusion, in particular response to groups that feel they have barriers to accessing the borough's parks and green spaces.

There would be an extensive consultation starting from 26 September to 27th of November.

In response to questions from Cabinet Members, the following information was noted:

- There would be an executive summary to support resident's engagement with the consultation.
- That plans in the strategy connected with the watercourse and flood risk plan, tree and woodland plan, biodiversity action plan and SINC review which designated 10 new sites of importance to nature conservation.
- Identified funding to revisit multi-play in the Bruce Castle Park and Priory Park.
- Recognised that children and young people engaged in water play. The consultation on the strategy was an opportunity to discuss modernising water play delivery and this was being co - produced with park users, including families and all community groups.
- The Council wanted to be as green as possible and there was responsibility for managing invasive species and this would need to be balanced against the desire

to eradicate certain pesticides. The Council would monitor the situation, particularly relating to the EU review of the use of glyphosate, due by the end of 2022. The Assistant Director Direct Services would also be updating information in the draft documentation regarding pesticides and assurance was provided that the use of chemicals was a continual consideration with assessments completed.

- Responding to the issue of flood risk and protecting parks from climate change, the service had the ability to discharge rainfall into existing water courses and Thames Water sewers, if a flooding situation occurred, although it was known that there was an issue with the capacity of some Thames Water sewers. There was therefore forthcoming dialogue planned with Thames Water and the Environment Agency to explore capacity issues and ensure contingency plans were effective as possible. The Council considers blue spaces in parks in conjunction with greenspaces. It is also looking to develop further sustainable drainage schemes, as set out in the Flood Water Management Investment Plan report from March 2022.

In response to questions from Cllr Cawley-Harrison, the following information was noted:

- To support the new strategy, the directorate would be applying for additional funding through the capital programme to support some of the tree planting work.
- The Council is continuing to aim to deliver 10,000 trees by 2030 using available resources in the budget, as well as seeking support for this priority from outside agencies. The aspiration is to plant 2,000 trees this financial year. Therefore, the Council is not wholly dependent on local residents through the resident funded sponsorship programme of trees, contained in the Tree and Woodland Plan, but considers this as a good initiative to top up funding. Those contributions are welcomed and would continue to be sought.
- The information in Appendix 5, under proposed charging policy, for tennis courts to become chargeable at peak times was incorrectly worded and would be amended. The wording would indicate that there was no charging for use of tennis courts in the borough at any time in accordance with the previous commitment made to residents.

Subject to amendments to Appendix 5, making clear that there would not be a charge for use of tennis courts in the borough,

RESOLVED

1. To approve the draft Parks and Greenspaces Strategy and the other plans identified in para 1.1 for consultation.
2. To delegate authority to the Assistant Director Direct Services, in conjunction with the Cabinet Member for Communities and Civic Life, to make minor amendments to the draft documents and to agree the final consultation materials.
3. To note that the consultation period will commence in the week beginning the 26th September 2022 and end at least eight weeks later on Sunday 27th November 2022.

Reasons for decision

Previous strategic documents have all expired and therefore this means the borough has no agreed strategy for the management, improvement and enhancement of the parks and greenspaces in the borough.

The documents have the support of many stakeholders who collaborated with the Council to identify the priorities, needs and aspirations which are embodied in the new Parks and Greenspaces Strategy and its supporting plans, policies, and standards.

The Parks and Greenspaces Strategy is aspirational, seeking to make the parks and greenspaces in the borough truly inclusive for the whole community in Haringey. If achieved, then everyone will have the opportunity to benefit from the uplift in their wellbeing, have spaces that have adapted to climate change and enjoy a quality experience for all.

Funding and sustaining the outcomes hoped for in this strategy will always be a challenge in the current local government climate. However, as has been witnessed in Haringey on numerous occasions, starting from a position of collaboration can achieve much greater outcomes.

Alternative options considered

The only other option would have been to not produce a new strategy or the supporting plans. This would have weakened the Council's position. There would have been no clear policy framework within which Councillors and officers could work. Decisions and opportunities would have to be weighed against their merits and not in relation to the agreed strategic aims and objectives. Without a strategy, the Council is in a weaker position to bid for external funding.

47. APPOINTMENT OF A PROGRAMME WIDE SALES AND MARKETING AGENT TO SUPPORT THE HOUSING DELIVERY PROGRAMME

The Cabinet Member for Council Housebuilding, Placemaking, and Development introduced the report which sought approval for the appointment of a sales and marketing agent identified through competitive tendering to provide a variety of services in relation to the homes that the Council would build for market sale in order to cross-subsidise the delivery of a new generation of council homes for local residents.

It was noted that the appointment for sales and marketing agent services was capped at a maximum of £3.9 million over five years.

The Cabinet Member continued to outline the following issues which supported the need to take the decision forward:

- High demand for council homes coupled with commitment to delivering high quality council homes and to enable viable delivery, there had been access to

- GLA grants and borrowing but in addition, there needs to be efficient market sales of private homes.
- Assurance that the contract level was the maximum expenditure and decision did not mean that the Council would be spending the full amount.
 - Council did not have expertise for sales and marketing homes and the provider would be able to provide efficiencies and consistency of branding.
 - This was not an exclusive agreement, and the Council could use local estate agents as well for smaller purchases.

In response to questions from Cllr Cawley-Harrison, the following information was noted:

- That the absolute maximum expenditure would be £3.9m as set out in the report. The estate agency services would be on a commission basis for each home sold and this was included in this figure, with the percentage commission set out in the exempt report.
- There are no current plans for increase in the numbers of private homes provided to ensure viability.
- This decision was a necessity to ensure that each housing delivery scheme, as it went forward, was financially viable, meeting the overall objectives of the housing delivery programme.
- That in regard to the query on fees, section 6.17.1 – 6.17.7 of the report provided this information. In summary, this set out that £499,000 was for the consultancy items and the rest of expenditure was on fixed fee basis. The additional £3.4m expenditure was on a percentage fee basis and there would need to be a progression of sales to reach the £3.9m figure set out.
- This was a competitive percentage fee offer, of which the detail was set out in exempt part of report. If a different agreement had been sought on a site-by-site basis, this would not have been as competitive as the fixed fee offer for the Council.
- The Council did not have a large sales programme to take forward of private homes but some individual large schemes, such as Ashley road depot and some later regeneration programmes, would have a higher concentration of homes that required marketing and local sales agents would struggle with these schemes.

Following consideration of the exempt information, it was

RESOLVED

To approve that a contract be awarded to the tenderer named in the exempt part of the report, who has been identified through a competitive procurement exercise as the sales and marketing agent for the Council's housing delivery programme for a value of £3,431,062 to provide services as specified at 6.17 for a five year period; and authorise the Director of Placemaking and Housing in consultation with the Head of Legal and Governance to enter into the contract with the appointed tenderer.

Reasons for decisions

The Council needs to maximise its returns from the market sale element of its housing delivery programme to provide the required financial support for its ambitious programme aimed at delivering new council homes of the highest quality for the

borough's residents. Currently around 370 new homes for sale are planned for the period of the proposed sales and marketing agency contract and we anticipate that this number may rise over the coming years as proposals for further sites are developed and brought into the Council's Housing Delivery programme.

The Council has never marketed and sold homes on a commercial basis, and it has no existing expertise or capacity to do it effectively.

Unlike most other boroughs, we do not currently have a substantial private sales or shared ownership programme. We are currently forecasting 16% of the homes that we deliver to be for private sale and have an extremely limited and historic shared ownership programme. In addition, the sales programme is concentrated within a few of our higher value projects – which means that while we have moments of very high demand – we do not have a sustained pipeline to justify regular sales activity. All of this mitigates against the establishment of an in-house team – as we would not have the required level of activity to sustain it over a period.

We are therefore proposing the appointment of a specialist-marketing agent. The Council has carried out a competitive procurement exercise to identify the most appropriate option. This procurement is for a non-exclusive sales agency appointment, which means that the Council can still choose to procure and appoint alternative agents if necessary or appropriate for specific private sale projects, particularly where we may want to take a more localised approach. Similarly, it does not preclude the Council choosing to develop a private sales specialism in-house in future if our private sales or shared ownership pipeline grows.

Based on the tender returns, the winning tenderer provided the most competitive tender return from a cost, quality and programme perspective demonstrating value for money for the Council.

Alternative options considered.

The Council could try to deliver Council homes for Council rent without cross subsidising them through homes for market sale. This has been rejected because the Council's first priority is to deliver as many high-quality Council homes at Council rent as possible. It is not currently financially viable to do this without an element of cross-subsidy, even allowing for maximising the amount of available public grant funding. Homes for market sale provide the maximum cross-subsidy possible with the fewest number of homes that are not let at Council rent. The Council's Housing Revenue Account (HRA) business plan allows for providing the minimum amount of new non-Council rent homes to ensure long-term financial viability of the Council's rented stock.

The Council could carry out the marketing and sales activities itself. This option was rejected because the Council does not have the existing specialist expertise, resources, or capacity to do this effectively. To develop the required in-house capacity, a significant financial investment would need to be made to attract candidates with the right qualifications, in a competitive jobs market. This process would take a prolonged approval period internally and a lengthy recruitment timeframe. There would then need to be a period of bedding in the team, it would take

a significant amount of time to build the contacts, resources and local market knowledge.

As previously set out, the Council does not have a large enough sales programme to justify the mobilisation of an in-house team described above, given that the vast majority of the homes within the Haringey development programme are for council rent, with practically no shared ownership and a relatively modest number of homes for sale.

Our programme is also somewhat inconsistent, with private sales mostly concentrated on a small number of large sites. This means that there will be times over the coming years where there will be a significant resource requirement and other times when the requirement will be virtually non-existent.

The Council could solely procure the services on a site-by-site basis. This option was rejected for the following reasons:

- The intention is that the Council develops an overarching sales and marketing approach and 'brand' for the new homes being developed for private sale, which will provide consistent messaging and clearly communicate to potential buyers the link between the home sales and local investment in the borough, improving neighbourhoods and providing affordable housing.
- A single provider can achieve efficiencies from a resource management perspective.)

However, the tender is clear that the agency services are being commissioned on a non-exclusive basis. If it is felt the winning tenderer is not suited to provide agency services to certain sites, the Council can appoint an alternative provider and are not bound to use the successful tenderer for all sales and marketing services. A number of our smaller private sales sites may lend themselves to a more localised approach. As noted above, the Council may choose to procure local agents for specific sites where this may be appropriate.

The Council could have attempted to procure from an external framework. This option was rejected, as there is not a framework which has a robust list of tenderers on it which the Council felt would lead to a competitive tender process and/or complement the needs of the housing delivery programme.

48. MINUTES OF OTHER BODIES

RESOLVED

To note the minutes of other bodies.

49. NEW ITEMS OF URGENT BUSINESS

There were no items of urgent business.

50. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the consideration of agenda items 16 to 18 as they contained exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information; Paragraph 5 – information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

51. EXEMPT - APPOINTMENT OF A PROGRAMME WIDE SALES AND MARKETING AGENT TO SUPPORT THE HOUSING DELIVERY PROGRAMME

The Committee considered the exempt information.

52. EXEMPT - MINUTES

RESOLVED

To confirm and sign the exempt minutes of the meeting held on 19 July 2022 as a correct record.

53. NEW ITEMS OF EXEMPT URGENT BUSINESS

There were no new items of exempt urgent business.

CHAIR: Councillor Peray Ahmet

Signed by Chair

Date

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Cabinet 18th of October 2022

Title: Response to Scrutiny Review on Child Poverty

Report authorised by: Ann Graham, Director of Children's Services

Lead Officer: Jean Taylor, Head of Policy & Strategy
Jean.Taylor@haringey.gov.uk

Ward(s) affected: All

**Report for Key/
Non Key Decision:** Non-Key Decision

1. Describe the issue under consideration

- 1.1 This report recommends Cabinet responses to the Children and Young People's Scrutiny Panel Review on Child Poverty which was presented to Overview & Scrutiny Committee on 17th March 2022.

2. Cabinet Member Introduction

As Cabinet Member for Children, Schools and Families I welcome this report on Child Poverty and wish to put on record my thanks to the Scrutiny Panel for their hard work.

With the cost-of-living crisis affecting families, and especially those already living in poverty, it is vital that the Council does all it can to meet needs and mitigate the worst impact of inflation and other factors.

The recommendations from the panel are very helpful, provide a focus, and we have responded positively to these challenges.

3. Recommendations

Cabinet is asked to:

- 3.1.1 Note the review and recommendations of the Overview and Scrutiny Committee (OSC) attached at Appendix A.
- 3.1.2 Agree to the proposed response to each of the proposed recommendations, as set out in appendix B.
- 3.1.3 Note the letter to the secretary of State for Education attached at Appendix C.

4. Reasons for decision

On the 17th March 2022 the Overview and Scrutiny Committee approved the report and its recommendations and agreed that it be submitted to Cabinet for response.

5. **Alternative options considered**

The Cabinet is committed to considering and responding to Scrutiny reviews. No alternative options were considered.

6. **Background information**

6.1.1 Haringey is ranked 49th out of the 317 local authorities in England with respect to deprivation and is the 4th most deprived in London as measured by the IMD score 2019. 34% of Haringey's population live in poverty, the 5th highest of all London Boroughs, compared with the median across London of 28%. Poverty rates are highest amongst families with children.

6.2. The child poverty rate in Haringey based on income after housing costs is 42%. According to the London Poverty Profile Haringey's child poverty rate is considered within the average range for London, but recognising that there is significant variation within this, albeit at the higher end of this range.

6.3. The current Borough Plan 2019-23 has a number of priorities that address the issue, both directly and indirectly. Children and young people are a specific priority, with several outcomes focussed on their needs. There are also a number of other priority areas within the Plan that have a major impact on child poverty, including:

- Housing;
- A safe, green and clean environment; and
- A local economy that provides good training and job opportunities.

6.4 Since the Borough Plan was agreed, the Covid pandemic has taken place and this has had a severe impact on children and young people, as evidenced in the [Community Impact Assessment](#) produced by the Council as part of our [Recovery and Renewal framework](#).

6.5 The Scrutiny review was set up to:

- Identify the current levels of child poverty within the borough and how these have developed since the start of the current Borough Plan; and
- Consider interventions that may be the most effective in responding to the current challenges presented by child poverty and how these may be incorporated strategically within the updated Borough Plan to develop a coordinated approach to the issue.

6.6 The terms of reference of the review were as follows:

"To consider and make recommendations to Cabinet on Interventions that may have the potential to be the most effective in addressing child poverty and how these may be incorporated strategically within the updated Borough Plan."

6.7 Each recommendation is set out below in italics with officer comments and reasons given for the recommended Cabinet response in each case below.

7. Contribution to strategic outcomes

- 7.4 This will contribute to achieving the priorities of the Borough Plan, in particular:
- Best start in life: the first few years of every child's life will give them the long-term foundations to thrive
 - Happy childhood: all children across the borough will be happy and healthy as they grow up, feeling safe and secure in their family, networks and communities
 - Every young person, whatever their background, has a pathway to success for the future

8. Statutory Officer Comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)

8.4 Finance

The majority of the recommendations in this report do not have financial implications to the council. Where onward decisions for changes to service delivery are proposed, the financial implications will be considered and any costs will either be absorbed within existing resources or considered via the MTFS.

8.5 Procurement

The Head of Strategic Procurement notes the content of this report. There are no procurement implications.

8.6 Legal

Under Section 9F Local Government Act 2000, Overview and Scrutiny Committee (OSC) have the powers to review and scrutinise decisions made or other action taken in connection with the discharge of any executive and non executive functions and to make reports or recommendations to the executive or to the authority with respect to the discharge of those functions. OSC also have the powers to make reports or recommendations to the executive or to the authority on matters which affect the authority's area or the inhabitants of its area. In order to discharge this scrutiny function, OSC has appointed Scrutiny Review Panels, which includes the Children and Young People's Scrutiny Panel.

Pursuant to the above provision, Children and Young People's Scrutiny Panel has conducted a review into Child Poverty and made a number of recommendations to Cabinet that has been approved by OSC. Under Section 9FE of the Local Government Act 2000, there is a duty on Cabinet to respond to the scrutiny report, indicating what (if any) action Cabinet proposes to take, within 2 months of receiving the report and recommendations.

8.7 Equality

The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

The proposed decision is for Cabinet to consider a set of responses to recommendations made by the OSC on how the Council might influence child poverty in the borough. Children and young people who share particular protected characteristics, including being from a black, Asian or minority ethnic group, or having a disability, are more likely to live in poverty, and are likely to be more positively affected by the implementation of recommendations which seek to address this issue.

Detail equalities analyses, in the form of equalities comments or EQIAs, will be undertaken to capture the equalities implications of any projects flowing from the proposed responses, ensuring ensure that the Council has understood and will meet the needs of groups who will be impacted by proposed work.

9. Use of Appendices

Appendix A: Children and Young People's Scrutiny Panel Review on Child Poverty

Appendix B: CYPS Response to Child Poverty Scrutiny Review Recommendations

Appendix C: Letter from Cllr Brabazon, Cabinet Member for Children and Families to Rt Hon Kit Malthouse, Sec of State for Education

10. Local Government (Access to Information) Act 1985

None

Scrutiny Review: Child Poverty

A Review by the Children and Young People's Scrutiny Panel

2021/22

Panel Membership	Cllr Makbule Gunes (Chair)
	Cllr James Chiriyankandath
	Cllr Josh Dixon
	Cllr Emine Ibrahim
	Cllr Sarah James
	Cllr Tammy Palmer
	Cllr Daniel Stone
	Anita Jakhu (Co-opted member)
	Kanupriya Jhunjunwala (Co-opted member)
	Yvonne Denny (Co-opted member)
	Lourdes Keever (Co-opted member)

Support Officer: Robert Mack, Principal Scrutiny Support Officer

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CHAIR'S FOREWORD

Child poverty is increasing both nationally and within Haringey. This is despite targets for its reduction by 2020 in the Child Poverty Act of 2010. The impact of poverty on children is profound and long lasting. It is nevertheless inseparable from adult poverty though – poor children are part of struggling families.

Whilst the main the levers to address child poverty are at a national level, there are still actions that local authorities can take to mitigate it. Haringey is already doing much and significantly more than most authorities, although there is still more that could be done. It requires a collaborative and coordinated response. In particular, action that increases earnings and employment levels or maximises access to welfare benefits can be effective. Reducing household costs, such as housing and childcare, is also important.

The review looked at how child poverty could be addressed strategically within the refreshed Borough Plan and interventions that can be effective in mitigating it. The growing cost of living crisis will have a considerable impact on struggling families and it is therefore essential that the Council ensures that poverty one of its major priority in the next four years.



Cllr Makbule Gunes
Chair

CONCLUSIONS AND RECOMMENDATIONS:

Strategic Approach

Our Key Findings:

- ▶ Data on the scale of child poverty in the borough is concerning and levels are likely to get worse in the next four years due to increases in the cost of living. Poverty therefore needs to be a key priority within the refreshed Borough Plan.
- ▶ The Council already undertakes a range of initiatives to address poverty, such as targeted income maximisation work using data, the extension of free school meals and the Council Tax reduction scheme.
- ▶ Children are not poor in isolation but as part of families. There are also a range of causes and influences on poverty. The response therefore needs to be cross cutting, coordinated and collaborative.
- ▶ Families can struggle to find out what support they can get and how to access it. There is also considerable stigma with seeking help.
- ▶ The expansion of free school meals has provided the Council with a route into schools and can provide the opportunity to improve communication of the support that is available to families from the Council and partner organisations

Our Recommendation:

1. That alleviating poverty be set as a key priority within the refreshed Borough Plan.
2. That, as part of the refresh process for the new Borough Plan, a cross cutting review into poverty be undertaken that includes engagement with partners and residents to obtain a broader understanding of the issue and develop a strategic and coordinated response, including:
 - How the availability of support will be communicated, including the role of schools, Children’s Centres and community organisations
 - How inequality will be addressed; and
 - How stigma will be avoided, including a “cash-first” approach to support.

Customer Services

Our Key Findings:

- ▶ Customer Services are the first port of call for many struggling families seeking support and need to be of the highest quality. Work should be undertaken to increase further their accessibility and simplify application processes.
- ▶ The Covid lockdowns have made the levels of digital exclusion across the borough apparent and Customer Services therefore need to be fully accessible to those without access to IT.

- ▶ Families do not always seek to access services at the correct location. Work should be done to ensure that families are provided with assistance and support irrespective of where within the Council they seek to access support.

Our Recommendations:

3. That the Council's Customer Services be reviewed with a view to making them easier to access and simplifying applications and that this includes consideration how to make services of equal accessibility and quality for people without digital access.
4. That the principle of "no wrong door" be adopted and a wider group of officers than those working in Customer Services be given responsibility and the tools for assisting residents with support queries, including benefits advice.

Food

Our Key Findings:

- ▶ Food poverty is increasing and has been exacerbated by the withdrawal of budget food lines by many supermarkets. In addition, donations to food banks and similar initiatives are likely to be affected by the rising cost of living.
- ▶ Work on the development of the Council's Food Strategy should be prioritised. In addition, it should be a key part of the refreshed Borough Plan and any strategic plan to address poverty.
- ▶ Free school meals (FSMs) are a key way in which it can be ensured that all children receive at least one hot, nutritious meal per day.
- ▶ The quality of school meals is variable and it is important that contracts are monitored carefully by schools.

Our Recommendations:

5. That a progress report on the development of the Council's Food Strategy be included in the workplan for the Overview and Scrutiny Committee for 2022/23.
6. That the roll out of FSMs be extended further to make them universal and, in addition, further funding be provided for their provision during school holidays.
7. That guidance for schools on effective school meal contracts be developed including ensuring that they are of high quality and nutritional value.

Schools

Our Key Findings:

- ▶ The role of schools is crucial in responding to child poverty as they have ready access to children and families and are trusted institutions.

- ▶ The cost of school uniforms and rigorous enforcement of uniform policies can impact adversely on the poorest families. In addition, there can be hidden costs in schooling which can also have a negative impact.

Our Recommendations:

8. That work takes place with schools to reduce the cost of the school day by promoting greater awareness of the financial impact of policies and initiatives on poorer families and, in particular, hidden costs.
9. That the Haringey Education Partnership works with schools to explore how they may engage more effectively with parents and carers that are hard to reach, including drawing on successful initiatives from elsewhere and consideration of the commissioning of external research.

Leisure and Physical Activity

Our Key Findings:

- ▶ Poor children should not be excluded from leisure activities. There are higher levels of childhood obesity in deprived areas and physical activity can play an important role in addressing this.
- ▶ There should be longer term planning of youth programmes, which have generally been funded on a short-term basis and through grants.
- ▶ Initiatives undertaken as part of the Haringey Community Gold scheme have been welcome and consideration should be given to whether some of these can be made permanent.

Our Recommendations:

10. That a commitment be made to provide permanent funding for youth programmes and services.
11. That the feasibility of longer term funding for successful initiatives undertaken as part of Haringey Community Gold be explored.

1. Background

- 1.1 The percentage of children living in poverty has increased in recent years, both nationally and within Haringey. The current Borough Plan 2019-23 has a number of priorities that address the issue, both directly and indirectly. Children and young people are a specific priority, with several outcomes focussed on their needs. There are also a number of other priority areas within the Plan that have a major impact on child poverty, including:
- Housing;
 - A safe, green and clean environment; and
 - A local economy that provides good training and job opportunities.
- 1.2 Since the Borough Plan was agreed, the Covid pandemic has taken place and this has had a severe impact on children and young people. The Plan is due to be refreshed in 2022. The review was set up to:
- Identify the current levels of child poverty within the borough and how these have developed since the start of the current Borough Plan; and
 - Consider interventions that may be the most effective in responding to the current challenges presented by child poverty and how these may be incorporated strategically within the updated Borough Plan to develop a coordinated approach to the issue.
- 1.3 The terms of reference of the review were as follows:
“To consider and make recommendations to Cabinet on Interventions that may have the potential to be the most effective in addressing child poverty and how these may be incorporated strategically within the updated Borough Plan.”
- 1.4 The Panel received evidence from the following:
- Jean Taylor, Head of Policy;
 - Margaret Gallagher, Performance Manager
 - Councillor Mufeedah Bustin, Cabinet Member for Social Inclusion, London Borough of Tower Hamlets;
 - Frances Winter, Strategy and Policy Manager, London Borough of Tower Hamlets; and
 - Hannah Aldridge, Child Poverty Action Group.
- 1.5 The membership of the Panel was as follows:
Councillors: Makbule Gunes (Chair), James Chiriyankandath, Emine Ibrahim, Sarah James, Tammy Palmer and Daniel Stone.

Co-opted Members: Lourdes Kever (Church representative) and KanuPriya Jhunjhunwala (Parent Governor representative)

2. Child Poverty in Haringey

Definition

- 2.1 There are a number of ways in which child poverty can be defined. The Child Poverty Act of 2010 defines it in terms of social and economic disadvantage. There are three benchmarks for this:
- Relative, based on families with net annual incomes below 60% of the UK median or average. This threshold can fluctuate from one year to the next;
 - Absolute: 60% of the average (median) net household income in 2010/11. This is £15,600 per year and does not fluctuate;
 - Material: Families who are unable to afford certain goods and activities and whose household income is below 70% of UK median average income for that year. It is often referred to as the social inclusion model.
- 2.2 The Act set targets to be met by 2020. These included reducing the proportion living in households:
- To below 10% for relative poverty; and
 - To below 5% for absolute poverty.
- 2.3 These targets have not been met. Internationally, a wider set of factors are taken into account and can include both material and spiritual considerations.
- 2.4 Child poverty is driven principally by the circumstances of adults. Children are more likely to live in poverty than adults though. The reasons for this include the financial burden of having children and the impact that they have on the ability of people to work.
- 2.5 The welfare system currently fails to compensate fully for all the additional costs of having children. There have also been changes in welfare support that have impacted adversely on families, especially the cap on the number of children covered by Child Benefit. In addition, there are circumstantial issues. Many children living in poverty come from lone parent families or larger households.
- 2.6 The distribution of child poverty is unequal. It is concentrated in specific geographic areas and disproportionately affects children who are Black and Minority Ethnic (BAME) and/or disabled. The gender of the head of the household is also a factor. Geographic inequalities are both national and mirrored within the borough. However, the outcomes of families living in poverty are worse for those living in affluent areas. The impact of poverty on children is greater than on adults and is long term. Low living standards can affect both physical and mental health and lead to educational disadvantage. There is also social stigma.
- 2.7 Medium and longer term consequences of child poverty include:
- Lower educational achievement;
 - Fewer employment opportunities;
 - Poorer mental and physical health outcomes.

Key Statistics

- 2.8 34% of Haringey's population live in poverty, which is the 5th highest of all London boroughs. This compares with the median across London of 28%. The child poverty rate is higher than this, at 42%. This is within the average range for London, where some boroughs have rates of over 50%. Poverty rates are highest amongst families with children and lone parent families.
- 2.9 There are a range of different indicators related to child poverty and Haringey is below average for London in ten of eighteen of these across London. The indicators cover a range of themes, including work, living standards, housing and shared opportunity. There is a particularly low level of social mobility in Haringey, with the borough being in the bottom quartile for London. On the measure of income deprivation affecting children, Haringey is ranked 61st in the UK and 10th in London.
- 2.10 Provisional Department of Work and Pensions (DWP) data on children living in relative low income families has shown an increase of over 25% from 10,663 families in 2015/16 to 13,380 in 2019/20. The number of children in absolute poverty in Haringey has increased from 2015/16 to 2017/18 but has fallen slightly since then. At the same time, the London average has increased consistently since 2016/17, rising from 8,848 to 10,306, though Haringey remained above the average.
- 2.11 In respect of income deprivation affecting children, there is a clear contrast between the east and west of the Borough. The west has some of the least deprived areas in the country whilst the east has some of the most. Overall, Haringey is one of the more deprived local authorities in London and in the country as a whole for children. It ranks 10th in London and 61st nationally, out of 317.
- 2.12 Northumberland Park is the ward with the highest percentage of children in relative low income families with 29%. Haringey is in the 2nd most deprived decile for income deprivation affecting children, which means it is more deprived than over 80% of local authorities nationally.
- 2.13 Data from October 2021 shows that there were 22,500 children in the Borough in low income households. 56% of these were from lone parent families, 37% in families that were out of work and nearly 2,000 children were in food poverty. In terms of children eligible for Free School Meals (FSMs), South Tottenham has the highest percentage in the borough, with many parts having more than 40% of children eligible. 20% of families in receipt of FSMs would be unable to meet all their expected costs in school holidays without extra support. 3% of families on legacy benefits who receive FSMs in term time and can meet their costs are pushed into cash shortfall in school holidays as a result of extra food costs. This figure rises to 4% for families on Universal Credit.

Drivers

- 2.14 The drivers for poverty in Haringey are as follows:
- Low numbers of jobs: Haringey has the 2nd lowest job density of all London boroughs;

- High levels of unemployment - Haringey has the 2nd highest rate of long term unemployment in London;
 - High numbers of low paid jobs - Haringey has the 2nd largest proportion of people earning below the London Living wage.
- 2.15 Haringey has developed a Social Progress Index, which collates how the borough compares with other boroughs on a range of metrics to provide a view of Haringey's economy, under the 5 pillars of the Economic Development Strategy. The five pillars are:
- Fairness and equality;
 - Good work;
 - Business and enterprise resilience;
 - Environmental sustainability; and
 - Health and well-being.
- 2.16 Haringey is one of the lowest performers in London across these, ranking 27th and in the bottom six. Haringey had an over-representation of residents with no qualifications, while those with higher qualifications are under-represented compared to the wider labour market. The percentage of young people in Haringey in Education, Employment or Training is amongst the lowest in London. Haringey also has the 4th highest level of fuel poverty in London at 18.3%, which is significantly higher than the average. The Tottenham area has a much higher proportion of its population in bad health than the rest of Haringey and this can be traced back to childhood for many.
- 2.17 In respect of educational attainment, not every child has an equal chance of success. Attainment for children and young people varies significantly depending on both affluence, disadvantage and ethnicity. There are gaps for children in receipt of free school meals, looked after children and children from armed forces families. The attainment gap for disadvantaged children has grown from -7.9 in 2020 to -10.5 in 2021. 57% of Haringey students progressed to higher education in 2019/20 compared to 56% in London and 43% nationally. 48% of FSM students progressed, just higher than London (45%) and England (27%).
- 2.18 There is a current trend of families moving out of central London and towards the outer areas and beyond. The increase in private rents and the economic impact of Covid has influenced this. The number of troubled families leaving the borough has an impact on funding for the Council due to the potential loss of grants. The drop in the population from the EU was showing in school rolls but it is hard to predict what the impact will be ultimately.

Current Interventions

- 2.19 Haringey is doing more than most local authorities to address child poverty issue and there is currently much going on. The Council works closely with schools and other partners. The focus is on early help and prevention, particularly household finance. The Council also looks for opportunities to bring the issues to the attention of central government. Recent developments in respect of Universal Credit are positive but not for those in work. There is also specific work taking place on debt policy and strategy and this involves partners, such

as the Citizens Advice Bureau. The borough is also one of the few to provide wider access to free school meals.

- 2.20 There are three specific levers that the Council has to address child poverty:
1. *Building the social infrastructure.* This involves building good quality universal services and developing an education offer that works for everyone, as well as wider services for children and young people, such as social care, youth clubs etc;
 2. *Supporting the poorest in the community.* This is done by helping families to access the financial support they are entitled to and providing emergency help including through the benefits system. Direct financial help was provided during the Covid pandemic and entitlement to free school meals expanded. The Council now also provides Council tax support to poorer families with children.
 3. *Making Haringey a child friendly place.* Actions in support of this include investing in affordable housing that is suitable for families and in local places, like leisure facilities. The aim of this is to make Haringey a good place for children to grow up in.
- 2.21 The Council aims to prioritise children with families in its services. The Borough Plan focusses on key outcomes and themes and includes:
- Increasing the proportion of early years settings which are rated by Ofsted as outstanding, including those in the most deprived wards;
 - Piloting provision of free school meals to children aged 5-11, evaluating its impact for the most deprived children and considering if it could be expanded;
 - Improving the attainment of children from BAME backgrounds, looked after children or those from deprived households and closing the attainment gap to the wider population;
 - Supporting schools and partners to deliver initiatives to ensure that period poverty does not impact on access to education;
 - Providing high quality education, employment and training post-16 provision which meets the needs of all children to develop skills and experience irrespective of background; and
 - Seeking to close the gap in health and well-being outcomes.
- 2.22 In addition, the Council's Fairness Commission included recommendations on making Haringey a Child Friendly Borough, spaces and support for children and young people and school exclusions. Work is now beginning on the Borough Plan refresh, which will include further consideration of child poverty issues.
- 2.23 Families in need can currently also access the Haringey Support Fund. This is a scheme to help residents who:
- Have a low income;
 - Are facing unexpected costs;
 - Need help to meet their immediate needs; or
 - Need help to pay for essential items that are difficult to budget for
- 2.24 This is possible with funding from the UK Government's Household Support Fund and is funded until March 2022.

- 2.25 The role of maternal employment opportunities and childcare is also being looked at as part of the Council's work. However, being in work is not always a way out of poverty any more. It is currently unclear what the impact of the Covid pandemic has been on the childcare market but it is thought that there has been a decline in the amount of informal care, which will have an impact on people with small children seeking work.

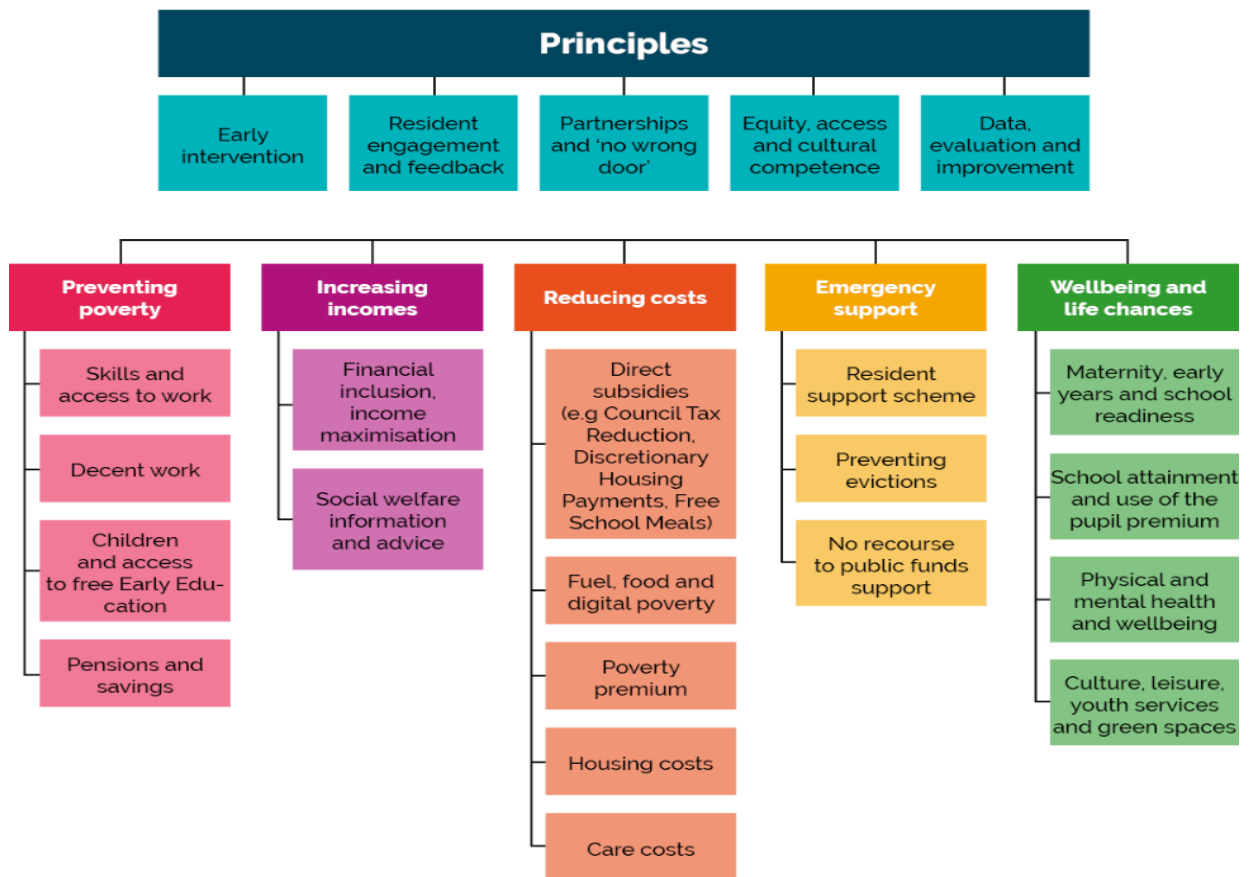
3. Tower Hamlets

- 3.1 The Panel received evidence on the recent review by Tower Hamlets on poverty and, in particular, the interventions that were recommended within it. The review was led by a team of four Cabinet Members. It was set up to look at what Tower Hamlets was currently doing and gain an understanding of why poverty remained such a major issue. Its objective was to develop strategic recommendations to inform future poverty reduction interventions by the Council and its partners.
- 3.2 There was a particular focus within this on child poverty, poverty affecting older residents and Council supported programmes. Rates of child poverty in Tower Hamlets are the highest in the country and pensioner poverty is also very high.
- 3.3 The review sought to answer the following questions:
- What are the factors which are leading to high poverty levels in Tower Hamlets?
 - What local interventions can have the greatest impact on poverty?
 - What do we know about the impact of poverty-related programmes supported by the Council?
 - What should the Council do differently so that its poverty-related programmes achieve the greatest possible benefits for low-income residents?
- 3.4 There were nine review meetings in total. Ahead of the review, there was a call for evidence. Lockdown had made the process more complicated as it had required focus groups to be undertaken on-line. Toynbee Hall and peer researchers assisted with the review process, holding three workshops with residents with experience of life on a low income. Despite the challenges faced, they still managed to hear from 300 people.
- 3.5 There are a number of drivers for poverty in Tower Hamlets:
- Worklessness;
 - Rising in-work poverty;
 - Rising living costs; and
 - Benefit levels.
- 3.6 High housing costs are a particular issue. There is a close link between inequality and poverty, with some groups significantly more likely to experience poverty. Disabled people, those from Black Asian and Minority Ethnic backgrounds and lone parents are more likely to live in poverty than average.
- 3.7 Residents had provided useful feedback to the review and had highlighted that community support and bringing residents together was an important way of dealing with poverty. Anxiety and shame was a big issue, particularly with young people. Digital exclusion was especially significant at the current time. The importance of health and well-being was emphasised, including access to green space, culture, leisure and youth services.
- 3.8 The review had looked at what could be done to respond to these issues. There were a number of key principles that were set:

- Early intervention was important so that action was taken before needs became acute;
 - They also used the principle of “no wrong door” so that people were able to access support irrespective of where they sought assistance in the first instance;
 - Equity of access and awareness of poverty were also key issues.
- 3.9 The Council funds several programmes to address poverty. These included:
- Free school meals for all non eligible children in Years 3 to 6;
 - A Council Tax reduction scheme;
 - School clothing grants for Year 7s;
 - Ensuring every child was on-line;
 - Children’s Centres;
 - A subsidised holiday childcare scheme;
 - Holiday activities and food; and
 - A youth service.
- 3.10 There is an extensive Tackling Poverty programme that was set up in 2017 and includes:
- An Outreach team;
 - A Resident Support Scheme;
 - Holiday hunger;
 - Benefit uptake campaigns;
 - Pilot projects with teams and external partners; and
 - Covid support and recovery, including emergency pandemic food work.
- 3.11 A data driven programme has been set up to improve benefit take up by targeting those who might be entitled. LIFT data has been used to proactively identify households who might be entitled to a Discretionary Housing Payment (DHP). LIFT data has also been used to identify which areas of the borough to target services in. For example, the prevalence of households known to be eligible for Free School Meals was used to make sure that there are Holiday Activities and Food clubs in the areas with the highest prevalence. East End Citizens Advice Bureau are now also using the LIFT database
- 3.12 Short and long term priorities have been set, as well as areas for further consideration. Communication has been set as a specific short term priority as it was found that a lot of services were not well-known. Proactive use of data and the benefits calculator had also been highlighted as well as delivery of the government Kickstart and Restart schemes. Of particular significance is that there are more jobs in the borough than people of working age. There will also be a continuing focus on addressing the needs of children and young people within the Council’s strategy.
- 3.13 Many jobs in some parts of Tower Hamlets are high paying finance jobs and not accessible to local residents. There are also issues relating to aspirations and awareness of opportunities, particularly amongst parents. Some schools undertake specific work with parents to address these issues. There has been a Race Inequality Commission involving the Council and partners that had recommended a number of actions to increase employment.

3.14 Communications are of particular importance so that residents are fully aware of support that is available. Tower Hamlets Connect brings information and advice together on health and social care, local events and community services across the borough. They are currently trying to avoid having stand-alone services by ensuring that all were linked together as part of a strategic plan. The benefits calculator that is used by the Benefits Team is shared across the Council so that any officer can use it to assist a resident. There is close work between the Children’s Service and the Tackling Poverty team. The use of Children’s Centres is also being extended, such as for food hubs, youth services and training of staff.

3.15 Some schools are working closely together and share resources. This has helped them to address some of the challenges that they and other schools face. Many schools in Tower Hamlets have Welfare Officers and/or Family Liaison. Schools recognise the challenges that poverty presents and need to be able to respond. Children’s Services are being moved into localities and this might help provide greater support for schools.



Tackling poverty: what can a local area do?

4. Child Poverty Action Group

- 4.1 Hannah Aldridge from the Child Poverty Action Group gave evidence on the actions that local authorities could consider undertaking to alleviate child poverty in their area. She reported that child poverty was 31% in the UK but higher in London, with 38%, and very high in Tottenham, with 48%. It has been rising in the UK in the past decade due mainly to austerity. There has been a particular increase in in-work poverty. Household income comprises earnings and welfare benefits. Action that increases earnings or employment levels or maximises access to welfare benefits can therefore be effective.
- 4.2 Reducing household costs, such as housing and childcare, is also important. Poverty rates vary according to demographics, with some groups having substantially higher levels of risk. This includes families with under-fives, more than three children, where someone was disabled, single parents and BAME families. The categories are all concerned with barriers of getting into work. BAME families can face additional barriers to employment, such as systemic inequality and structural racism. Policies to address poverty therefore also needed to address this if they were to be effective.
- 4.3 In discussions with government, CPAG categorised effective child poverty strategy into five themes:
- Social Security;
 - Work;
 - Childcare;
 - Education; and
 - Housing.
- 4.4 Local authorities needed to be realistic when considering how to address poverty. The main levers for addressing it are at national level so the amount that can be done is constrained.
- 4.5 In respect of social security, the following could be effective:
- Maximising the use of statutory crisis grants;
 - Helping families to navigate the benefits system; and
 - Work to maximise the income of residents through effective advice services.
- 4.6 In respect of employment, the following could be done:
- Assisting parents and carers to overcome barriers to employment;
 - Providing tailored support;
 - Encouraging employers to pay the London Living Wage.
- 4.7 In respect of childcare, the following could be done:
- Having awareness of gaps in provision, especially in respect of Special Educational Needs (SEN); and
 - Making sure it was available across the area.
- 4.8 In respect of education, work could be undertaken with schools to reduce the cost of the school day. This could include increasing awareness of activities that could lead to additional costs for parents and being mindful of the cost of school

trips. Extending hours could also help parents. Action could be taken on housing through the use of duties under the Homelessness Prevention Act. This could include working with landlords to secure affordable homes and increasing supply.

- 4.9 She reported that the progress that had been made in London over a long period of time in closing the attainment gap in education had been lost due to the pandemic. CPAG had been lobbying the government to expand the school offer through extending the school day. Provision needed to be accessible for all and be regular. The cost of activities also needed to be kept low.
- 4.10 One of CPAG's key current projects was around the cost of the school day. They had been speaking to children in Greenwich and Coventry about the subtle costs that they came across that could hold back their progress. Things like charity bake sales could make children feel excluded and drive up absences. In addition, they were lobbying government to expand the free school meal offer, which could also be a gateway into other services. Provision in England was the least generous in the UK.
- 4.11 In respect of "quick wins", she felt that income maximisation was probably the most effective. There are particular difficulties relating to Universal Credit as it is complicated and volatile, despite it being designed to be smooth and responsive. Access to advice is therefore very valuable. This can be especially effective if available in schools or advertised through them. There is a government scheme called "The Best Start in Life" that focusses on the first 1001 days and creating family hubs across the country. Local authorities can apply for funding for this. The scheme is not prescriptive about what services should be provided and she would encourage all local authorities to put welfare rights advice in them and services to maximise income. CPAG is currently undertaking a project called "Your Work, Your Way" which focusses on second earners and ensuring that both partners are able to work. It is the second earner, who is typically the mother, who faces the biggest barriers in getting into work. The Universal Credit taper rate is steeper for second earners, even though they face the biggest barriers.
- 4.12 Welfare Rights advisers are working with second earners and this includes looking to see where local childcare is available, helping them to make their first upfront payments and identifying jobs that worked well around the school day. CPAG are running the project in partnership with two local areas. Access to childcare has proven to be a major issue and, in particular, getting the first payment for childcare. Universal Credit is paid four weeks in arrears but childcare needs to be paid up front, some requiring a whole term. CPAG are lobbying the government to bring payment for childcare forward. In the meantime, there is a role that local government could pay in helping to bridge this gap. There is currently the Flexible Support Fund, which is poorly understood and advertised, and this can be used to reduce barriers into work such as this.
- 4.13 In respect of customer services, she stated that it was important that these are of good quality. People often have a negative experience of the DWP and local authorities needed to consider carefully the provision of services for people who

were in need and ensure that they were accessible. In terms of housing support, she felt that local authorities could invest in stabilising tenancies of those who at risk. In particular, work could be undertaken to identify private leases that were coming to an end in order to prevent homelessness. Those in temporary accommodation can find it difficult to access housing support as Universal Credit were often reluctant to assist those in temporary accommodation and they could find themselves being passed between the DWP and their local authority, who were responsible for Housing Benefit. Local authorities could work closely with the DWP to ensure that people were able to access Housing Benefits.

- 4.14 Ms Aldridge emphasised the importance of schools. In particular, they allowed families with children to be reached and services to be delivered to them. However, children only begin accessing them when they are five but early years settings can also be used to provide services. Local authorities can reach out to childcare providers to gain an understanding of how their finances worked and what scope there was for them to be assisted so that parents were under less pressure to make their first payment up front.

5. Findings

Strategic Approach

- 5.1 The evidence that the Panel received on the scale of poverty in the borough was sobering. The current challenges are likely to get worse due to the recent increases in the cost of living, such as those affecting fuel prices. Addressing poverty should therefore be a top priority within the refreshed Borough Plan. It is nevertheless important that there is realism in developing a response. The main levers for addressing poverty are at national level so aspirations and targets need to be realistic.
- 5.2 The Panel was glad to hear that there is much that the Council is doing, with many of the same or similar initiatives to those recommended by CPAG or being undertaken in Tower Hamlets already in place. Much income maximisation work is being undertaken and data is being used extensively to target this. Free school meals (FSMs) have been expanded and schools given access to a discretionary fund to support families, as and when required, as part of this. There is also an expectation that schools will signpost families to advice services. Significant efforts have also gone into the Haringey Support Fund. The offer of money has been used to incentivise the take up of other benefits, particularly Healthy Start vouchers, as well as ensuring that families are signposted to a range of other support. In addition, the emerging Early Help strategy places a strong emphasis on support to families with young children and, in particular, the financial context.
- 5.3 The Panel was impressed by the strategic and coordinated approach that has been developed by Tower Hamlets. The scope of this is wider than just children but poverty does not stop when children become adults. Children are also not poor in isolation but as part of struggling families. Many issues are cross cutting and require a Council wide response. The Panel is of the view that a coordinated approach needs to be developed and that this should include collaboration between a wide range of services, especially children's and adult's services.
- 5.4 It therefore recommends that a cross cutting review into poverty be undertaken, including engagement with partners and residents. The objective of this would be to obtain a broader understanding of the issue and develop a strategic and coordinated response.
- 5.5 Some families are more at risk of being in poverty, especially those with children with special educational needs and BAME and lone parent families. The Panel also noted that families with children who had a disability face significant additional costs and feel that wider recognition needed to be given to this. Inequality should therefore also be clearly addressed within such a review.
- 5.6 There is considerable stigma associated with being poor and this may deter some families from seeking help and support. CPAG advocates a "cash first" approach to supporting families. This prioritises getting money into people pockets rather than providing vouchers as it reduces stigma and allows families to shop around. The Panel is of the view that this approach to supporting families should therefore be adopted in Haringey where possible.

- 5.7 There is evidence that families struggle to find out what support they can get and how to access it. This may be due to several reasons, including people not having English as a first language, and extra efforts need to be made to get information through to some communities. Any overarching poverty strategy should include detail on how initiatives will be communicated effectively to residents who need support. Schools, children's centres and community organisations can all play an effective role in this. In particular, they should all be informed directly and routinely of any campaigns that are specific that are taking place.

Recommendations:

- **That alleviating poverty be set as a key priority within the refreshed Borough Plan.**
- **That, as part of the refresh process for the new Borough Plan, a cross cutting review into poverty be undertaken that includes engagement with partners and residents to obtain a broader understanding of the issue and develop a strategic and coordinated response, including:**
 - **How the availability of support will be communicated, including the role of schools, Children's Centres and community organisations**
 - **How inequality will be addressed; and**
 - **How stigma will be avoided, including a "cash-first" approach to support.**

Customer Services

- 5.8 Customer Services are the Council's first point of contact for residents living in poverty who need support. It is therefore essential that these are accessible and of the highest standard. There is some anecdotal evidence that residents can find it difficult to resolve issues and the Panel is of the view that Customer Services should be reviewed with a view to making them more accessible and simplifying applications.
- 5.9 The extent of digital exclusion became apparent during the Covid lockdowns, especially for children as it enabled them to access education. It affects some of the poorest members of the community. A significant number of devices were distributed in Haringey but this does not mean that the issue of digital inclusion has been resolved as there are other issues such as access to broadband and data.
- 5.10 Customer Services have developed greater use of online access in recent years and this has proven to be effective and enabled better use of the Council's limited resources. However, Customer Services should not be over reliant on online interactions and must include equally good service provision for those without digital access.
- 5.11 It should not be assumed that residents will always know how to access services or will seek advice and support at the right location. In such circumstances, they can often find themselves being referred elsewhere. This can cause

frustration and in some cases people may not bother to continue to seek help. The Panel noted to the Tower Hamlets scheme to ensure that all officers had the tools to assist with advice on benefits as well as the principle of “No Wrong Door” they have adopted. The Panel would therefore recommend that similar initiatives are developed in Haringey so that a wider range of officers are able to take responsibility for helping families and individuals, making it less necessary to redirect them.

Recommendations:

- **That the Council’s Customer Services be reviewed with a view to making them easier to access and simplifying applications and that this includes consideration how to make services of equal accessibility and quality for people without digital access.**
- **That the principle of “no wrong door” be adopted and a wider group of officers than those working in Customer Services be given responsibility and the tools for assisting residents with support queries, including benefits advice.**

Food

- 5.12 Access to affordable food is becoming an increasingly important issue and use of food banks has grown massively in recent years. The recent increase in the cost of living is further impacting on the ability of families to buy food. In addition, supermarkets have been withdrawing cheaper and budget lines of food. These additional pressures are further increasing dependency on food banks. However, the ability of people to donate food is likely to be eroded by the increases in the cost of living and current relief arrangements may be difficult to sustain.
- 5.13 There needs to be multiple ways for families to access food. Initiatives can include local growing projects, allotments and community shops but some will not necessarily work for all families. In particular, some families may not wish to use food banks. Families also need to have access to fuel so that they are able to cook food. The Panel noted that Haringey Food Network is looking at how healthy and sources of food can be accessed by the community.
- 5.14 There needs to be long term and sustainable solutions to food poverty, including an analysis of challenges and barriers. Solutions should not just be reliant on philanthropy or the goodwill of others. What constitutes the base or minimum food requirements for a family needs to be identified as part of this.
- 5.15 A Food Strategy has been in development for some time. The aspiration was to develop a stronger and more diverse food ecosystem, led by the local food network. The Panel recommends that work on the development of the Food Strategy be prioritised. In addition, it should be a key part of the refreshed Borough Plan and any strategic plan to address poverty.

Recommendation:

That a progress report on the development of the Council's Food Strategy be included in the workplan for the Overview and Scrutiny Committee for 2022/23.

School Meals

- 5.16 One way in which it can be ensured that children receive at least one hot, nutritious meal per day is through having a good quality school meal. The Panel is therefore of the view that consideration should be given to extending provision of FSM to make them universal. In addition, funding for free school meals during school holidays should also be extended.
- 5.17 It was noted that the quality of school meals is variable. The Panel is of the view that it is important that contracts are monitored carefully and recommends that the Council draw up guidance for schools on effective school meal contracts.

Recommendations:

- **That the roll out of FSMs be extended further to make them universal and, in addition, further funding be provided for their provision during school holidays.**
- **That guidance for schools on effective school meal contracts be developed including ensuring that they are of high quality and nutritional value.**

Schools

- 5.18 The role of schools is crucial in responding to child poverty as they have ready access to children and families them and are trusted institutions. However, they are under huge amounts of pressure at the moment. Schools vary in their ability to communicate effectively with parents and carers though. Some schools are very good at this whilst others are less so. Many are also now struggling with the heavy demands placed on them and not in a position to take on any additional responsibilities.
- 5.19 A lot of work has been undertaken to increase the take up of Healthy Start Vouchers for families with small children but they are nevertheless undersubscribed. However, the expansion of FSMs has provided the Council with a route into schools and can provide the opportunity to improve communication of the support that is available to families from the Council and partner organisations, including emergency assistance and the wider Covid support package.
- 5.20 The Panel expressed concern at the issue of strict school uniform policies. In some cases, the total cost of a uniform can exceed £70 and this could impact on some of the poorest children, who can be sent home for infringements. Recent statutory guidance has stated the need for uniforms to be affordable. It was noted that some schools in the borough had uniforms that were supermarket friendly. Some also offer vouchers for uniforms.

- 5.21 The Panel heard that there can be other costs that are hidden but impact on poor families. As Haringey is characterised by wide economic disparities, it is likely to be a significant issue in the borough. This will be particularly true for poor families in more affluent neighbourhoods. It notes the CPAG initiative to reduce the cost of the school day and feels that similar work should take place in Haringey.

Recommendation:

The work takes place with schools to reduce the cost of the school day by promoting greater awareness of the financial impact of policies and initiatives on poorer families and, in particular, hidden costs.

- 5.22 Parents can play an important role in the educational attainment of children. Engagement and communication with schools plays an important in this. Schools can find it difficult to involve some parents due to the long hours that they need to work to financially survive and support their children. The Panel is of the view that work should be undertaken by the Haringey Education Partnership with schools to explore how to engage more effectively with parents and carers who are hard to reach. This should include drawing on successful initiatives from elsewhere and consideration of the commissioning of external research.

Recommendation:

That Haringey Education Partnership works with schools to explore how they may engage more effectively with parents and carers that are hard to reach, including drawing on successful initiatives from elsewhere and consideration of the commissioning of external research.

Leisure and Physical Activities

- 5.23 It is important that poor children are not excluded from leisure activities. In particular, there are higher levels of childhood obesity in deprived areas and physical activity can play a role in addressing this. There is a perception that it necessarily involves cost though. There are lots of free opportunities available but people may not always be aware of them. It is important that data is obtained from those who attend Council promoted events so it can be determined who has attended whether the target demographic has been reached.
- 5.24 Youth programmes, including summer schemes, have generally been funded on a short-term basis and through grants. Whilst the budgetary reasons for this are understood, it has made longer term planning more difficult. The initiatives undertaken as part of the Haringey Community Gold scheme have been particularly welcome and consideration should be given to the feasibility of at least some of these being made permanent.

Recommendations:

- That a commitment be made to provide permanent funding for youth programmes and services.
- That the feasibility of longer term funding for successful initiatives undertaken as part of Haringey Community Gold be explored.

Appendix B: CYPS Response to Child Poverty Scrutiny Review Recommendations

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
Strategic Approach				
<p>1. That alleviating poverty be set as a key priority within the refreshed Borough Plan.</p>	<p>Jean Taylor, Head of Policy & Strategy</p>	<p>Pending</p>	<p>Agreed</p>	<p>The council is committed to using all of its available levers to alleviate poverty in the borough. The council recognises the specific relationship between child poverty and a range of negative life outcomes. We are committed to mitigating the impact of child poverty as part of our wider strategic commitment to securing Haringey’s children and young people the best start in life.</p> <p>As such we would expect the next articulation of our corporate priorities to include a strong focus on how the council and partners use the levers available to them to tackle and prevent child poverty and mitigate its impacts.</p> <p>The priorities for the Borough Plan are agreed through a process of evidence gathering, engagement with residents and partners, and discussion between Cabinet members and officers. The formal decision to treat poverty as a priority should be undertaken as part of this process.</p>

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				At the time the scrutiny committee’s report was drafted, the assumption was that a new Borough Plan would be produced in 2022. This work is currently being paused as we assess and incorporate the implications of the Haringey Deal for how we work as an organisation, as this needs to inform any Borough Plan or similar document.
<p>2. That, as part of the refresh process for the new Borough Plan, a cross cutting review into poverty be undertaken that includes engagement with partners and residents to obtain a broader understanding of the issue and develop a strategic and coordinated response, including:</p> <ul style="list-style-type: none"> • How the availability of support will be communicated, including the role of schools, Children’s Centres and community organisations • How inequality will be addressed; and • How stigma will be avoided, including a “cash-first” approach to support. 	Jean Taylor, Head of Policy & Strategy	Ongoing	Agreed	<p>As outlined above, the council is committed to using all of its available levers to alleviate poverty in the borough. This is reflected in a significant programme of existing activity to mitigate the impact of poverty and the stigma associated with it, including an existing commitment to <i>cash first</i> approaches to support. This is reflected across a range of activity, including how we administer the Household Support Fund, with the aim of reaching people most effectively.</p> <p>A cross-cutting review into poverty links to the overall approach of addressing and tackling inequality which underpins the current Borough Plan and our Covid-19 Recovery and Renewal framework. We would expect these to remain central to any future plan.</p> <p>The development of any Borough Plan, as the document which sets out the priorities for the</p>

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				Council and partners, will be underpinned by a robust process of evidence gathering about what is most important to our residents, the issues affecting them and the change they want to see. The development of the plan should also be informed by a critical assessment of the interventions which will have greatest impact on priority issues. It is anticipated that the process of exploring these could achieve the same outcomes as a cross cutting review recommended by the committee. The specific issues identified by OSC will be included as part of the scope of any such future review.
Customer Services				
3. That the Council's Customer Services be reviewed with a view to making them easier to access and simplifying applications and that this includes consideration how to make services of equal accessibility and quality for people without digital access.	Andy Briggs, AD for Customer Services	Ongoing	Agreed	The Council's customer service operation is under constant review. Focus on easier access both digitally and in person continues, for example appointment system is in place in CS centres ensuring people get the time they need with advisors, the team also refer to Connected Communities for further detailed support and the financial support team to help with maximising support to individuals or families
4. That the principle of "no wrong door" be adopted and a wider group of officers than those working in Customer Services be given responsibility and the tools for	Andy Briggs, AD for Customer Services	Ongoing	Agreed	The principle of no wrong door is being adopted via a resident's experience improvement plan currently in development. This starts initially with tackling the barriers to ease of access into Customer Services and improving the customer

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
assisting residents with support queries, including benefits advice.				journey in accessing, for example, housing repairs, benefits and welfare support. Roll out of Haringey Here to Help is widely promoted and improvements to the website are set for March 2023.
Food				
5. That a progress report on the development of the Council's Food Strategy be included in the workplan for the Overview and Scrutiny Committee for 2022/23.	Jean Taylor, Head of Policy & Strategy/ Gill Taylor AD Housing and Communities and Rob Mack, OSC	TBC	Agreed	Tackling food insecurity is an urgent priority for the council and its partners, particularly in the context of the cost-of-living crisis. The development of the Food Strategy, which will capture progress to far and our future commitments, is a priority for the council.
6. That the roll out of FSMs be extended further to make them universal and, in addition, further funding be provided for their provision during school holidays.	Eveleen Riordan, AD Schools	NA	Partially agreed. Cabinet wholeheartedly supports the principle of universal FSM provision and is lobbying national government to fund this, recognising it	Haringey's local expanded free school meals policy extends free school meal eligibility to approximately 650 additional children between the ages of 7 and 11. The scheme is targeted at children living in families who are structurally disadvantaged as a result of high housing costs, low incomes, and gaps in the benefits system. The Cabinet decision to develop this scheme included a commitment to funding it until April 2023. Ongoing funding to existing entitlement groups is being considered as part of the budget/MTFS process. The committee's recommendation refers to "universal" provision, but this needs further definition. Children from reception to key stage 1

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
			<p>is unsustainable for local authorities to do this in the existing financial context. See Appendix C, letter to Kit Malthouse, Sec of State for Education.</p>	<p>receive universal free school meals. Assuming this recommendation relates to universal provision for KS2 (junior) children in Haringey primary schools, the cost of the scheme would come at a cost per annum of approximately £5,000,000. A budget stream would need to be identified to take this recommendation forward.</p> <p>Provision of free school meals for all that need them, funded by the national government, is now the subject of a national campaign, Children's Right2Food, led by the Food Foundation. The council supports this campaign, in recognition of the concerning increase in child poverty in the last decade and the urgency of the cost-of-living crisis facing Haringey residents.</p> <p>Regarding FSM holiday vouchers, this has previously been funded via the Winter Hardship Fund and other funding sources at a cost of approx. £130k per week of the school holiday. The Holiday Activity and Food (HAF) programme has also provided resources to feed children on FSM in holiday time and the government is set to continue funding this up to 2025. With these central funding streams, and additional funding from our own holiday activity budget, we can</p>

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				continue the provision we have made across school holiday periods since summer 2020.
7. That guidance for schools on effective school meal contracts be developed including ensuring that they are of high quality and nutritional value.	Eveleen Riordan, AD Schools	Academic year 2022/23	Agreed	<p>The Haringey School Meals service was closed several years ago in the borough. Currently, our schools source their school meal delivery from a wide variety of private companies, and a small number provide their school meals inhouse.</p> <p>In 2020 a Haringey Paediatric Registrar in Public Health worked with us to produce a Whole School Food Policy Guideline and pull-out Packed lunch guide for parents as we know that for many, packed lunches are the cheapest form of lunch for our families. We will work with colleagues in commissioning and in Public Health to ensure that schools are supported to develop contracts which are effective in terms of quality and nutritional value. This ties in with the Healthy Schools Agenda and the work that schools do to ensure value for money across all services.</p>
Schools				
8. That work takes place with schools to reduce the cost of the school day by promoting greater awareness of the financial impact of policies and initiatives on poorer	Jean Taylor, Head of Policy and Strategy and Eveleen Riordan, AD Schools	Academic year 2022/23	Agreed	Uniforms, school trips, school lunches, gym kits, pencils and pens, and dress down days can be difficult to afford for families. Schools are already keenly aware of the pressures on families in this regard and we are committed to

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
families and, in particular, hidden costs.				working with schools to ensure that cost is not a barrier to every pupil fully engaging and not feeling or looking different because of affordability. This includes providing information to schools on how to reduce the cost of school for parents and carers and to also signpost to resources including to those provided by the Child Poverty Action Group and, if needed, to local charities.
9. That the Haringey Education Partnership works with schools to explore how they may engage more effectively with parents and carers that are hard to reach, including drawing on successful initiatives from elsewhere and consideration of the commissioning of external research.	Ann Graham, Director of Children's Services	Ongoing	Agreed	Parental engagement is an everyday activity for our schools who do this with individual parents, and through a variety of regular communications including newsletters, text messages, coffee mornings, parent /carers evenings, open evenings on the curriculum, fundraising events etc. Children's Services supports this, for example through the SEND newsletter, the holiday activity booklets, reception and secondary admissions guides, information on childcare places etc. More broadly, initiatives by the Council to reach out to Somali and other communities are aimed at ensuring an inclusive approach to community engagement. Working with our schools we want to support parents in financial hardship or in need. The expanded free school meals scheme and the Household Support Fund are examples where the provision of a discretionary funding pot

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				<p>assists schools in supporting families where they identify need.</p> <p>We recognise the work of the Haringey Education Partnership which is a not-for-profit schools owned; schools led school improvement company. As such, the principal focus of their work is on supporting member schools to raise outcomes for children and young people, so their achievement is at least as good as, or better than, anywhere in the country. This school improvement work includes support to schools with parental engagement on the curriculum and education attainment, wider engagement around poverty and need links back to a broader partnership with the Council.</p>
Leisure & physical activity				
10. That a commitment be made to provide permanent funding for youth programmes and services.	Eubert Malcolm, Director Environment & Neighbourhoods, and Jackie Difulco, AD Early Help & Prevention	Ongoing	Agreed	The council recognises the important role of youth provision and services, particularly for children and young people from lower income families, who may not have access to the same opportunities and who may be more likely to benefit for specific types of support. Investment in youth services will continue to be a priority.

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				<p>The specific nature of services provided will need to be informed by range of factors, including how and where the council expects to have greatest impact.</p> <p>Decisions about future funding need to be undertaken by Cabinet as part of the budget setting and MTFS process. It is recommended that Cabinet notes the committee's recommendation.</p> <p>Rising Green Youth Hub in Wood Green was successfully launched on 1 August 2022, with up to 50 – 70 young people attending each session. A partnership Manager appointed to develop Rising Green's community offer and secure longer-term funding.</p> <p>There is currently a robust youth offer in place with a range of both temporary and permanent programmes funded by a range of sources including the Holiday and Activities Food programme.</p> <p>Supporting Families Funding has been secured for a further 3 years, some of which will be offset against youth work delivery. Unfortunately, we were not successful in our application for Youth Endowment and not eligible for Youth Investment</p>

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed / Not Agreed	Comments
				Funding. Plans are underway to merge Haringey Community Gold (HCG) within the Haringey Youth Service, retaining its branding and remit. Work is ongoing to secure longer term funding.
11. That the feasibility of longer-term funding for successful initiatives undertaken as part of Haringey Community Gold be explored.	Eubert Malcolm, Director Environment & Neighbourhoods, and, Jackie Difulco, AD Early Help & Prevention	Ongoing	Agreed	VRU funding for the Community Element of HCG has been secured for a further 3 years, Youth Outreach will be considered as part of longer-term planning outlined above.

The Rt Hon Kit Malthouse MP
Secretary of State for Education
DfE
Sanctuary Buildings
Great Smith Street
London SW1 0AA



20 September 2022

Dear Secretary of State

Re: School Budgets in Crisis

Congratulations on your appointment to this important role. It is a critical time for our schools and I hope you and your team will provide the support they need.

Like schools across the country, our schools in Haringey are facing the biggest financial crisis for many years.

At the beginning of this academic year, as we enter the autumn term, schools are having to deal with several problems, which together, will force them into deficit or into making decisions which could seriously and permanently undermine children's education.

The energy crisis facing us all will devastate school budgets – of that there is no doubt. Increased energy prices are making a serious dent in their budgets which, even with the assistance announced last week, they will not be able to cover.

I welcome the announcement of a six-month support scheme for the public sector, and I look forward to more details of this scheme. However, as indicated above, school leaders have warned that schools are already facing an impossible financial burden, and the equivalent of the support provided to households may not be sufficient to keep the heating on whilst they work to balance their books. They are also concerned that the support is too short term.

This dire situation is further exacerbated by the requirement for schools to fund staff pay awards from their existing budgets.

We fully support teachers and all school staff being awarded their pay increase. Their contribution to our children and our country has been magnificent, which was made clear during the pandemic. But the plain fact is, our schools cannot balance their budgets and meet their obligations to staff, pay their huge utility bills, and meet other increasing costs, such as food, without additional government funding through the Dedicated School Grant. Our schools need this additional funding as a matter of urgency, to see them through this bleak period, if they are to avoid losing staff and/or cutting vital activities which enrich children's lives. Education is central to promoting equality of opportunity and improving life chances, but if we lose teachers and skilled staff, how will our schools deliver?

In addition to the need for increased funding for our schools, I would also urge you to fund – from central government – free school meals for all children in primary schools. Children are innocent victims of this cost of living crisis, and we know families are finding it much harder to make ends meet.

We are doing all we can to assist families, including supporting an additional 500 children where family income is just above the FSM eligibility criteria. But the need is much greater and this can really only be met through central government funding and intervention.

I look forward to hearing from you soon.

Yours sincerely

A handwritten signature in black ink that reads "Zena Brabazon". The signature is written in a cursive style and is underlined with a long, sweeping horizontal line that extends to the right.

Cllr Zena Brabazon
Cabinet Member for Children, Schools, and Families
Haringey Council

CC: The Rt Hon David Lammy MP
Catherine West MP
Cllr Peray Ahmet, Leader of Haringey Council

Title: Haringey Travel Assistance Policy 5-16 and Haringey Travel Assistance Policy 16+

Report authorised by: Ann Graham, Director: Children's Services

Lead Officer: Jackie Difolco, Assistant Director: Early Help, Prevention and SEND

Ward(s) affected: All

Report for Key Decision

1. Describe the issue under consideration

- 1.1 Following public consultation over a period of 12 weeks from the 9 May to 31 July, this paper reports on the proposed changes made to the current policy for home to school transport for children and young people with special, education, needs and disabilities (SEND).
- 1.2 Consultation responses have informed the final draft of the Haringey School Travel Assistance Policy (CYP Children and Young People up to 16 years of age in compulsory education) and Haringey School Travel Assistance Policy Post 16 which are subject to Cabinet approval for implementation. This report contains a summary of findings and recommendations.

2. Cabinet Member Introduction

- 2.1 This report asks Cabinet to approve the suite of final draft policies which set the framework and underpin Home to School travel for children and young people including those 16- 25 with special educational needs and disabilities (SEND). The Council has a statutory duty to provide transport in accordance with the Education Act 1996, and a policy review has been very timely.
- 2.2 These policies, set out in Appendices 2 and 3 of this report, have been developed over a significant period. A review process was initiated in 2019 but was then delayed and suspended due to the pandemic. As soon as possible, post-pandemic, an initial policy review was held with a group of key stakeholders, including special school representatives, a member of the Haringey Parent/Carer Forum and SEND officers.
- 2.3 Following the review, a set of draft policies and policy changes were brought to Cabinet on March 8, 2022, where it was agreed to proceed to a full public consultation. This ran from 9th May 2022- 31st July 2022. The proposed changes are set out in para 4.3 of the report.
- 2.4 Consultation was very extensive using as many avenues as possible to engage and communicate with partners, families and stakeholders, (see para 4.5). Detail of the process and responses is included in the report.

2.5 The two final draft policies have resulted from this process and are designed to clarify the council's duties and responsibilities of schools and families. The key aim

has been to create a fair, open and transparent set of criteria and expectations for all parties regarding provision of home-school transport, working within the statutory framework.

2.6 This work has been very detailed and focused, and I am pleased to bring these final drafts for Cabinet approval.

3. Recommendations

3.1 To note the response to the consultation and findings of the equality impact assessment as set out in **Appendix One: School Travel Assistance Policies Consultation process and full responses.**

3.2 To note the Equality Impact Assessment School Travel Assistance Policies set out at Appendix 5.

3.3 To approve the final draft policies: School Travel Assistance Policy (CYP Children and Young People up to 16 years of age in compulsory education and Haringey School Travel Assistance Policy Post 16 for implementation as set out at **Appendix Two and Three** respectively.

3.4 To delegate authority to the Director for Children's services to make any required non material and minor amendments required to the Policy, in consultation with the Cabinet Member responsible for Children.

4. Reasons for decision

4.1 Haringey Council has a statutory duty for the provision of home to school transport for children and young people up to 16 years and post 16 years and adults learners in accordance with the Education Act 1996, not just children and young people with SEND (although the vast majority of learners do have SEND).

4.2 Local policies must have due regard to The Home to School Travel and Transport Statutory Guidance for Local Authorities July 2014 and Post 16 Transport and Travel Support to Education and Training Statutory Guidance 2019. Under the Act and the Guidance, the Council must consult widely with interested parties on any proposed changes to their home to school travel arrangements policy statements for children, young people and adult learners.

4.3 Proposed changes within the policies were as follows:

- a) creating a specific policy for young people aged 16-25, including information about external travel support.
- b) renaming the current policies to be clearer on their purpose and remit to 'School Travel Assistance Policy (Children & Young People up to 16 years of Age)' and 'Post-16 School Travel Assistance Policy'.

~~c) consideration of sustainability, focusing on the environment, emissions reduction, and promotion of independent travel options.~~

- d) introduction of behavioural standards for children and young people using transport commissioned by the Local Authority.
- e) detailed explanation of the transport decision making process.
- f) standardisation of disputes and appeals process in accordance with statutory guidance.
- g) clarification regarding 'personal travel budgets' and how they are calculated.
- h) comprehensive application procedure and guidance.
- i) clarity around breakfast/ after school clubs and times when Haringey Council will provide transport.
- j) cut off deadlines for applications with exceptional circumstances included
- k) COVID-19 information in relation to home-school transport.

4.4 These policy changes were subject to a full public consultation from 9th May 2022-31st July 2022. A summary of consultation responses can be found at: **Appendix One: School Travel Assistance Policies Consultation process and full responses.**

4.5 The consultation was promoted extensively via the SEND Local Offer and through a number of mechanisms including the Council's website, hard copies in libraries, social media, including Twitter, Instagram, and Facebook. Engagement events were also provided within Special Schools with parents and carers. An 'in person' engagement event was held with the Markfield Project alongside four online consultation sessions.

4.6 Despite the extensive promotion, there was a low uptake for the in person and online consultation sessions, organised, with 98 formal responses to the consultation form. The SEND service is planning to have an event for young people, parents, and partners to highlight the key changes in the policy and respond to any questions. It is acknowledged that the responses were not as high as the Council would have liked, therefore officers will take the opportunity at this event to discuss suggestions of how the Council can engage with the local community and partners more effectively.

4.7 Consultation responses were mainly received from parents and carers of children and young people using home to school transport (approximately 15% of the total cohort). A summary of the key responses are outlined below. Refer to: **Appendix Four: Consultation feedback and responses** which provides a response where relevant, highlighting changes to be made in the policies.

- a) Overall, respondents indicated that whilst it was understood how decisions were made, the considerations informing these processes are, by their nature lengthy and can present a barrier in having a full and comprehensive understanding of the home-school transport system. Most of the changes to the final draft policies provide clarification.
- b) Many of the responses were in relation to individual circumstances and as such were out of the scope of the wider consultation. However, responses did suggest that the length of the documents could create a barrier to understanding the decision making processes. As a result, 'easy-read' guides to both policies will be

developed to ensure that parents and carers can find information easily and that the documents are succinct and easily translated into other languages.

- c) Consultation responses indicated that parents and carers understood and were sympathetic towards the need for both 'cut-off dates' for applications and behaviour standards and expectations when using transport.
- d) Parents and carers also recognised and supported the shift within the policy to more environmentally friendly transport arrangements.
- e) Respondents also highlighted operational service issues, particularly in relation to communication with the SEND Transport team. The service is aware of these issues and as a result has increased the capacity to support improved and timely communication through the recruitment of a Transport Liaison Officer.

4.8 The consultation was also informed by an equality impact assessment which resulted in some clarifications made within the policies. Refer to:

Appendix Five: Equality Impact Assessment School Travel Assistance Policies

4.9 The two policies have resulted from this improvement work and are designed to clarify the duties of the council, the responsibilities of schools and families and to create a fair, open, and transparent set of criteria and expectations regarding the provision of home-school transport. Changes to the policies post consultation are highlighted in yellow.

4.10 Once the policies are approved, a follow up session will be offered to parents and carers to go through the key changes in the policies with easy read guides published.

5. Alternative options considered

Not applicable

6. Background information

6.1 Haringey Council began a review of home-school transport arrangements in 2019 with a series of public meetings and review led by the, then Assistant Director for

Early Help Prevention and SEND. The focus of the review was to respond to the dissatisfaction of SEND parents in relation to the following:

- a) Lack of clarity and flexibility within the policy.
- b) Lack of involvement of parents with decisions made in relation to their child's transport.
- c) Lack of a clearly described dispute resolution process for Home School Transport.

6.2 The review was suspended during the coronavirus pandemic as home-school transport services were reconfigured during periods of school closure and lockdown.

6.3 Service improvement work in relation to provision of home-school transport continued throughout the pandemic with the introduction of new software to support the service and a staffing review. In 2021, the Council in-sourced the Transport

Buddies service (who support young people by training them to travel to school and post 16 provision independently).

Refer to [Cabinet decision 22 July 2021](#)

6.4 Subsequently, following an escalation of concerns regarding disruption to home-school transport in September 2021, the current Assistant Director for Early Help, Prevention and SEND chaired a learning review of home-school transport arrangements with key stakeholders including schools, parents, carer representatives, governors, transport providers and council officers from Procurement and the SEN Transport Team. The learning review identified a series of recommendations regarding operational and strategic service improvement including the following which have all been completed:

- a) Revision and up-dating of the Travel policy with clarity given to the transport issues for those under statutory school age and those aged 16+.
- b) Consideration of a revision of policy to 'Transport Assistance Policy'.
- c) Commissioning of transport providers for 3-5 years to create stability and sustainability.

6.5 As a result of service improvements made, home to school transport arrangements for the start of the academic year went very smoothly with minimum disruption.

7. Contribution to strategic outcomes

7.1 The objectives of the Assisted Travel policies are aligned with the priorities within Haringey's Early Help Strategy and the 'Borough Plan – Priority 2 (People)' specifically:

- Happy childhood: all children across the borough will be happy and healthy as they grow up, feeling safe and secure in their family, networks, and communities
- Every young person, whatever their background, has a pathway to success for the future.
- All adults are able to live healthy and fulfilling lives, with dignity, staying active and connected in their communities.

7.2 Haringey has published a Draft Walking and Cycling Action Plan (WCAP) for 2022-2032. Two key aspirations within the WCAP are to promote walking and cycling as natural choices and to improve the wellbeing of residents. The Assisted Travel policies will contribute to these outcomes by promoting both walking and cycling as beneficial independent travel choices for children and young people who no longer require support and able to travel to their place of learning independently.

8. Statutory Officers comments

Finance

8.1 The Travel Assistance budget for 2022/23 totals £4.7m and as at Quarter 1 is showing a pressure of £2m where there are significant rises in fuel costs, inflationary pressures and more eligible children requiring transport. The ongoing financial consequences of the policy and delivery of the policy are being taken into account and factored via the MTFS.

Procurement

8.2 Strategic Procurement notes the contents of this report and confirms there are no procurement related matters that would prevent the Council agreeing the recommendations stated in this report.

Head of Legal & Governance

8.3 The Head of Legal and Governance (Monitoring Officer) has been consulted on the content of this report. The proposed draft policies are compliant with the Education Act 1996, the Public Sector Equality Duty and relevant law. The proposed amendments to the policies were drafted pursuant to a fair consultation process undertaken by the Haringey Council in accordance with relevant law. The Head of Legal and Governance sees no bars to the Cabinet approving the policies as recommended at section 3.1 of this Report.

8.4 The proposed decision is to approve a public consultation on the proposed changes to the current SEN Transport Policy (to be renamed as the Travel Assistance Policy), which ensures that the Local Authority delivers home-school transport in accordance with national guidance. In particular it promotes and supports transport, which is sustainable, creates a greener environment and wherever possible supports young people to be independent and achieve their education outcomes. Where young people require assistance due to their SEND needs the proposal is for this to be supported based on an assessment of individual needs in accordance with the policy.

8.5 This will affect:

- a) all children and young people who require support with transport to school
- b) children and young people with SEND
- c) parents and carers with disabilities who are prevented by virtue of their disabilities from transporting their children to school
- d) workforce capacity to respond to providing travel assistance.

8.6 Accordingly, this policy will affect the following groups who have protected characteristics: Children and young people; Children and young people with SEND and Adults with disabilities.

8.7 The objective of the proposed decision is to improve the Council's policies and processes in relation to the provision of home-school transport by providing clear guidance and formal dispute resolution processes in accordance with national guidance.

8.8 This will lead to better access and support for Home-School transport for children, young people and adults with disabilities, helping address difficulties they may face in travelling to school by virtue of their protected characteristics, in particular if they or their parents or carers have SEND.

8.9 The proposed decision therefore represents a measure to:

- a) support access to education for all children and young people including those with SEND.
- b) ensure children and young people of parents with a disability who cannot otherwise transport their children to school have access to home-school transport.

- 8.10 An EQIA has been undertaken (Appendix 5) to understand the key groups who will be affected by the policy, how they will be impacted by it, and any mitigations that might be needed in order to ensure that the public sector duty is met. This will be finalised and brought for approval alongside the final Travel Assistance Policy.
- 8.11 The Council has taken steps to collect demographic data on service users in order to identify any inequalities in service provision that may arise and to inform future equalities analysis. The outcome of the public consultation is attached in **Appendix One**.

Equality

- 8.12 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- a) eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act,
 - b) advance equality of opportunity between people who share protected characteristics and people who do not,
 - c) foster good relations between people who share those characteristics and people who do not.
- 8.13 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, and sexual orientation. The first part of the duty applies to marriage and civil partnership status only.
- 8.14 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socio-economic status as a local protected characteristic.
- 8.15 The proposed decision is to approve a public consultation on the proposed changes to the current SEN Transport Policy (to be renamed as the Travel Assistance Policy), which ensures that the Local Authority delivers home-school transport in accordance with national guidance. In particular it promotes and supports transport, which is sustainable, creates a greener environment and wherever possible supports young people to be independent and achieve their education outcomes. Where young people require assistance due to their SEND needs the proposal is for this to be supported based on an assessment of individual needs in accordance with the policy.
- 8.16 This will affect:
- a) all children and young people who require support with transport to school children and young people with SEND,
 - b) parents and carers with disabilities who are prevented by virtue of their disabilities from transporting their children to school
 - c) workforce capacity to respond to providing travel assistance
- 8.17 Accordingly, this policy will affect the following groups who have protected characteristics: Children and young people; Children and young people with SEND and adults with disabilities.

- 8.18 Among these groups, people of Black African/Caribbean descent, as well as boys, are significantly overrepresented, and consequently will be disproportionately impacted by these changes.
- 8.19 The objective of the proposed decision is to improve the Council's policies and processes in relation to the provision of home-school transport by providing clear guidance and formal dispute resolution processes in accordance with national guidance.
- 8.20 This will lead to better access and support for Home-School transport for children, young people and adults with disabilities, helping address difficulties they may face in travelling to school by virtue of their protected characteristics, in particular if they or their parents or carers have SEND.
- 8.21 The proposed decision therefore represents a measure to:
- d) support access to education for all children and young people including those with SEND
 - e) ensure children and young people of parents with a disability who cannot otherwise transport their children to school have access to home-school transport.
- 8.22 An EQIA has been undertaken (Appendix 5) to understand the key groups who will be affected by the policy, how they will be impacted by it, and any mitigations that might be needed in order to ensure that the public sector duty is met.

This will be finalised and brought for approval alongside the final Travel Assistance Policy.

- 8.23 The Council has taken steps to collect demographic data on service users in order to identify any inequalities in service provision that may arise and to inform future equalities analysis. The outcome of the public consultation is attached in **Appendix One**.

9. Use of Appendices

- Appendix One: School Travel Assistance Policies Consultation process and full responses
- Appendix Two: School Travel Assistance Policy (CYP Children and Young People up to 16 years of age in compulsory education)
- Appendix Three: Haringey School Travel Assistance Policy Post 16
- Appendix Four: Consultation feedback and responses
- Appendix Five: Equality Impact Assessment School Travel Assistance Policies

10. Local Government (Access to Information) Act 1985

N/A

Appendix One: Home to School Transport Policy Consultation Responses

We published our revised and updated home to school transport policy for public consultation to further 9 May 2022 to 31 July 2022.

We had 98 respondents to the survey. Feedback from the consultation has been incorporated into the new School Travel Assistance policies.

Thank you to everyone that took part in the consultation.

What we consulted on:

We are proposing to update and revise our home-school transport policy. We are introducing a more detailed account of how decisions are made in the interests of transparency and to ensure our stakeholders are as informed as possible. This will also ensure that there is less confusion and misinformation in the community.

The majority of children and young people who require transport assistance to school will continue to benefit from the existing provision from Transport for London. Specialist assistance will continue to be provided for children and young people with SEND or those whose family circumstances mean that additional support to access education will be required.

The changes to provision included:

- Consideration of sustainability, focusing on the environment, emissions reduction, and promotion of independent travel options.
- Move from title of 'Travel' Policy to 'Travel Assistance' policy.
- Creating a specific policy for young people aged 16 - 25, including information about external travel support.
- Introduction of Behavioural Standards for children and young people using Transport commissioned by the Local Authority.
- Detailed explanation of the transport decision making process.
- Standardisation of disputes and appeals process in accordance with Statutory Guidance.
- Development of 'Personal travel budgets' and how they are calculated.
- Comprehensive 'Application' procedure and guidance.
- Clarity around breakfast/ after school clubs and times when Haringey will provide transport.
- Introduction of cut-off timescales. Introduction of cut-off timescales.
- COVID-19 information in relation to home-school transport.

We wanted to hear from the public and service users about their views about these changes. The consultation form closed on Sunday 31 July 2022.

[Consultation on home to school travel assistance policy](#)

Consultation documents

- [Haringey School Travel Assistance Policy - Children and Young People up to 16 Years of Age in Compulsory Education \(PDF, 748KB\)](#)
- [Haringey Post 16 School Travel Assistance Policy - Young People Post 16 Years of Age \(PDF, 896KB\)](#)
- [SEND Consultation on the new home school transport policy \(PDF, 224KB\)](#)

Accessibility tools

- [Advice on accessing Local Offer documents and resources if you use assistive software](#)
- [Advice on how to translate this website into your language using Google Translate](#)

Marketing/communications process we implemented:

Local Offer dedicated webpage:

[SEND Home School Transport Consultation | Haringey Council](#)

The consultation webpage can be translated and made more accessible using the translation tool on the website and the immersive reader. This is highlighted at [the beginning of the page](#).

Microsoft Teams live events:

Monday 30 May 8.30am – 9am: 1 attendee registered - 0 attended

Friday 17 June 5.30pm – 6pm: 3 attendees registered – 2 attended

Monday 27 June 12pm -12.30pm: 4 attendees registered – 2 attended

Monday 25 July 5.30pm – 6pm: 2 attendee registered – 1 attended

Markfield event: Friday 1 July 12 – 1.30 – 8 attended

Talks at schools: Thursday 12 May - The Brook

Thursday 16 June - The Vale

Steering group meetings: Thursday 23 June

External communications:

- Haringey People Extra- <https://mailchi.mp/haringey/hpx130522>
- Haringey People- Summer 2022, to be distributed June 18. <https://www.haringey.gov.uk/news-and-events/haringey-people-magazine>
- Schools bulletin – 10 May, 24 May, 28 June
- SEND Newsletter – 11 May, 8 June and 13 July
- Home zone (this goes out to all tenants) distributed June 18
- Member's briefing - Monday 16 May 2022
- Haringey.gov.uk <https://www.haringey.gov.uk/children-and-families/local-offer/about-local-offer/SEND-consultations>
- Transport team sent communications to families on their system (799 people):
- Email sent to families who receive home to school transport on 13 May
- Hard copy letter to families sent on 18 May
- Text sent to families who receive home to school transport on 25 May

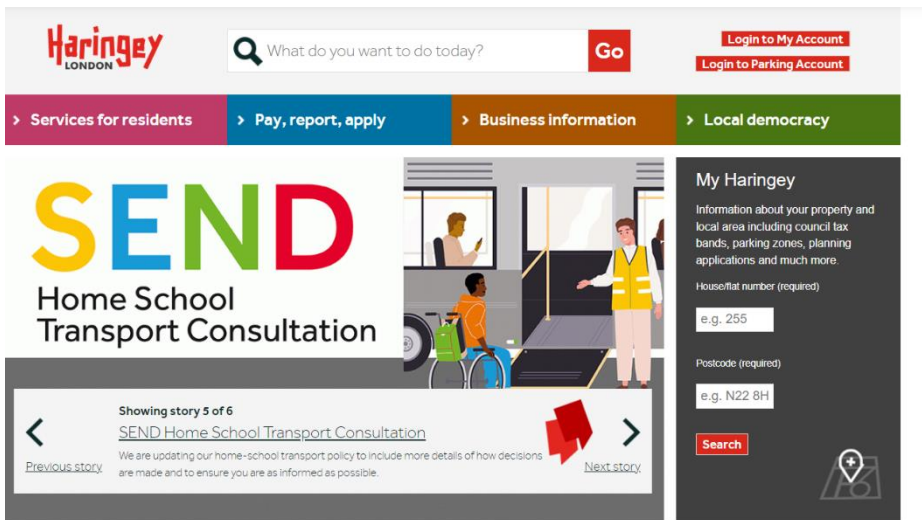
Social media posts:

- Twitter: https://twitter.com/haringey_send
- Instagram: https://www.instagram.com/haringey_send/
- Facebook: <https://www.facebook.com/SENDRaringey/>
- [Haringey \(@haringeycouncil\) / Twitter](#)
- [Haringey Council | Facebook](#)

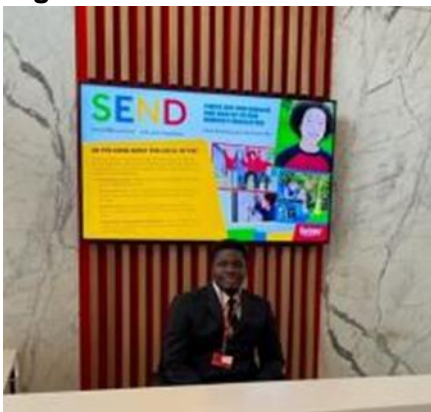
Internal communications:

- Yammer
<https://web.yammer.com/main/threads/eyJfdHlwZSI6IIRocmVhZCIsImkljoiMTczMTcyNzAzNDkwMDQ4MCJ9>

Haringey Council home page carousel:



Digital screens in council buildings:



Consultation form:

The consultation form had the option to be in other languages and the immersive reader is also available on the form.

Paper copies:

Paper copies were available at libraries; however, they could also be requested.

Evaluation:

We had a low uptake for the events we had organised. However, we received 98 responses to the consultation form. To support further application of the policies, the service will host a post consultation engagement event. This will give the service the opportunity to answer any questions received in the consultation form and to inform the public of any updates.

Summary of consultation responses

Respondents to the survey

- Schoolteacher or other member of school staff - 7
- A parent or carer of a child or young person - 82
- Transport provider / escort – 2
- Young Person - 3
- Other – 4

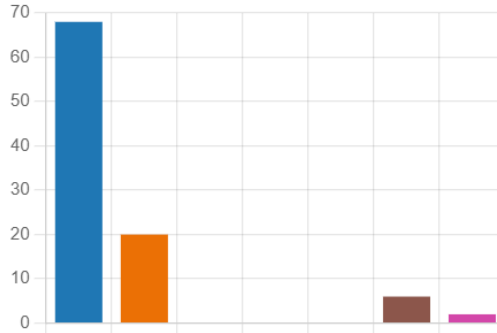


Other: Concerned citizen
 Professional working in SEND
 Charity

Public

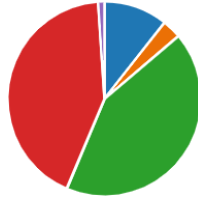
Gender

- Female - 68
- Male - 20
- Non-binary - 0
- Transgender - 0
- Intersex - 0
- Prefer not to say - 6
- Other – 2



Age groups

- Under 25 - 10
- 21 to 24 - 3
- 25 to 44 - 40
- 45 to 64 - 40
- 65 and over - 1



Do you have a health condition or disability?

- Yes - 31
- No - 59
- Prefer not to say – 8



6 respondents (26%) answered Autism for this question.

Low back and Knees pains (Arthritis)

Multiple autoimmune conditions

Global Development Disorder

Knee problems and ankle injuries and can't walk far

Mobility

Ulcerative Colitis (Inflammatory bowel disease), other auto-immune conditions, pre-diagnosis Autism

Autism and speech delay

Sever learning difficulties and autism

Autistic and speech delayed

Torrettes and autism

Autism

Autism

Epilepsy learning disabilities

Reading and write

PTSD, depression and anxiety

I get disgusted with people who think it's alright to cause injustice and feel like vomiting on them when I see one!

I have an artificial left leg below the knee.

Autistic

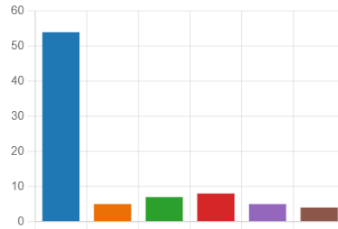
I am hearing impaired

Cereal palsy

Down Syndrome

If you are a parent or carer of someone with SEND or a young person with SEND - how do you or your child currently travel to school/college?

- Haringey SEND Transport service - 54
- Family car - 5
- Taxi - 7
- Travels independently e.g. TFL bus - 8
- Walks - 5
- Other - 4



Other: They are approved for transport, but are currently on half days, so I have to take them to and from school myself.

Combination of taxi and public transport out of rush hour.

Not currently in education.

What age is your child or young person?

- Under 5 - 3
- 5 - 11 (Primary school) - 35
- 12 - 16 (Secondary school) - 35
- 17 - 19 (Post 16 provision) - 13
- Over 19 (College or other educational) - 6



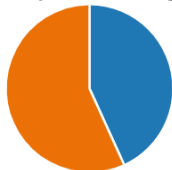
Does the policy make it clear to you whether your children or young people may be eligible for travel assistance?

- Yes - 54
- No - 44



Is it clear to you what journeys are eligible for travel assistance?

- Yes - 43
- No - 55



Is it clear to you how decisions are or will be made?

“After receiving an application, an assessment will be made as to whether the child/young person is eligible to receive travel assistance from LBH, as per the ‘Eligibility Criteria’ section... Once a child/young person is deemed to be eligible, LBH will determine the type of travel assistance that we will provide.”

- Yes - 58
- No - 40



What other information would help clarify eligibility for travel assistance and the journey to school or college?

How do you make a full assessment of the young person's needs?

Decision making are easier making by authorities but parents, carers who are involved with the special needs children/ young people lives suffers. They needs to provide travel according to their needs. Thank you.

Better point of communication and breakfast and afterschool club should be offered each time as standard and also to accommodate if the child has a sleep over.

A clear list or criteria.

Where do I get an application from? Who makes the assessment? When does it take place? How long does it take to complete?

Enough Information has been provided

If someone with Special Needs / Additional Needs is already attending Special School (rather than mainstream) and the family have applied for Special Transport / School Bus, then unless the family specify otherwise, the student should be allowed to continue Special Transport as long they carry on in educational setting. There is a reason the child has not been able to go to mainstream - the changes in routine, sensory disruption, etc causes them anxiety and distress and to be honest, having a Travel Buddy to take them on busy buses during rush hour / school times does not help the child in the long run. They can access their education / curriculum best if they are settled at the start of the day, not agitated, and feeling exhausted right at the beginning. I think SEND transport should continue.

Parents told about what travel services are available

don't know.

I was actually hoping for a travel buddy, rather than the bus, if I am honest. I think that would be a much better scenario for my son, but he was given bus travel instead.

Lifelong disability such as autism and child being in special educational setting should be a determining criteria to make sure they have SEND Transport irrevocably

Please provide clear instructions how this will affect children already travelling to the school with special services provided by you

Factors such as likelihood to abscond en route to school should be taken into consideration

One of the reasons for our son requiring transport is sensory needs and mental health resulting in exhaustion, this is why he needs taxi part-time and can travel independent to part time. Not clear to me how mental health/autism related needs fit with eligibility criteria

Nothing

Notice to parents whenever the sudden change in the morning -(if possible)

Is it harder to get into the same college with decided major

Before children used to me dropped of at the home door which was better and safer. Now for the past 3/4 years or more I believe, we have to pick my son up all the way from the car park and on the way back he doesn't enter home waits for long at the door.

She will have to be transported as she doesn't have any sense of danger in travelling unsupervised.

My son is heavy autistic children he does not want to next chair passenger please don't put any students or transport team

Lifelong disability or illness plus special school placement should mean, unless family object, SEND Transport all school terms

Nothing

From brief view the policy hasn't, built in and been prepared for situations those Children with; Autism, Disruptive Behaviour Disorders (DBD) and other health problems such Wheelchair or Epilepsy etc.

Non comment

That it should be linked to a parent carer's needs assessment, as well as a young carer's needs assessment, and any subsequent support packages. If disabled children are expected to get to school without support from the LA, that means that there will be an increase in demand on parent carers, and young (sibling) carers.

Being honest and consistent with information, being told different things.

My child has autism and Tourette's. she has mild tics some days but lately she is suffering from severe tics to her legs and head, so this makes impossible walking or cycling. She is not confident going on a bus on her own because of autism (although very mild) but when she

has Tourette's crisis her behaviour changes and she is much less independent. We have to take a bus and walk at least 20 minutes every day in order to go to school. I am paying for a taxi every day lately. I work part time as a xxx, and I am a xxx so I cannot cover these expenses (not long term). I am quite lost I have to say. Everyone send me to another association and my child is receiving no support at all.

Including short examples in which circumstances transport is granted.

As well be clear in the very beginning that there are different eligibilities for SEND children (and it doesn't matter whether they have or don't have EHCP).

As well, I noticed distance explanation, but if route is deemed dangerous (i.e. through major road) than distance is irrelevant. Have I missed it?

To support the child with behaviour.

Understanding how you can cater for a child refuser of assistance. They only want to go when they want and when I can persuade them.

Parents often tell us the forms are too long and too confusing

References to the law relating to the decisions would be useful

Child's safety to and from school commute

As a school member of staff, I understand documentation, but many of the families I work with do not.

Much of the information is too wordy, many of the parents I work with have limited understanding or just get confused. The text needs to be simplified for them or they rely on school staff, friends or family to complete forms with them.

Better communication and when you get in contact with SEND department that everyone can help and not have to wait for a someone who is on annual leave

No excuses are accepted people pay hundreds of pounds of council tax, so the government and local government have the duty to provide the service so don't give us any xxxx excuse to make cuts for these children too

Taxi service

If they have a lifelong disability and are attending special school, unless the family otherwise states, the transport should be provided by council. Parents of disabled teens and children have enough problems and difficulties to worry about! Transport to school should NOT have to be one of them

Change address

A lot of schools have introduced a school safe street, this means transport cannot come near the school.

The exact criteria.

I would like to know if the office staff read the ridiculously long and biased application form?

Where to get the policy and info

Keep them safe

Not sure where this may need to be inserted but need to highlight the importance of getting children to school on time so that they have a settled start to the day an no loss of curriculum time. Sometimes excuse of route pattern is given for persistent lateness.

Also parents of school age children often say it is difficult to take child with SEND to school if different from siblings' schools.

Xxx has down syndrome, so she has muscle problems which means she gets tired easily, making her unable to walk. She also has difficulty maintaining balance when walking.

Children with disabilities

The eligibility criteria should be starting from 4 years. My son academic year is starting in September 2022 and he is 4 years old but his application was rejected because the eligibility criteria is only for 5 years. That's not fair at all.

Better communication and being consistent and reliable.

I will send a separate email about this.

Are you happy with the move to encourage more environmentally friendly transport?

- Yes - 42
- No - 14
- Not sure - 28
- Other - 13



Yes, as long as any change in vehicle/method of travel has the appropriate support ie, social stories to help children with any changes, good communication about what this entails etc

Only if the provision needs the needs of the young person. The young person shouldn't be expected to meet the needs of Haringey.

Is all about budgeting

As long as the children are happy the environmentally friendly is a positive move. Electric vehicles etc are the way forward.

I care about the environment, however I think little pollution is taking place by a special bus shared by many students, as opposed to lots of taxis and cars, etc

Special buses reduce the need for multiple taxis and give the children / teens a set routine

Only for children who are capable of more independent travel.

Yes, in principle but if taxi is required then using a taxi company that has electric or hybrid vehicles would ensure environmentally friendly travel for those who need taxi. The current company uses hybrid and electric vehicles

Is good to introduce the personal travel badge so that parents can decide more environmentally friendly way of transport because most of the parents I have spoken with are not happy their pickup and drop off point as parents find hazards.

It is unclear what "environmentally friendly" transport is. If you want kids to cycle, you have to create infrastructure first.

1 fridge that's in the bin produced 4 cars worth of emissions plus you need to produce the electricity too where from and the batteries? Lithium so it's only a shift in the location of pollution scientists who are for sale crests fake theories and collect data accordingly to try and persuade people to go out and buy electric cars so no it's a joke!

It's not about the environment but saving Haringey money.

If more parents drive their children to school with funding of personal budgets, then Haringey will not be greener

Please give your views about the introduction of cut off times for applications to promote smooth running of transport services.

Yes, again, as long as this is clearly communicated to the people organising the travel and appropriate support is put in place.

Cut-off dates OK if clearly communicated.

There should be no cut off dates. A young person who needs transport to travel to school must be provided with transport regardless of what month of the academic year. It is Haringey's responsibility to ensure the student had transport.

Parents/ carers can be in difficulty situation that can cause late applicants and not service users have family support to come at timeline. I believe extra time is needed. Please don't forget most carers their break is when they in school. Thank you

A cut off time is crucial for the smooth running, but at the same time it's the councils' other departments that cause the parents running in to delay, and late comers should definitely be cared for.

Cut off times are needed but what about in year school changes or tribunal decisions? They happen all year round. How will this be accommodated?

I understand the need for cut off times. Help needs to be given to families to help them complete the application in due time.

I believe cut-off times shouldn't be introduced due to needs that could develop after the application deadline

Not sure

I think this is a good idea, but to be implemented you need to advertise / promote the deadlines better and more effectively

It is essential especially for young people with Autism to travel in cars as public transport is very difficult and they are so animated they cannot access the curriculum

There is nothing wrong with cut-off dates for application. The transport department needs the time to plan based on applications already received.

I can understand the need for a cut-off date, but sometimes in year changes are surely needed.

It's okay, needs to get advertised more prominently

You haven't made it clear do we need to reapply for this service (special transportation) again each school year?

Late applications may be necessary if a child change school/is excluded from school.

Timeliness are subject to change.

I agree to this bit flexibility must be given on certain exceptional circumstances.

I do not know whether I have to apply again for my son or whether the transport from this year will automatically carry over as he is staying in same placement. LA needs to communicate better with parents about forward plans to ensure that we don't inadvertently miss the cut off due to lack of clarity

Understandable, however make sure parents know what you are doing effectively and efficiently.

Offer opportunities to communicate with parents.

Isn't necessary to cut-off date

To minimise disruption cut-off date is necessary

The transport service need working experience team because most people don't know what their job I am not happy with that

Yes

This has not taken into account if the Children with various health issues may be taking part in Sporting activities that are later than the usual times. Or if the parents or not available at have be staying with another guardian for a few hours until a later time.

No comment

I agree with the cut off dates for applications as this would make parents/careers organise themselves better and the services to be running smoothly.

This is unhelpful. A child's needs may worsen during the year. Families may be left without support if they can only apply once a year.

Fair enough

100% agreed. It was always frustrating to not receive anything until at least beginning of September about my sons escort etc. This will hopefully speed it up.

More buses between 3 and 5 pm are needed, especially W3 is always overcrowded when children get off from schools.

I feel that it is stressful having to complete the same thing every year. I feel like there should be an option to allow you to update any information.

I agree but I would leave some flexibility for kids who have special need that can escalate and request additional help all of the sudden (Tourette's is one of these conditions)

Yes, it's reasonable. But please add that if child moves school within academic year, they will be considered. It is particularly essential for SEND children.

I have no problem with a cut-off date as long as it is made clear what these dates are

I agree

05/09/2022

That's ok

The service should be automatic as the school knows what children need the travel assistance. Or why not to simplify by asking to the parents if the child need a school bus.

This will help with the start of the school year when transport can be quite challenging

Ok

As Haringey don't follow timelines when assessing and issuing EHC plans, it's hardly fair that the children will miss out on accessing transport. Tribunals run all year too. I think it sounds quite discriminatory and potentially the LEA could be guilty of DD via this policy.

We can apply or move all year round so send children will be discriminated due to this policy.

Seems fine

I think this needs to be made particularly clear to service users who are in mainstream settings. As a special school we give out lots of reminders, however I have some families (usually those coming to us from mainstream or other settings) who submit late applications due to unclear communication or little support.

I'm sorry if a child's disability is for life there shouldn't be a need to fill in a form every year this is pathetic

Definitely

This will not work for students who get a last minute placement into a school.

Each parent must be individually and specifically contacted to make them aware firstly, whether they have to reapply for transport, and secondly, to make them aware of the cut-off date for the application.

I agree, although there are will be the odd exception.

It's unfair. SEND children move at any point of the school year, why should they lose out on accessing transport due to a policy. Personally, I think its discrimination.

Its discrimination. I applied last May for transport following tribunal, my child still doesn't have transport. Xxx hasn't replied to my email.

This is irrelevant the transport was appalling the start of the academic year, like no other however we do expect teething problems at the start

Often times parents/carer's battle to get statemented and battle for assistance. Just when they believe they can exhale, another battle Transport. There needs to be a level flexibility. These children should not have to be forced to wait as I'm sure they would have been waiting

These need to be very clearly individually communicated to families

Sometimes it's difficult to predict when a child will start in a new SEN school, it's not always beginning of academic year so the application process should not have a cut off time.

Understand the need for this. Need to enlist help of all schools to help parents to be reminded and to adhere to deadlines eg for child starting special school for first time and in particular for child in m/s moving to special. May need to state clearly apply for parents waiting panel/ Tribunal decisions?

I believe that individuals should receive enough time to create a good application.

If my child circumstances have not changed from the previous. Why do I need to reapply every year?

I think this is a good idea. Obviously if there can be flexibility where possible even better.

Are you happy with the proposed inclusion of behaviour contract in the policy?

- Yes - 56
- No - 11
- Not sure - 18
- Other - 10



I find this addition challenging. I appreciate that everyone needs to be kept safe on transport however this emphasis on behaviour could make transport more stressful for some children, it might seem like a demand. It also feels like this part of the policy could be open to discrimination against children and young people using the service. I would suggest that maybe there needs to be more training for the people supporting the children and young people to manage behaviour effectively than putting the pressure on the children and young people to behave, when in some cases it may be beyond their control.

Does the young person enter into a behaviour contract? Staff must be trained to understand and support the behaviours of the students on transport in a positive way. This means training in understanding autism.

Behaviour issues are common in send children. Who decides if the child is misbehaving or struggling due to an unmet need.

Behaviour is communication. It's important that this is understood in the context of children's needs, and that children and families aren't disadvantaged by this.

It's a difficult one; in principle it is right for majority of kids but in case of SEND behaviour IS communication, so child's behaviour can be a manifestation of mistreatment by staff, feeling unwell, being anxious etc. You should include a statement that for SEND children the policy will be applied according to their EHCP or Support Plan.

Some kids needs are different and have different needs and some kids can lash out if frustrated, so I think it's important to have the correct support and information for the kids, they travel on the SEND transport as public transport can become overwhelming so services need to ensure the kids are able to travel for education

What training will you be using?

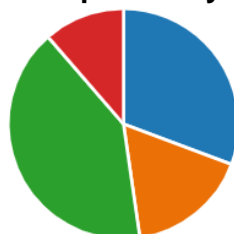
It is not the fault of severely disabled and highly vulnerable young people if they become distressed during hour long bus rides. The journeys should be shorter, no more than 30 minutes.

Not happy but understand there has to be some restrictions

I agree with principle but 'behaviour contract' implies child's poor behaviour rather than expression of their particular need e.g. response to change. Agree plan is essential - could it be called something else - e.g. safe travel plan

In your opinion does the policy support and promote young people to become independent travellers?

- Yes - 30
- No - 15
- Not sure - 42
- Other - 10



Very few young people with autism and learning difficulties would be able to travel independently on public transport. Haringey should be looking for more sustainable and environmentally friendly ways of transporting young people. If Haringey Council are promoting public transport, why do I see Homes for Haringey vans driving around the borough every day?

Every kid's circumstance is not the same.

In our personal situation, it is not, as my son was given a bus option rather than a travel buddy.

Only where this is an identified goal. Also, there will need to be an accompanying piece of work to ensure that TfL staff are equipped to support disabled children and parents to use transport. Too many buses don't enforce the rule that buggies must be moved or collapsed for people who use wheelchairs. This could result in children missing school or being late for school because they can't get on transport. E.g. railway stations don't have lifts or staff don't bring ramps.

Not always applicable. I don't want ideas being put to my son that are not suitable to him.

It's the governments duty as a social government if they need more money they can tax the rich more rather than take it out on children with special needs do no don't ask this question to be clever!

Air conditioning, windows open new buses and escorts to engage with our children and parents,

The amount of SEND children who would be able to travel independently is very small. More investment should be made in providing escorts on public transportation to make Haringey greener.

Yes, some children who are older/secondary school need independence like maybe parents/carers not needing to be physically present to collect from the van in front of the house as long as the parent is at home. Or waiting on their own for pick up in front of their house. Gives them help to be independent and boost self-esteem.

Lots of options given which build on work in school about road safety, how to move about on school trips etc.

Is there anything you feel we have missed, or could improve on?

- Yes - 11
- No - 21
- Not sure - 28
- Other – 33



Communication, parents/carers should not have to be constantly calling the service to check things have been implemented. There should be an easier way to make small changes without having to reapply for the service.

It is very disappointing that Haringey Transport cannot do better in understanding their responsibility for transporting vulnerable young people to education. You keep looking for ways to justify your desire to cut costs and reduce the provision. Your entire attitude suggests a resentment of your service users.

Good communication. Utilising text, WhatsApp and email to inform and communicate with parents and carers

More accessible information and applications sent to families

Ease of applying and re-applying

You need to consider the impact of special needs families on taking away a vital provision such as SEND Transport

Parents need to be clearly told what is offered

More prominently advertising this consultation, easier access to forms, SEN students in special schools to maintain SEND Transport unless individual families state otherwise
Communication

You need to work with more experience transport team

This can't be a blanket policy. People need a personalised approach.

A lot of this should be dealt with on a case-by-case basis. I'm worried this will no longer be the case.

Be honest and respectful

I need a better understanding of your plan in order to answer this question, but I can already see this seems to be helpful

Give a clear explanation what this is actually about

Formatting of document is inconsistent (odd words bolded, bigger; numbers not continued eg. after 1.5 there is 1.7) - it makes look unprofessional and hard to read.

The policy is not easy to find on the website

The transport service are very very poor at communicating with parents. This needs to be addressed

The consideration of training to both bus escorts and buddies needs to be explored. Most of the concerns I receive from families comes from parents who worry about lack of understanding of pupils needs.

Fix yourselves up we are talking about children and families who need this service which also creates work for others so there for I suggest you to get yourselves a better job than to eradicate this service because you won't be able to and I dare you to attempt it because I will start mass media awareness and protest so get your money from the main government and local government if not tell them to tax the rich more.

Policies are wonderful providing end user benefits from them. Please check transport services from The Vale School to home and also from home to The Vale school in the morning. Check whether timetable is actually working or not. Thank you

The service could communicate better with parents and service users

Communication needs to be improved

Schools should be encouraged to provide breakfast clubs to allow parents to drop children at school earlier than 9am.

Escorts should reflect the service users. There should be a lot more diversity. In my opinion it's not inclusive without it. In my experience my child doesn't even know the names of the worker or workers. They don't engage. They communicate more with each other than the service user. The service user doesn't appear to be the key focus.

For children with complex medical needs you say you "will seek to provide" appropriately trained medical staff. There should be no seek about it - it is your legal duty and as you are explicitly stating your staff will not - for example - do tracheostomy changes you are either unlawfully limiting children's access to transport or putting their life at risk. Please also see recent case law on this very issue!

Yes, some children who are older/secondary school need independence like maybe parents/carer not needing to be physically present to collect from the van in front of the house as long as the parent is at home. Or waiting on their own for pick up in front of their house. Gives them help to be independent and boost self-esteem.

Insert section on Communication strengthening the importance of parents and LA keeping each other informed of individual changes for parents and system changes for LA. Importance of close working with school staff and parents re Travel Assistance planning; informing parents and schools of any likely problems as a result of staffing issues etc, weather etc.

Make it easier to understand for parents

Pick up point is too far

Office staff need to be respectful and show some compassion

Will send separate email

We also had feedback/questions from parents that attended the engagement events, here is their feedback:

- **Travel Buddies** - I understand the need to prioritise, however it would be great if YP, who may not meet the criteria of having the 'potential' to be an independent traveller in the very near future, could also be included in this. Maybe particularly the older YP? The benefits being.... independence (walking or going on public transport with a buddy but without a parent;) getting used to being out and about and on public transport to give them (and their family) confidence to use public transport outside of school journeys; 'community presence,' quality of life and sustainability.
- **Costing for PTB** - I think the (privately arranged) travel buddy's time needs to take account of the reality of trying to employ someone for e.g. 30 minutes where they start and end at different places. Who's going to take that job? Buddies are likely to live locally and so may end up a long way from home. I appreciate this might work in some instances e.g. if it's a family member acting as the Buddy on their way to work. I also think that realistically you can't employ someone for less than an hour at a time.
- **Looked After Children** - while I understand it will (nearly always?) make sense for the new borough to make the new assessment and provide the transport when a CYP moves out of borough, I'm wondering how that transfer of responsibility happens? Does/could the Haringey Transport Team ease that transfer (when the CYP is already accessing transport) by liaising with SW Teams, Virtual Schools, new LA etc? And provide temporary transport while the new assessment is being made? Is there a fast track for agreeing payment to neighbouring boroughs? Given that moving boroughs can be where so many Looked After CYP fall through the cracks.
- **Domestic Violence** - similarly when families move boroughs due to Domestic Violence.
- **Temporary Medical Conditions** (including parents' temporary medical conditions) - how quickly can transport be provided? Is there a fast track? (I assume there is a fast track for crises?) The normal timescales of assessment etc would take too long. Re specific doctors' letters - can a common sense approach be applied by liaising with the school and using existing medical letters? Getting a specific letter from a doctor could take way too long. Getting the child back to school when they are fit and well enough for school (but not walking/public transport) should be the priority.
- **Children who live at two addresses** - complicated I know, but is there flexibility to provide transport from two addresses where there is shared custody when both addresses are in Haringey and there is a consistent pattern of where the child lives?

I think a few parts of the Policy are a bit confusing...

I think the fact that the document includes CYP without SEND as well as with SEND makes the Policy a bit confusing at times. (Although I understand that it needs to cover all CYP.) For instance the distance criteria. The statutory walking distances pops up in few places and then says it doesn't apply to CYP with SEND. Could the distance criteria be in one place at the beginning and then not mentioned again?

I'm assuming that an EHCP isn't required to apply for travel assistance? I couldn't find anywhere that says it is required but on the (current) Local Offer the application form for travel assistance says that an EHCP must be provided. Maybe those without EHCPs are covered by the sections on temporary medical conditions, parental disability and crises? What about those with new or deteriorating health conditions who are applying for EHCPs? Could the need, or otherwise, for an EHCP be more explicit in the Policy?

I think the Behavioural Standards chapter is rather unclear. I think I understand (and appreciate) the message that the reasoning is to keep everyone safe rather than to have unnecessary rules. However I think the Policy rather ties itself in knots by saying there are Principles rather than a Code of Conduct. And then listing what to me is a list of rules but calling them Principles! (I'm also not sure how easily people will understand 'Outcome of principle rule breaks'.) I suppose I wonder if this chapter could be simplified and the language clearer while still keeping the ethos? Also wondering if it would be simpler if the Policy just had 'Principles' (safety etc) and then the Rules/Dos and Don'ts as an Appendix? I'm guessing the Dos and Don'ts will evolve and may need regular updating so might be better outside of the Policy.

1.8 School Placementb) a child having an EHCP, with the preferred school being named in the EHCP. If a different school is named in the plan and the parent or carer still wishes to send their child to the preferred school. LBH will expect the parent to make their own travel arrangements, other than in exceptional circumstances. I did finally understand this, but I think it is confusing. (And it's a very important point.) Can it be made clearer?

I think the following have typos or at any rate I don't find them very clear.

1.6 Children and Young People Covered by this Policy: The child/young person will also have to be: - under compulsory school age. - of compulsory school age (5-16) with or without SEND. This is confusing to me. Could add or? But would it be clearer just to take it out and make the whole section shorter and clear? It covers everyone under 16 surely.

3.8 page 23 'a child/young person will be given travel assistance in the mornings only if finish school earlier than the regular school closing time' Would it help to move the word 'only?' (I read it several times before I understood it.)

We also had the following questions/statements asked/mentioned during the events:

"I have heard that children outside of the borough cannot get home school transport."

"Independent travel, can it work with a personal travel budget?"

Appendix Two



London Borough of Haringey

School Travel Assistance Policy

Children and Young People up to 16 years of age in compulsory education

October 2022



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1. Introduction

This document outlines the policy of the London Borough of Haringey (LBH) in relation to the provision of free school travel assistance for children and young people of compulsory school age (0-16 years old)¹. It covers the period up until the end of the academic year in which the individual turns 16.

It gives guidance for children, young people, parents/carers² and schools about how the LBH fulfils its legal duties as a local authority in providing school travel arrangements for its residents.

The purpose of this policy is not to provide LBH with a blanket set of rules to apply to each application or case. The aim is to provide a framework within which the council can make decisions that are consistent and equitable, meeting the specific needs of each individual child and young person.

This document will also explain how parents and where appropriate, young people may apply for home to school travel assistance, how decisions are made, and how parents and young people may appeal against decisions that they are unhappy with.

We offer several different types of travel arrangements to assist children and young people in attending their place of learning, more of which will be explained later in this document. LB therefore used the term 'travel assistance', rather than 'free school transport'.

Statutory Guidance

The principles of this policy have been developed in conjunction with advice from the Department of Education's 'Home to school travel and transport guidance'³. Local Authorities are under a duty to have regard to the guidance when carrying out their duties in relation to home to school transport, and sustainable travel.

Within the guidance, it states that the free transport that Transport for London (TFL) offer for children under the age of 16 is an acceptable form of travel assistance, as long as the needs of the child/ young person have been taken into account. We expect that this provision of travel assistance is sufficient to meet the needs of most children and young people who live in LBH.

¹ This document will use the term 'child' or 'children' throughout to refer to any person who is of compulsory school age, between 0-16 years old.

² This document will use the term 'parent' throughout to refer to a child's legal guardian.

³ A website link to this is available in [Section 7](#) of this document.

1.1 LBH's principles

We are constantly evolving the way in which our school travel assistance services operate, to better suit the needs of our residents. This involves implementing changes to the service to correspond with some of the key principles we have in LBH. Our principles include ensuring the safety of children and young people, sustainability and creating a cleaner environment, and promoting the independence and life skills of children and young people.

1.2 Sustainability

We are also committed to promoting more sustainable travel methods to transport eligible children and young people from their home⁴ to their place of learning. Sustainable travel means modes of travel which may improve either the physical wellbeing of those who use them, or the environmental well-being of the whole or part of the area. LBH's 'Local Implementation Plan' details the council's goals in relation to sustainable travel.

At LBH, we actively encourage children and young people to use alternative forms of travel that promote sustainability, such as walking, cycling, and using public transport to fulfil their needs. As a local authority, we are aware that these travel methods may not be suitable for all the children who are eligible for travel assistance. When these forms of travel are not suitable due to exceptional circumstances such as the child/young person having special educational needs or disability (SEND), we will provide other types of travel arrangements such as taxis and buses. Travel arrangements that are vehicle based are inherently less sustainable than walking and cycling and will only be utilised where all other suitable options are exhausted.

As a local authority we have identified several practices that can help to reduce the impact of vehicle-based travel arrangements. Such practices include but are not limited to:

- incentivising LBH providers to invest in and use greener vehicles by offering longer term contracts;
- routing vehicles in the most efficient way possible;
- devising local pick up/ drop off points to reduce vehicle distances and times;
- grouping children or young people onto buses to reduce vehicle numbers and therefore traffic congestion.

Wherever possible, Haringey will always promote the most sustainable method for a child or young person, based on their specific needs. This is a fundamental part of how we decide on the provisions we will put in place for children and young people if their application for school travel assistance is successful.

⁴ Refers to the registered address of child, or the address that is agreed on the child's EHCP.

1.3 Promoting independence

LBH are committed to providing support for eligible children and young people that enable them to develop independent travel skills that will assist them with taking part in education, employment, life, and leisure activities within their community.

It is our aim to move away from transport practices that don't encourage children to develop independence skills, such as door-to-door taxi or bus services. LBH will utilise one of the many projects that we have implemented that promote independence.

We are particularly proud of our offer in the independent travel training, aspects of which are delivered via our 'Travel Buddies' service. More information in relation to this can be found later in this document (section 3.3). This form of travel assistance has had demonstrable success in assisting in developing the skills to lead truly independent lives.

As a council, we are committed to developing the methods and practices we use that enable us to attain this key principle. We aim to do this in conjunction with parents and schools, to ensure the travel assistance we provide caters for the specific needs of the children and young people living within the borough.

1.4 Safeguarding

As a local authority, LBH are committed to ensuring the safeguarding of children and young people and this is particularly important when children and young people are receiving home to school travel assistance.

Safeguarding means protecting a person's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. In most instances, the most effective way to ensure the safeguarding of a child or young person on their journey to/ from school is for their parents to provide travel arrangements for them.

Where this is not a possibility and LBH provide travel assistance, we have several ways that we ensure the safeguarding of children and young people. These include but not exhaustive to:

- all staff complete compulsory compliance checks such as Disclosure and Barring Service (DBS);
- robust processes and procedures for reporting safeguarding issues;
- travel assistance staff are trained in an accredited 'Child Protection/ Safeguarding' programme;
- stringent contractor vetting processes, including regular audits;
- regular inspections by senior officers of the Passenger Transport Service (PTS) of the provisions we have in place for children.

1.5 Children and young people covered by this policy

This policy applies to all children and young people who are a resident⁵ of the LBH. The child will also have to be under the age of 16. It covers both children with and without SEND.

There is a separate policy regarding school travel assistance for young people who are considered 'Post 16' i.e. between the ages of 16 and 25 years old.

If a family has moved out of the LBH to another Local Authority, even temporarily, it is the responsibility of the new local authority to provide travel arrangements, even if the child or young person remains in a Haringey school.

1.6 Children under 5 years old

There is no legal requirement for local authorities to provide travel support to and from school for children under five years old. As such, LBH will not be offer travel arrangements to children under the age of 5⁶, unless there are exceptional circumstances. We expect that children under the age of five are taken to school by their parent.

There are exceptional circumstances whereby LBH will provide travel assistance for a child under the age of 5. In determining this, we as the Local Authority will consider:

- if a child has SEND and the contents of any Education, Health and Care Plan (EHCP);
- if there are alternative means of facilitating the child's attendance at school;
- what alternative placements or options that may be available;
- the distance and journey time from the child's home to their place of education.
- the best use of the LBH's resources.

1.7 Eligibility criteria

Statutory guidance dictates that there are instances in which a local authority must provide children with home to school travel arrangements or support. To be in receipt of this assistance from LBH, children must adhere to certain eligibility criteria. These revolve around the following:

⁵ Means that a child is registered at an address in the borough which is the child's principal residence. If the child resides equally between both parents, the principal home address will be considered to be the address at which the child is registered, whilst attending school, with their GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child.

⁶ In instances where a child turns 5 during an academic year, travel assistance will only be offered when they are in full time education.

Distance

LBH will provide transport in principle to children or young people whose distance between their home address and school is greater than the 'Statutory walking distances'.

Where a school is within the statutory walking distances of a child's home address, LBH expects parent to make suitable arrangements for their child to travel to school; unless there are exceptional circumstances, such as children with SEND.

To promote the travel arrangement ideals of the LBH, children will be expected to walk; where possible, if their residence is within the following distances from their school:

- 2 miles for children under the age of 8 years old;
- 3 miles for children or young people over the age of 8 years old.

In summary, any child living a distance further than the above will be eligible have school travel assistance provided by LBH.

The distance is measured using online mapping tools, which measure the actual distance travelled (not a straight line or 'as the crow flies'). This will account for a 'reasonable' and 'suitable' route that the child/young person could take to travel to school.

School placement

A child is only eligible to receive travel assistance from LBH if they are attending their nearest suitable⁷ or qualifying⁸ school.

This means that if a child attends a school on the basis of parental preference and there is a more local provision that can meet the child's needs, i.e. there is a suitable school that is closer to the child's home address, it is the responsibility of the parent to make arrangements for the child's travel to school.

The exceptions to this rule are:

- a) based on religious belief. LBH respects a parents' religious and philosophical convictions in relation to their child's education and this will be considered when evaluating which schools are deemed 'suitable' or 'qualifying'.
- b) where the school named in the child's EHCP is the same as the parents' preference, even though it may not be the nearest option. In instances where a school is named in an EHCP and the parent wishes to send their child to a

⁷ Means a school that is suited to the pupil's age, ability and aptitude and/or any special educational needs the pupil may have.

⁸ Means a school maintained by a local authority (state school), a pupil referral unit, a non-maintained special school or an academy (including free schools and University or City Technical Colleges).

different 'preferred' school, LBH will expect the parent to make their own travel arrangements, other than in exceptional circumstances⁹.

Children of compulsory school age with SEND

LBH will make arrangements for all children who cannot reasonably be expected to either walk, cycle, or use public transport to travel to school because of the associated health and safety issues related to their SEND. This may be because a child's mobility, medical and/ or behavioural needs make it challenging for parent to provide travel arrangements to assist the child's journey to and from school.

Most children in LBH with EHCPs do not require specialised travel assistance. We will assess and identify the travel requirements for each child on an individual basis and put suitable arrangements in place, where necessary. Further information can be found in the 'Haringey's decision process' part of this document (section 3.5).

Statutory guidance dictates that statutory walking distances should not be considered when assessing the transport needs of children and young people eligible due to SEND. LBH therefore do not consider this when determining the outcome of applications involving a child/young person with SEND.

The eligibility of children who are awaiting a medical diagnosis and/ or an EHCP, will be assessed using the standard criteria outlined above i.e. distance, school placement, age. This is unless the needs of the child can be evidenced by alternative means for example, by a professional within the school. In this instance, the PTS will consider the eligibility of such children on a case-by-case basis.

Looked after children (LAC)

For children who are looked after by LBH but not living in the borough, it is the responsibility of the local authority that the child lives in to assess their needs and provide school travel assistance, the costs of this transport may be recharged to LBH (upon review of the arrangements being suitable by the PTS).

There may be a delay in receiving travel assistance from a placement local authority due to:

- the time it takes transfer responsibilities between one local authority to another;
- processing time for travel arrangements in the placement local.

During these transitional periods, LBH will provide temporary travel arrangements where possible via its adhoc service. This would need to be arranged via the social worker responsible for the child's placement. It may not be possible for the PTS to

⁹ An exceptional circumstance may be that the school named in a child's EHCP does not have any placements available, thereby forcing them to attend a different school.

provide travel assistance due to various reasons, such as the LBH not having any transport providers in the area. Where it is not possible, the PTS will endeavour to assist the placement authority to ensure travel arrangements begin as soon as possible.

Children living in LBH but are looked after by a different local authority, will have their travel needs assessed and provided by LBH (the costs of this transport may be recharged to the placing authority).

1.8 Exceptional circumstances

Although there isn't a statutory responsibility for local authorities to provide school travel arrangements outside of the remit of the criteria above, LBH recognises that there may be several circumstances that may prevent a child, or their parent, accessing their usual method of school travel. In these instances, we will endeavour to put the necessary arrangements in place. Applications for travel assistance will need to be submitted via the usual process, with more information to be found in section 2. With exceptional circumstances, LBH will endeavour to expedite the applications and put arrangements in place as soon as possible. This is subject to the availability of resources.

Families in crisis

LBH will consider applications for school travel assistance in instances where families are in 'crisis'. We define 'crisis' as a set of issues that a family encounters that prevent a parent's ability to be reasonably expected to provide school travel arrangements for their child, due of the circumstances. An example of this may be because one of the child's parents has passed away and the remaining parent is not able to escort their child to school due to having to provide care for other siblings.

In instances of a family being in 'crisis', LBH will assess the best way in which we can support the family's school travel needs. This will be assessed on a case-by-case basis, using the assessment criteria which can be found later in this document We will review the arrangements and the needs of the child on a regular basis, with LBH removing the travel assistance when the child no longer requires support.

Temporary medical conditions

LBH will consider applications for school travel assistance if a child has a temporary medical condition that means that they are unable to use the regular for of school travel that they would normally use. In these instances, we will expect parents to have exhausted all other options for school travel prior to applying.

We will require written evidence from a medical practitioner, such as a doctor, supporting the existence of the medical condition.

The eligibility of this criteria will be assessed outside the parameters of statutory walking distances and if the individual is deemed eligible, the travel arrangements put in place will be based on the specific needs of the child. We will review the arrangements and the needs of the child on a regular basis, with LBH removing the travel assistance when the child no longer requires support¹⁰.

Children with mental health conditions

LBH will consider applications for school travel assistance if a child has a mental health condition, such as severe anxiety and depression, which results in them being unable to use the regular methods of school travel, due to safeguarding concerns. In these instances, we will expect parents to have exhausted all other options for school travel prior to applying.

We will require written evidence from a medical practitioner, such as a doctor, supporting the existence of mental health condition.

Children with disabled parents or carers

LBH expects parents or carers to escort or provide the necessary travel arrangements for their children in instances where they are not eligible for assistance from LBF.

This may not be appropriate for all residents within the borough, particularly in cases where a parent has a disability that may restrict their ability to accompany the child to their place of learning. In instances such as this, we will consider applications for travel assistance, even if the child is not eligible by other criteria.

We will require written evidence from a medical practitioner, such as a doctor, confirming that the parent is unable to escort/ provide travel assistance for their child due to their medical condition(s).

The council will use their discretion as to which provisions are put in place, on a case-by-case basis, using the assessment criteria which can be found later in this document (section 3.5).

Domestic violence

Where a family are forced to move address, whether this is moving into the borough or within it, due to domestic violence, LBH will consider applications for travel assistance. This will forego the regular eligibility criteria such as distance. . The arrangements may be interim or temporary solutions that have been sought in the short term and will be subject to review/ change.

¹⁰ When the medical condition no longer prevents the child from accessing their usual form of school transport.

Children residing at two addresses

In instances where a child lives at two addresses, for example if separated parents share joint custody of the child, LBH will provide home to school travel assistance from the primary address, provided:

- the child's primary address is within LBH;
- the child is eligible for travel assistance based on the eligibility criteria in section 1.7;
- the child's EHCP is administered by LBH.

LBH will consider providing travel assistance to and from the second address, and will provide support when logistically possible and within the best use of resources.

2. Applications

Applications for school travel assistance can be made via our website:

https://eforms.secure.haringey.gov.uk/ufs/TRANSPORT_AND_TRAVEL.eb?ebd=0&ebp=10&ebz=1_1636535537036

All applications must be submitted via the website and can't be made over the telephone or via email. It is essential that applicants¹¹ include as much information as possible with regards to a child's condition(s) as this will allow us to provide the most suitable travel arrangements to fulfil the child's needs.

If an applicant is unable to complete the application form whatever reason, they should contact the Passenger Transport Service (PTS) (details in section 6) or seek assistance from their school to submit it on their behalf.

Applications for travel assistance will be assessed by officers within the PTS, with the final decision being made by the Transport Manager. During the decision making process, the PTS will follow the process outline in section 3.5. The PTS which they will consult with other professionals such as EHCP caseworkers and school teachers, allow the PTS to gather the most complete picture of the child's needs and therefore, their eligibility.

Applicants will receive a decision with regards to the outcome of their application in writing.

2.1 When is a new application required?

Applicants will need to complete a new application for a child if one of the following applies to them:

- the child has changed address;
- the child has changed the school they attend;
- the child is moving from nursery school to primary school;
- the child is moving from primary school to secondary school;
- the child is 16+ and moving to a new school or college, or remaining at the same school.

Making a new application will allow LBH to gather the most accurate information and allow us to accommodate the needs of the children more effectively.

LBH will not require a new travel assistance application between academic years if the child's current circumstances will not change i.e. they attend the same school, live at the same address and have the same SEND needs.

¹¹ Applicants has been used in this document, as parents, carers, schools or even children can make an application for travel assistance

2.2 Timescale

Although we aim to process applications as quickly as possible, parents should allow up to 30 days¹² from the date of application for a response to their application. After the acceptance of an application, a parent should allow up to ten working days from receipt of the confirmation for the travel arrangements to be put in place. If an applicant has not received an answer in this timeframe, they should contact the PTS team (details in section 6).

To reduce disruption to the service and inform effective planning, LBH are implementing cut off dates for applications. **The cut off dates are only applicable for applications made for arrangements to begin for the next academic year.** The beginning of the academic year is the most critical time with regards to school travel and we aim to promote continuity in the service we provide the children. Late applications present several issues for the service in several ways, which is why a cut-off date is necessary. These issues include but are not limited to:

- other service users having to be placed on different vehicles to what they have become accustomed to in order to accommodate new children and young people;
- vehicles not being optimised to fulfil the specific needs of the children on board;
- longer journey times due to routes becoming inefficient;
- temporary overcrowding of vehicles until children and young people can be moved/ new vehicles procured.

Applications that are made during the academic year, whether they are for new service users or due to a change in circumstances outlined in section 2.1, will be subject to the usual processing time of 30 days.

Late applications will still receive travel assistance, however this may be delayed for the start of the academic year. The arrangements may be interim or temporary solutions that have been sought in the short term and will be subject to review/change.

Cut-off dates will be published well in advance on the LBH's local offer, which is available on our website. We will also correspond with parents in writing via mail/ email informing them of the exact dates.

The cut-off dates will not apply in cases where there are exceptional circumstances. **Examples of exceptional circumstances may include:**

- **a child's circumstances changing e.g. moving address, after the published cut off dates;**

¹² This document uses calendar days- not working days unless stated otherwise.

- the applicant awaiting the outcome of a SEND panel and/or review;
- an EHCP being assessed or reviewed after the cut-off date;
- the applicant awaiting the decision of a tribunal with regards to a child's school placement.

The arrangements for applications made under exceptional circumstances may be interim or temporary solutions that have been sought in the short term, and will be subject to review/ change.

3. LBH's travel assistance offer

LBH considers public transport as a suitable method of transportation for most children to travel to their educational provisions. As a resident of a LBH, ALL children under the age of 16 are entitled to free travel on buses to facilitate this.

Where this option may not be suitable for a child, we operate several different schemes to provide support for children and young people to allow them to attend their place of learning. These services can be accessed upon application and only if certain criteria are met (as per section 1.7 &1.8).

In instances where a child/ young person is not eligible for travel assistance and/or their application has been declined, LBH will expect them to travel to their place of learning (accompanied if necessary) using provisions in place by TfL (more information in 3.1).

If a child/ young person's application for school travel assistance is successful, LBH will use its discretion to offer one of three travel options, based on the specific needs of the individual. The options are as follows:

- vehicle transportation- the child will be transported by taxi or bus, most likely with other children attending the same school. More information in section 3.2.
- independent travel training/ travel buddy scheme- supported one-to-one or group training designed to equip children with the skills required to travel independently, be it on foot, or by public transport. More information in section 3.3.
- personal travel budget (PTB)- a PTB is a payment designed to help parents to make any of the travel arrangements needed to facilitate their child accessing school. More information in section 3.4.

It is down to the discretion of LBH to decide which of these options is most suited to the needs of the child, as well as the best use of Haringey's resources.

Further information about how Haringey makes their decisions can be found in section 3.5.

3.1 Transport for London (TfL) Travel Pass/ Oyster Card

In instances where a child/young person is not eligible for assistance from LBH and/or, is capable of using and has access to public transport, LBH will expect the offer of travel assistance from Transport for London to provide sufficient support to facilitate a person's transport to school. The current offer allows children and young people of school age, up to the age of 16, free travel on buses and trams¹³. In conjunction with this, TfL offers discounted Tube, TfL Rail and National Rail Services.

¹³ This is up until the end of the academic year in which the individual turns 16.

Applications or further information regarding travel passes or oyster cards can be accessed through the TfL website (www.tfl.gov.uk/).

3.2 Vehicle transportation

Provisions of travel assistance using taxis or buses will only be granted when it is deemed essential to the child or young person's needs. LBH will provide suitably qualified, registered vehicles from a commercial provider that adhere to the contractual standards that the council have set.

In a bid to reduce congestion and to make best use of council resources, children and young people will mostly travel together on communal bus routes. We will only provide individual private hire vehicles based on the assessed needs of the child.

LBH may also provide vehicular transportation if the child/young person is the only person, or a small number of children and young people, who attend a particular school or placement. This is usually the case when the child/young person attends a school out of the borough.

We will regularly review the duration of vehicle journeys, taking into consideration the route and the individual needs of the passengers on board. Statutory guidance suggests that the maximum each way length of journey for a child of primary school age to be 45 minutes and for secondary school age 75 minutes¹⁴. This journey time may not be suitable for every young person, for example where they have SEND and/ or has acute medical needs. LBH will assess routes on a case-by-case basis and provide additional travel assistance arrangements where necessary.

Pick-up & drop-off points

Children and young people will only be picked up from their home address if it is essential to their individual needs. In all other cases, LBH will inform the parents of a local pick up/ drop-off point. These locations are usually communal areas where we can pick up/ drop-off children. The reasons for using these are:

- to encourage and maintain independent travel for children;
- to reduce the journey times for children/ young people;
- to ensure that the route taken is the most efficient.

We offer two types of pick up & drop off points. They are:

- local pick-up & drop-off points
- home pick-up & drop-off

Local pick-up & drop-off points

This will be a safe and convenient location, close to the child/ young person's home address, within a reasonable walking distance.

¹⁴ This is dependent on the placement the child attends. For example, if a young person attends a college that is approximately 75 minutes away, it is reasonable that the person may be on a vehicle longer than the statutory guidance, due to variances in traffic etc.

When assessing if a child/ young person will access their travel arrangements from a local collection point, LBH will consider both the child's and the parent's individual needs. This will include but not exhaustive to:

- the mobility needs of the child;
- the health needs and/ or medical conditions of the child;
- any sensory impairments of a child;
- the personal safety of the child;
- public safety;
- family circumstances.

Local pick-up points will be individually assessed for suitability and will be approved by LBH before they are used. When assessing the suitability of a local pick-up point, we will consider the following:

- if the pick-up/ drop off location is within a suitable distance of the child/young person; s home address;
- if the vehicle can access the area and can effectively allow children and young people to board the safely;
- if the location allows for the child/ young person's mobility needs e.g. wheelchair access;
- if the location is an area where there is low traffic/ pedestrian congestion e.g. avoiding busy car parks where possible;
- if the location has suitable shelter in the event of adverse weather conditions.

It is a parent's responsibility to ensure their child's safe passage to and from these locations. We therefore do not consider age a factor in determining whether a child/young person is suitable for local pick-up / drop-off points.

Home pick-up & drop-off

Where it is determined to be necessary due to a child/ young person; s needs, LBH can provide pick up and drop offs from their home address.

The parent or a responsible adult must be at the home address at the time that the child/ young person is picked up/ dropped off. We will endeavour to provide the most accurate times but variables such as traffic can affect these.

Carers with more than one child on Haringey travel assistance

We will also consider providing home pick up/ drop off where a parent has more than one child on travel provided by LBH. This is to prevent any issues arising from parents having to be at certain pick up/ drop off points at logistically challenging times.

Pick-up/ drop-off times

Parents will be informed of approximate times that their child is to be picked-up or dropped off by the PTS team. Although we will endeavour to accommodate the individual needs of children and young people, we cannot take parental and family circumstances into account when arranging pick-up and drop-off times. Due to many of the vehicle services we operate being communal, we are unable to provide times based on parental 'preference', as we will not be able to cater for every user's needs at the same time. This would include whether a parent is unable to accompany their child to and from their pick-up & drop-off point due to work commitments.

In instances where parents are taking siblings of their child to the same, or another school, we expect parents to make suitable arrangements to ensure their child is at the collection point in the morning/ a responsible adult is available at the drop-off location in the afternoon.

Exceptional circumstances may exist and if so, we will consider the evidence provided on a case-by-case basis.

Lateness

If a parent is late in getting a child to the pick-up point or getting them ready, LBH's vehicles will wait a maximum of three minutes after arrival. After this point, the vehicle will move on to the next child that needs to be picked up. This is to ensure the smooth running of the service and to prevent any further delays for other passengers on the route.

If the vehicle has left the pick-up point due to the child being late, it is the responsibility of the parent to make their own travel arrangements to get the child to their place of learning. If the parent is able to do this, LBH will be able to recommence arrangements from the afternoon collection from school.

If a LBH vehicle is running late, parents may be able to track the progress of the route by using the 'Missions' app. The App will provide parents with the current geographical location and they should therefore check the 'Missions' App prior to contacting the PTS team. For more information on the 'Missions' App or how to access it, parents should check with the PTS team.

In instances of severe lateness, we will endeavour to notify the parents by SMS text, email, or by a phone call¹⁵. It is therefore pivotal that we are kept informed of the latest contact information for parents. We will also endeavour to keep schools apprised of the lateness when this occurs.

¹⁵ This may either be from the PTS office team or the passenger attendant on board the vehicle.

Passenger assistants/ escorts

Based on the needs of the children on any given vehicle, LBH may provide a passenger assistant (PA)¹⁶. A PA will only be provided where it is deemed necessary for the safe operation of the vehicle and/ or care of the children and young people on board.

Factors that determine the need for an escort include but are not exhaustive to:

- the age of the child or young person.
- the medical needs of the children and young people.
- the behavioural needs based on a young person's SEND.

The needs of the passengers on board the vehicle will be assessed by a member of the PTS team.

3.3 Independent travel training and travel buddy scheme

LBH may decide to provide assistance in the form of travel training via our travel training and travel buddy scheme. One of our core values is to promote independence for children and young people, with these forms of travel assistance the most effective way to achieve this.

We offer two components to LBH's travel training offer. These are:

- Independent travel training (ITT): is one-to-one training with an accredited travel trainer on a regular, but not daily basis. The travel trainer will tailor a specifically designed program to develop a child's travel confidence and skills, be it on foot, or by public transport;
- Travel buddy scheme- is a supported travel assistance scheme on a daily basis, which involves a travel buddy accompanying the child/ young person on their journey to school, be it on foot, or public transport.

The principle is for a child to participate in ITT sessions on a regular basis. On days when a child is not receiving a one-to-one ITT session, they will travel to school with a travel buddy, implementing the skills they have developed during the ITT sessions on a daily basis.

LBH's travel trainers will work closely with school staff, parents, and children and young people to cater the travel training to the specific needs of the child.

Travel training is not only beneficial for children and young people whilst they are travelling to education, but it can also help them in many other ways. This includes such benefits as increased independence, self-esteem, access to social life, social skills, and access to job opportunities.

¹⁶ Also referred to as an 'escort'.

We aim for children and young people to have the same trainer and/ or travel buddy throughout their training (except during leave and exceptional circumstances), and the team can offer support afterwards.

All of our training programmes are accredited. For a child/ young person to be declared 'independent', the individual's travel skills are evaluated by one of our assessors. Where the older child/young person displays the necessary skills to travel safely to school independently, they will be accredited with a certificate detailing that they have successfully completed the course.

In instances where a child/ young person doesn't exhibit the necessary skills to be independent, LBH will provide additional training, amending the teaching methods where necessary.

Once a child has been certified as independent, LBH will expect the travel assistance offer from TfL (in section 3.1) to provide sufficient support for the child's journey to and from school.

Training delivery

Parents will be involved from the outset, starting with a meeting with the travel assessor who will work with them to tailor the program to their child's needs. A travel trainer and/ or travel buddy will accompany the applicant throughout their whole journey from home to school and vice versa, empowering them to manage every aspect of their journey independently. The program will encompass:

- personal safety;
- children finding their way;
- Green Cross Code;
- road, walking, and bus safety;
- planning a journey;
- using a bus pass and paying a fare;
- using buses, trams, & trains;
- problem solving, such as service cancellations.

Until the older child/ young person is considered capable of completing the route on their own confidently, they will always be accompanied by a travel trainer and/ or travel buddy. There will be regular assessments of progress, which will be shared with the family and school of the child/young person.

Some special schools in the borough offer their own travel training for their pupils. Parents should check with their child's school first before applying to the Passenger Transport Service.

Eligibility

The purpose of ITT and the travel buddy scheme is to help the LBH to achieve its objectives of promoting independence. LBH acknowledges that there are other

benefits of accessing these programs besides the child developing independent travel skills. These include the possible mental and physical health benefits that these schemes promote when compared to other forms of travel assistance. The PTS will consider children who have been assessed that they may not be able to travel independently, but there is a demonstrable positive outcome of using these schemes. However, due to the finite amount of resources at the disposal of LBH, young people who have been assessed by the PTS to show the potential to travel to and from school completely independently once trained; will be prioritised.

Prior to training takes place, we will first assess whether the child/young person is ready for travel training on case-by-case basis. To assess a child/young person's suitability for the schemes, LBH will consider:

- the information on an EHCP for the child/young person, if applicable;
- information contained in the application form;
- risk assessments obtained from schools;
- route assessments by a LBH officer;
- information from key workers.

On the days where there is no travel training, for example when a travel trainer is absent due to illness, the learner will continue to use their normal mode of transport to get to school/college. Once the training is completed and the learner becomes independent, they will start to walk or use public transport as trained.

Applications should be made via the usual method, more information in section 2.1.

3.4 Personal transport budget (PTB)

A PTB is a payment designed to help parents make any of the arrangements needed to facilitate their child accessing school. Parents can use the budget in any way they wish to ensure the child attends school every day, on time, and ready to learn.

Examples of how a PTB may be used include:

- contributing towards covering the costs of running a car;
- purchasing travel passes for the parent and/ or child to use public transport;
- paying for travel arrangements for an older sibling, thus allowing the parent to accompany the younger child to school¹⁷;
- paying for childcare arrangements for a younger sibling, whilst the parent takes the older sibling to school;
- paying a PA to accompany the child to school on public transport i.e. a travel buddy;
- arrange shared travel, such as a car or taxi, sharing with another family;
- purchasing bikes for children and support climate change initiatives.

¹⁷ This should be considered particularly in cases for children with SEND, with this parent taking the child with SEND themselves.

If a parent chooses to receive a PTB, LBH will consider their duty of providing school travel arrangements for eligible children fulfilled and will provide no further assistance.

PTBs are granted at the discretion of the local authority, where it is cost effective for the authority to do so. There is no automatic right to receive a PTB, in place of alternative transport assistance, which may have been offered. We reserve the right to withdraw the PTB at any time. If we were to withdraw this support, LBH will provide alternative forms of travel assistance¹⁸.

To receive a PTB, applicants must apply through the usual application form and contact PTS (details on how can be found in section 6) to state their preference for a PTB. Children must comply with the eligibility criteria detailed within this policy (more information in section 1.7 & 1.8) to entitled to a PTB.

The value of a PTB is dependent on numerous factors, which will be considered when determining the amount of financial support each child is entitled to. These include but are not limited to:

- the distance from the child/young person’s home address and school;
- the duration of the journey from the child/young person’s home address and school¹⁹;
- school schedule i.e. the number of days the child/young person attends school;
- reasonable methods of travel (i.e. walking, bus, tram or train) based on the child’s needs, and the expense associated with them;
- passenger assistant costs to act as a ‘travel buddy’ or trainer²⁰. LBH will pay the ‘London Living Wage’ for this cost, for the duration of the journey and any reasonable journey times associated with the route i.e. a travel buddy journeying to and from the passenger’s pick-up/ drop-off point;
- fuel costs.

Formula for PTB value:

$$\begin{aligned}
 & (\text{journey time} \times \text{PA cost per hour} + \text{journey cost}) \times \text{journeys per day} \times \\
 & \text{number of days attending school per week} \times \text{number of weeks per academic year} \\
 & = \text{PTB value}
 \end{aligned}$$

Appendix A (on page 41) displays a diagram demonstrating an example of how a PTB is calculated.

¹⁸ Unless there are exceptional circumstances, such as those outlined in the Ceasing/ withdrawal of travel assistance (section 3.7).

¹⁹ Journey times will be calculated using Google Maps, taking into consideration traffic or public transport variances for the time of day that a child travels.

²⁰ Parents may be considered to undertake this role.

When a parent has more than one child who are eligible for a PTB, they may be entitled to receive a PTB for each child. The values of each PTB will be determined by the above criteria, however the budget paid for the first child will also be considered when determining the value for subsequent children and young people.

PTBs are paid over the academic year (in arrears on a monthly basis unless other arrangements have been made). As a part of receiving a PTB, a child/young person's attendance record at school will be monitored and reviewed. Payments that have been made for days that they are absent will be deducted from the following month's PTB payment. If a child's attendance drops below an acceptable level without a suitable reason²¹, LBH may decide to withdraw the PTB. We determine that the statutory expectation of 95% attendance to be acceptable.

If a child/young person is in receipt of a PTB and their parent believes it is no longer suitable, or not of sufficient value to fulfil their needs, they must notify LBH in writing (details can be found section 6 of this document). We will require supporting evidence as to why the PTB is no longer suitable, or of sufficient value for the parent to provide travel arrangements for the child. The case will be reviewed by a senior officer of the PTS team, who will consider:

- LBH's decision making process (outlined in section 3.5 of this document);
- the factors such as distance and journey times etc.; as outlined in this section of the document (section 3.4),
- the supporting evidence supplied by the parent.

Parents should allow for 30 calendar days to receive a response in writing. During this time, it is the parent's responsibility to provide travel arrangements for their child. If LBH determine that the parent's explanation is valid, we may:

- provide an alternative form of travel assistance, with arrangements commencing after the payment period for the most recent PTB instalment;
- increase the value of the PTB accordingly, with adjustments being made from the date of the confirmation email.

Parents who are not satisfied with the outcome of this review of their PTB should follow the procedure outlined in the Appeals section (4) of this document.

Mileage claim

In instances where a parent can provide their own travel arrangements by vehicle, they may be eligible to claim mileage. The child will have to be eligible to receive travel support as per the criteria in section 1.7 & 1.8).

²¹ LBH will correspond with schools and parents to determine what is an 'acceptable level', based on the individual needs of the child. We will only consider unauthorised absences when determining acceptable levels of attendance.

Formula for mileage:

$$\begin{aligned} & (\text{Miles per journey} \times \text{average vehicle miles per litre} \times \text{fuel cost per litre}) \times \\ & \text{number of days attending school per month} \\ & = \text{Mileage claim value} \end{aligned}$$

3.5 Haringey's decision process

After receiving an application, an assessment will be made as to whether the child/young person is eligible to receive travel assistance from LBH, as per the 'Eligibility Criteria' section 1.7 above. All decisions will take governmental statutory guidance and legislation into consideration. Applications for travel assistance will be assessed by officers within the PTS, with the final decision being made by the Transport Manager.

Once a child/young person is deemed to be eligible, LBH will determine the type of travel assistance that we will provide. We will consider evidence regarding, but not limited to:

- the specific needs of the child/young person, particularly in instances where they have SEND;
- whether the child/young person is attending the nearest suitable educational establishment that fulfils their needs;
- whether there is a family member/carer who is able to transport or accompany the child/young person.
- the distance from home to school;
- the complexity of the journey from home to school;
- if the child/ young person can become an independent traveller;
- the best use of Haringey's resources.

To ascertain all of this information, we rely on a number of sources. These include:

- the information within a child's EHCP, if applicable;
- information contained in the application form;
- risk assessments obtained from schools;
- route assessments by a PTS officer;
- information from passenger attendant/ escorts;
- information from key workers.

As such, it is essential that information about a child/ young person's medical needs, ways of communicating with people, particular likes and dislikes or fears (such as loud noises etc.) are included in their application.

As an example, a particular child is a wheelchair user. As a result of being informed of this, LBH can plan to put provisions in place that reduce the impact of this on the child's journey. If the child is receiving travel training, we will take this information into account to ensure the public transport routes they use are accessible.

A diagram of the decision process can be seen in Appendix B (on page 42).

3.6 Travel assistance reviews

LBH reserves the right to review the type of travel assistance that a child/young person receives. Typically, this will be assessed annually but there are some circumstances that may result in transport arrangements being reviewed. These include but not exhaustive to:

- a child/young person transitioning from one school to another (nursery to primary, primary to secondary and after the child or young person is over 16 years old);
- a child/young person's home address changing;
- a change in the child/young person's needs;
- an incident occurring on the current travel arrangements²², necessitating the need for a change in the type of travel assistance provided.

In all the above examples, it is the parent or carer's responsibility to re-apply for transport and/or notify LBH of the change in circumstances. Failure to inform the PTS team of any changes may cause delays with the provision of transport for the child/young person being put in place, or potentially withdrawn.

The results of a review will be implemented at a convenient time of the academic year, such as the beginning of the school term. In instances where a child/young person is moving home, the new arrangements will be made as soon as reasonably practicable.

3.7 Ceasing/ withdrawal of travel assistance

Outside of the outcome of a review there may be various reasons why a child/young person's travel provisions may be withdrawn. These reasons may include but are not restricted to:

- if it is proven that travel assistance was obtained on the basis of fraudulent or misleading information;
- a child/ young person's behaviour is in contradiction to the behavioural standards (more information can be found in section 5.1 of this document) and is so severe that travel arrangements are withdrawn. This is assessed on an individual basis, taking into consideration the specific behaviours a child's SEND.

3.8 Transport times

LBH will provide travel assistance to and from school at the beginning and end of each day. This will be at 'regular' school times, as determined by the school

²² Such as an incident that that has led to a temporary suspension from transport.

schedule. This ensures that we, as the local authority, will have the necessary resources available at the specific times that travel assistance are required. LBH appreciates that a child/ young person's educational programme may differ to 'conventional' school timetables, especially in the case of children and young people with SEND. In exceptional circumstances, we will put provisions in place. An example of one of these circumstances would be if a differing timetable were to be named as part of a child/young person's EHCP.

Prior to LBH providing travel assistance for a child/young person, we will inform parents of the schedule for these arrangements. **For example, a child/young person will only be given travel assistance in the mornings if they finish school in the afternoon earlier than the 'regular' school closing time.**

Breakfast/ after school clubs

LBH do not provide travel arrangements outside of regular school times and do not provide transport for non-statutory school activities, such as breakfast clubs. In these circumstances, it remains the parent's responsibility²³ to provide travel assistance for the child.

There are various reasons why travel assistance isn't provided outside of the 'regular' school times. These include but are not exhaustive to:

- a PA being allocated to the route and this resource not being able to accommodate the different times;
- a child/young person being allocated to a route with other passengers who do not attend the same club;
- breakfast/ after school clubs not being at the same location as the school;
- club times being inconsistent e.g. a club finishing at 4pm one day and 5pm the next.

LBH will only consider providing travel arrangements for breakfast/ after school clubs where it is logistically viable. An example of this would be where all the children who are allocated to a particular vehicle all attend the same after school club, and the travel providers and PA are able to accommodate the change in times. It is down to the discretion of LBH whether we will provide travel assistance for breakfast/ after school clubs.

Residential schools

Where a child/young person is attending a residential school, LBH will only provide travel assistance:

- at the beginning of the week;
- at the end of the week;

²³ In some instances, schools provide their own transport for these activities. Parents should check with their school prior to contacting LBH regarding this.

- at the start of half term/ term
- at the end of half term/ term
- in cases of emergency, with what constitutes an 'emergency' being at the discretion of LBH.

We will not provide travel arrangements for parents or families to visit the school. If parents wish to visit (including the first day of school), they must make their own arrangements or contact the school.

Additional journeys

LBH's transport providers are only permitted to provide travel assistance for children in the following instances, unless authorised by an officer in the PTS team:

- a journey from a child's designated pick-up point to their school;
- a journey from a child's school to their designated drop off point;
- on journeys as per the child's school schedule, as agreed by LBH.

We will not provide travel arrangements for:

- school trips;
- medical appointments;
- work experience or work placements;
- early collections from school due to a child/ young person's illness;
- visits to other school locations away from the pre-agreed school placement location;
- sports facilities.

Where pupils have more than one address, home to school travel assistance will be provided to and from the residence where the pupil is habitually and normally resident.

3.9 What to do if a child/young person's arrangements aren't suitable?

If a parent feels that the arrangements for their children are not suitable, they should email PTS at school.transport@haringey.gov.uk; stating the reasons that they are not suitable and provide any supporting evidence for this.

They can also follow the 'Appeals' procedure outline in section 4.

4. Appealing a decision

A parent has the right to appeal decisions that LBH make surrounding their child's travel assistance arrangements. Reasons for parents to appeal may include but not exhaustive to:

- when an application for travel assistance is refused;
- when LBH proposes arrangements for travel assistance that the parent does not agree to;
- when LBH changes the existing travel assistance arrangements for a child that a parent does not agree to.

The appeal process has two stages. Stage one will look at the original decision and assess whether it had the correct outcome. If a parent is still not happy with the decision of the stage one appeal, they have the right to proceed with a stage two appeal.

Appendix C (on page 43) displays a flow diagram showing the appeals process.

Each stage of the appeal will assess:

- the nature of the decision reached;
- how the review was conducted (including the standards followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered in the decision;
- the rationale for the decision reached.

4.1 Stage one appeal

A stage one appeal must be submitted in writing within 20 **days** of the letter or email refusing travel assistance or proposing changes to existing arrangements. Stage one appeals must be sent to:

School Travel Assistance Appeal,

48 Station Road,

5th Floor, SEND Department

London,

N22 7TY

or by email to: appeals@Haringey.gov.uk

This appeal will be reviewed by a senior officer within the SEND team at LBH, who were not involved in the original decision. It should contain:

- the reasons why the parent believes the decision should be reviewed;

- any details of supplementary evidence or reasoning that the parent believes should be considered when the decision is reviewed.

After the appeal has been reviewed, the outcome may be to:

- uphold the appeal, or;
- not uphold the appeal and continue to refuse travel assistance.

The person appealing will be informed of the stage one decision in writing within 20 days of receipt of the appeal.

If a parent is not satisfied with the outcome of the stage one appeal, they can proceed with a Stage Two appeal.

4.2 Stage two appeal

A parent has 20 days from receipt of LBH's decision of the stage one appeal to escalate the appeal to stage two. This must be submitted in writing to:

School Travel Assistance Appeal

48 Station Road,

5th Floor, SEND Department

London,

N22 7TY

or by email to: appeals@Haringey.gov.uk

The appeal must be submitted in writing and must include the reasons for challenging the decision of the stage one appeal. It should include any new evidence or documentation that has become available.

Within 60 days of receipt of the parent's request, an independent appeal panel will consider written and/ or verbal representations from both the parent and the officers involved in the case. The person appealing will be provided with a detailed written notification of the outcome of the stage two appeal, within 5 working days of the panel convening.

The outcome of Stage two appeals are final and there is no further right to appeal.

4.3 Ombudsman

If a parent believes that the LBH has failed to follow correct procedures, or if there were any irregularities in the way the appeal has been handled, they have the right to complain to the Local Government Ombudsman.

The Local Government Ombudsman's contact details are:

- 0300 061 0614

- www.lgo.org.uk

If the parent considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

4.4 Important appeals information

During the appeals process, the following will apply:

- no travel assistance will be provided;
- no changes to existence arrangements will be implemented.

Parents are responsible for providing travel assistance for their child until the outcome of the appeal has been determined.

4.5 Complaints

If parents wish to make a complaint about the level of service they have received regarding their child's school travel arrangements, they can submit a complaint via the council's dedicated webpage:

<https://www.haringey.gov.uk/contact/council-feedback/make-complaint>

They can also complain in writing to the following address:

Head of Service: SEND
48 Station Road,
5th Floor, SEND Department
London,
N22 7TY

5. General information

5.1 Behavioural standards

It is the responsibility of LBH to ensure that all children who are provided with travel assistance get to their place of learning safely and ready to learn. To ensure the safety of everyone on board vehicles, it is essential that passengers adhere to a number of behavioural standards whilst travelling to and from school. These standards are outlined by the 'Dos' and 'Don'ts' in Appendix D (page 44).

Where one or more of the behavioural standards are not adhered to by passengers, PTS will conduct an investigation into the alleged incident. Each incident will be investigated on a case-by-case basis, taking into consideration:

- how a child's SEND may have, if at all, contributed to an incident occurring;
- how the current travel arrangements may have contributed to an incident occurring;
- how any other factors contributed to an incident occurring e.g. a change in personal circumstances/ family dynamics/ medication.

The outcome of the investigation will allow LBH to put the necessary measures in place to ensure the health and safety of the individual, other passengers, PAs, and drivers. During the investigation and depending on the severity of the incident, LBH may have to temporarily withdraw travel assistance until the matter has been fully investigated, and/ or until the necessary provisions are put in place to ensure safety of everyone involved²⁴. The withdrawal may be a result of the delay in being able to provide additional resources, such as a one-to-one PA or safety equipment, and updating risk assessments. PTS will endeavour to put the necessary arrangements in place as soon as possible.

It is the aim of the PTS team to facilitate the learning of all eligible children and young people, and we will consider temporary withdrawals only when it is necessary for the health and safety of all the individuals involved.

Prior to any of the outcome of an investigation being enforced, LBH will consult with the parents and the school of the child to:

- inform them of the decision that was reached;
- explain how decision was reached;
- explain how the decision affects their child's school travel arrangements going forward.

Parents/ carers will be responsible for transporting their own children during any period where travel assistance has been temporarily withdrawn.

²⁴ Guidance from the Department for Education states that non-provision of transport during periods of exclusion on behavioural grounds does not mean that LBH is failing in its statutory duties.

During an investigation, PTS will examine evidence from:

- EHCPs
- other professionals, such as case/ social/ health workers
- reports and testimony from drivers, PAs, other passengers, and/ or members of the public who witnessed the incident;
- evidence submitted by parents;
- evidence submitted by schools.

For children and young people with SEND

LBH understands that children and young people with SEND may experience challenging behaviours because of their condition(s).

When LBH experiences an incident or an exhibition of challenging behaviour on the travel arrangements we provide, we will work closely with parents and schools to gather more information into their child's specific needs and how our service can meet them.

We may contact schools to obtain 'Behavioural, Sensory and Communication' profiles for the child/young person, as well as asking parents for their assessment of their child's needs in the form of a 'One Page Profile'. An officer of the PTS team will contact the relevant party i.e. the parent or school, to provide the information where necessary. Both profiles will enable us to cater to the specific needs of the child and prevent further incidents from occurring in the future.

If a child/young person is still experiencing behavioural issues whilst using the travel assistance we provide, a risk assessment may be conducted by an officer of the PTS team to determine what other provisions may be necessary to allow safe travel of all the parties involved.

5.2 Parental/ carer responsibilities

Overall responsibility for a child/young person's attendance at school is that of the parent. LBH will endeavour to make travel arrangements for eligible children and young people that are suitable not only for the child/young person, but parents and schools alike. Despite this, we cannot change travel arrangements to suit a parent's work schedule. Parents are expected to make other suitable arrangements for someone else to accompany their children as necessary.

In the instances that LBH do provide travel arrangements for a child/young person, it is the responsibility of the parent(s) to ensure:

- their child is at the 'pick up point' or ready to be collected from home at the allocated time in the morning;
- a responsible adult is at the drop off point or home of their child at the end of the day at the allocated time;

- their child is brought to the vehicle and parents assist LBH staff with placing them on the vehicle;
- the PTS team is provided with the correct and up-to-date contact information and addresses;
- the PTS is informed, in writing, if there is a change to the 'regular' person collecting their child from the drop-off point²⁵.
- they re-apply for transport and/or notify LBH of the change in circumstances (please see the 'Applications' section 2 for more details);
- the PTS team are informed as soon as possible if their child is sick or unable to attend school for whatever reason. Contact information can be found in section 6;
- the child behaves in accordance with the 'Behavioural standards' of LBH school travel assistance policy (details in section 5.1).
- they treat all members of the school travel assistance team with courtesy. This includes but is not limited to office staff, PAs, travel buddies and/or drivers.

LBH do not deem it sufficient for parents to inform a PA, travel buddy or driver of any changes in circumstances, such as home address or contact information. We require formal correspondence to put the necessary arrangements in place.

Parents failing to meet the above consistently may result in the child's eligibility for travel assistance to be reviewed and/or suspended until suitable measures can be put in place.

Failure to attend home/ collection point

In instances where a parent is not at home or the pick-up/ drop-off point at the designated time to collect their child, the vehicle will wait three minutes from the arrival time. If the parent doesn't arrive, the vehicle will drop the other passengers on board the vehicle off and after this, attempt to drop-off their child again. In the interim, our office and/or the PA will attempt to contact the parent. It is therefore important that the PTS are provided with the latest contact information for parents.

If a parent or responsible adult is still not at the pick-up/drop-off point after this final attempt, the child will be taken to a point of safety, such as a police station.

The parent is responsible for collecting their child from this location and are liable for any associated costs.

Persistent failure of a parent to be at the pick-up/ drop-off point or home, may result in the suspension of travel arrangements for the child until there is a resolution to the issue.

²⁵ Without confirmation in writing, Haringey *WON'T* allow the child to be handed over. This is for the safety of the children.

5.3 Adverse Weather

LBH will endeavour to reduce the impact that adverse weather may have on the service but in the event of severe weather conditions such as snow, storms, and/ or flooding, we may:

- inform the parent that the 'regular' service the child is allocated to may be delayed;
- change the vehicle the child is allocated to;
- change the PAs/ drivers allocated to the vehicle;
- change the type travel arrangements in place for a child;
- cancel the travel arrangements in place for a child.

Parents will be informed as soon as possible by an officer of the PTS team when either of these occur.

We will only cancel travel arrangements when it is deemed necessary to guarantee the health and safe of the passengers, PAs and, drivers on the vehicle. If parents have been advised that travel arrangements have been cancelled for their child's morning journey, LBH cannot guarantee that arrangements will be in place for the afternoon journey.

Parents who have chosen to take their children to school themselves during severe weather conditions, should ensure that they have confirmed return transport arrangements for the return journey for their child before leaving them at school on that day.

5.4 Medication

Members of transport staff, such as PAs and drivers, are not permitted to carry or administer medication, or to replace medical accessories (for example, gastrostomy or tracheotomy tubes) on board vehicles. There is no statutory duty for agents of LBH to administer medication whilst on school travel assistance.

We do expect PAs and/ or drivers to promote the health and safety of all of the service users in their care.

All members of the PA team have received accredited emergency first aid training. This is refreshed within the designated timescales, or where it is deemed necessary by the PTS team. This training covers a wide range of topics, including but not exhaustive to:

- cardiopulmonary resuscitation (CPR);
- managing an emergency;
- general injuries e.g. cuts;
- dealing with instances of choking;
- identification and management of seizures;
- dealing with an unresponsive person;

- managing symptoms of shock;
- choking.

As a part of their application for transport, a parent is required to provide LBH of any information regarding the medical needs of the child. It is vital that this is done to ensure that we accommodate the needs of every eligible child accessing school travel assistance. For the safety of the passenger, failure to provide the requested information may result in a delays in provisions being put in place and/ or temporary withdrawal of travel assistance services until the required information is obtained.

What happens in the event of a medical emergency?

In the event of an emergency, the protocol is for PAs and/ or drivers to contact emergency services by calling 999. They are expected to ask for a paramedic crew to attend the location of the incident and follow any of the guidance given by the medical professionals on the call.

By parents providing us with the most recent information pertaining to their child's medical conditions, we are able relay the correct information to attending paramedics.

It is for parents to decide whether they wish for their child to travel on these terms.

Children/ young people with complex or acute medical needs

Some passengers have complex or acute medical needs that requires a suitably trained medical professional to accompany them for the duration of their school journey. PAs who are employed by LBH are trained in basic first aid, which they are expected to administer in the event of an emergency whilst on board the vehicle, and as such they are not expected carry out any duties relating to complex medical needs such as tracheostomies.

Where a child/young person has complex or acute medical needs that the existing PA team are not trained or qualified to deal with, LBH will fund a medically trained professional to accompany them for the duration of their school journey. Children with complex medical needs who require a medically trained professional to accompany them on the journey will not be able to travel without one.

If a child/young person already has specialist care in place to accommodate their needs, parents should let the PTS team know of these arrangements. LBH may be able to organise for these carers to accompany the child/young person on their journey, at the council's expense, thus allowing for continuity of services for the child/young person. It is therefore essential that parents include any medical/ carer needs of the child, and update the PTS of any changes.

In order to determine the needs of the child/young person, we will:

- consult their EHC plan;
- use information contained within the application for travel assistance;
- risk assessments conducted by PTS officials;
- consult with the child/young person's school about their needs;
- correspondence with the parents.

5.5 COVID-19

Young people and parents should follow public health advice on when to self-isolate and what to do. National and local guidance is subject to change therefore current guidance at the time will apply. PTS will review the processes and procedures regarding how it deals with COVID 19 based on these guidelines and will inform parents when this changes.

Things to consider

The safety of passengers is main priority of the PTS team. However, in order to provide the necessary arrangements for the numbers of children and young people requiring school travel assistance, we have to group passengers together on communal buses. As described above (section 5.5), there are measures we are putting in place as a local authority to reduce the spread of COVID-19, but there is an inherent risk involved with these sorts of travel arrangements.

Consequently, parents may wish to make their own travel arrangements for their children, using a personal travel budget to support this (more information in section 3.4). This is the safest way for a child/young person to travel to school. In instances where a young person is already receiving travel assistance from LBH i.e. by taxi, bus, or travel training, but wish to be allocated a PTB instead, it is down to the discretion of the council to determine whether the individual will be allocated a PTB, based on the best use of LBH's resources.

We do acknowledge that this is not possible for all parents, and in this case, LBH will arrange for travel assistance for those who are eligible. We will endeavour to reduce the risk of COVID-19 to children as much as possible but cannot guarantee their safety in this regard. It is for parents to decide whether they wish for their child/young person to travel on these terms.

6. Contact Information

Passenger Transport Service (PTS)
48 Station Road,
5th Floor, SEND Department
London,
N22 7TY

Email: school.transport@haringey.gov.uk

Contact number: 0208 489 5629

Please note that general enquiries should try to avoid calling at peak times such as 07.00am-am 09.00and 2.30pm-4.00pm. If a query is urgent, the PTS team will endeavour to respond as soon as possible.

7. Links

Haringey local offer for young people with SEND 0-25

<https://www.haringey.gov.uk/children-and-families/local-offer/5-15-year-olds/school-transport>

Haringey application page

https://eforms.secure.haringey.gov.uk/ufs/TRANSPORT_AND_TRAVEL.eb?ebd=0&ebp=10&ebz=1_1636535537036

D of E guidance on home to school travel assistance for children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575323/Home_to_school_travel_and_transport_guidance.pdf

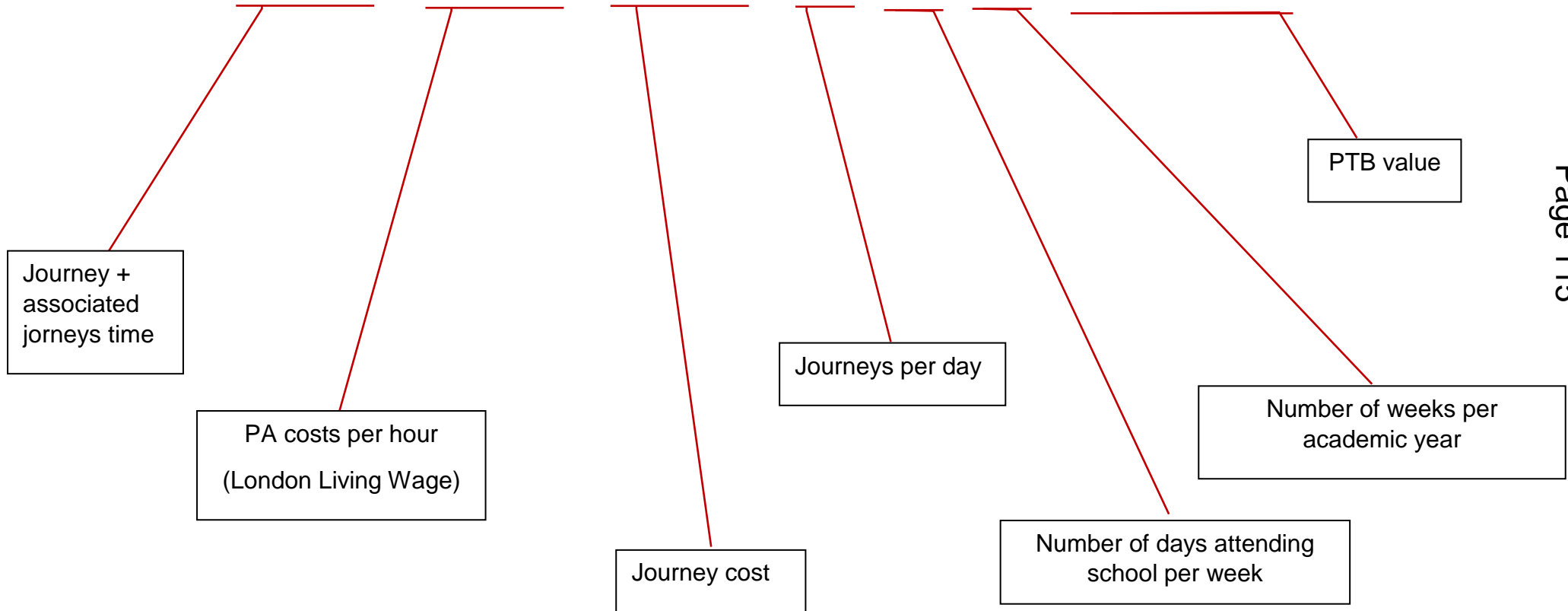
Care act guidance

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

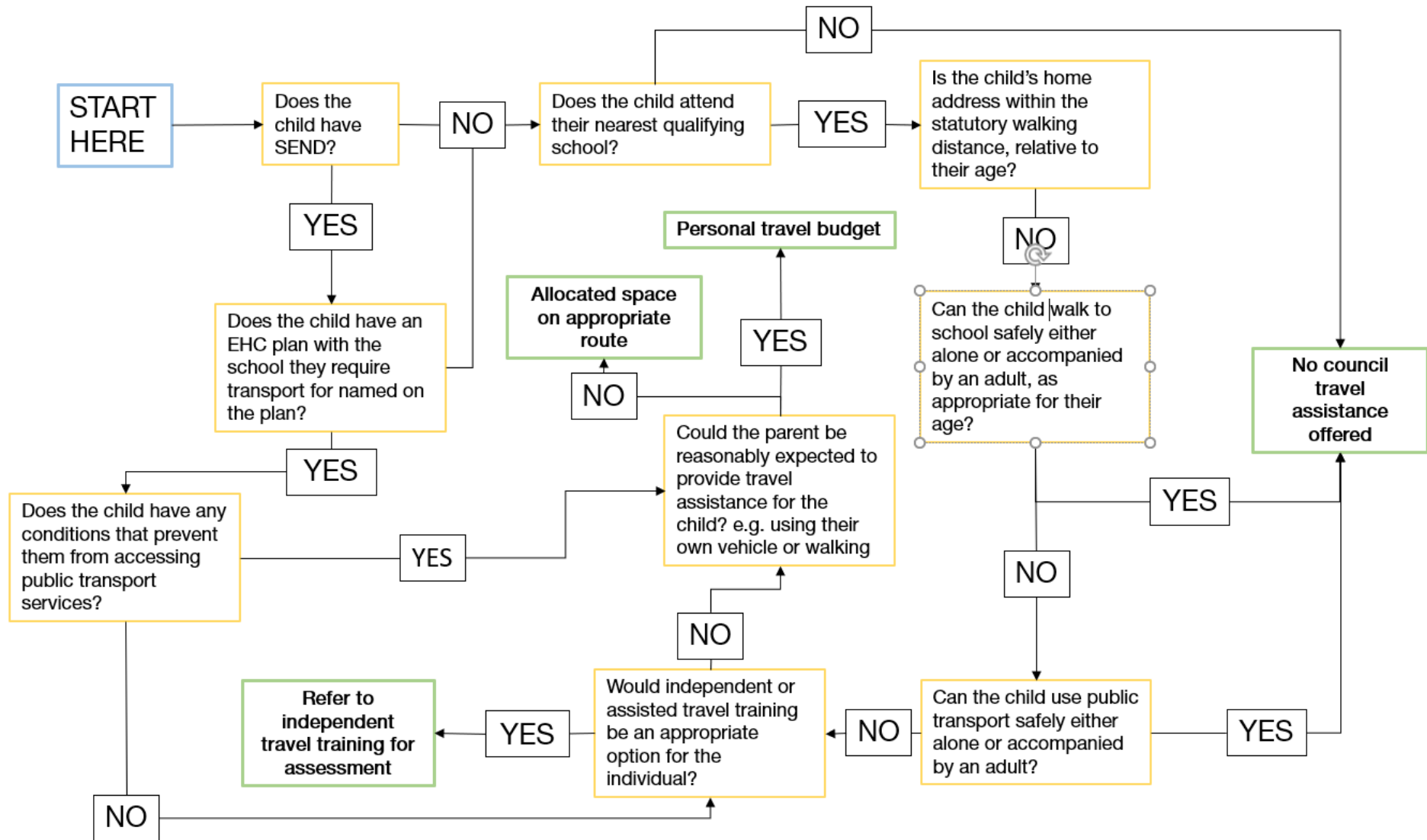
8.1 Appendix A

Scenario: the duration of a child's journey to school is 30 minutes. They travel with a PA and use the train to get to school (which costs £1.50 for the child and £3 for the PA per journey). The young person attends school 4 days per week, 39 weeks per year.

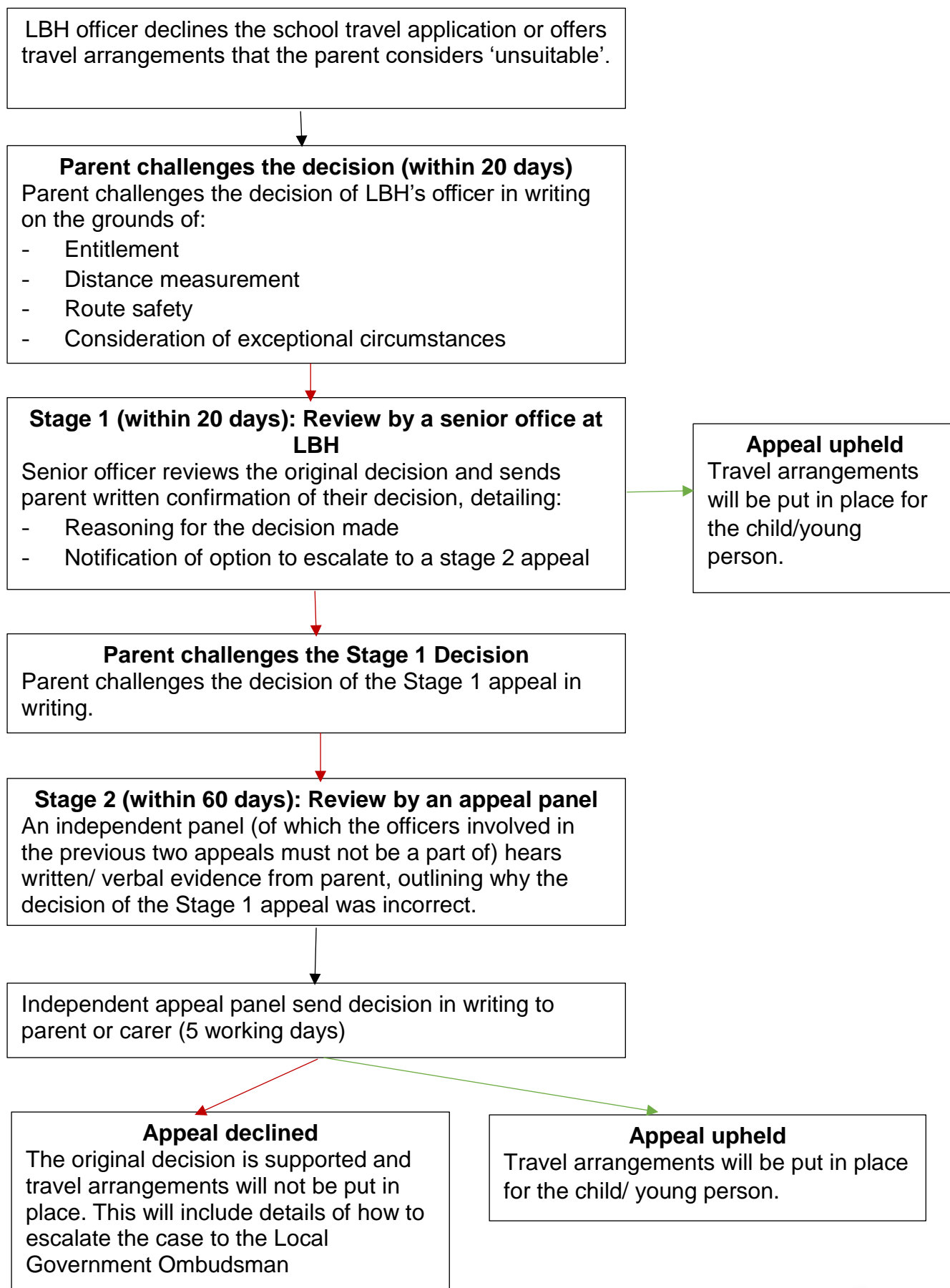
$$(0.5\text{hrs} \times \text{£}11.05 + \text{£}4.50) \times 2 \times 4 \times 39 = \text{£}3,127.80$$



8.2 Appendix B



8.3 Appendix C



8.4 Appendix D

Below is a list of behavioural standards that passengers must adhere to whilst travelling on LBH transport:

Dos

Service users must:

- remain in their seat at all times;
- wear their seat belts at all times;
- follow the instructions of the PA and/or driver (where applicable).

Dont's

We ask that service users do not:

- be verbally abusive to drivers, PAs, other passengers or any other member of the public whilst in or around the vehicle;
- behave in a way that may create danger to themselves or other passengers;
- cause damage to the vehicle itself;
- abscond from the vehicle;
- eat or drink on the vehicle, unless there are exceptional circumstances²⁶
- use mobile devices to take pictures or video recordings whilst in or around the vehicle²⁷;
- exhibit behaviour of a sexual nature;
- spit at or fight with other service users.

²⁶ This is for health and safety reasons. We must be informed by a parent or carer of any reasons why a service user needs to eat on the vehicle. This may include medical or religious reasons.

²⁷ This is for the safeguarding of other passengers.

Appendix Three



London Borough of Haringey

Post-16 School Travel Assistance Policy

Young People Post 16 Years of Age

October 2022



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1. Introduction

This document outlines the policy of the London Borough of Haringey (LBH) in relation to the provision of school travel assistance for young people between the ages of 16 and 25¹. It covers the period after a young person has completed their compulsory education in instances where they have turned 16 years old within the academic year.

It gives guidance for young people, parents/carers² and schools about how the LBH fulfils its legal duty as a local authority in providing school travel arrangements for its residents.

Local authorities do not have to provide free or subsidised post-16³ travel support. This policy fulfils LBH's duty to prepare and publish an annual travel policy statement specifying the arrangements for the provision of transport, or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post-16 must reapply for travel assistance. 'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with special educational needs or disability (SEND) to participate in education and training⁴, up to the age of 25.

The purpose of this policy is not to provide LBH with a blanket set of rules to apply to each application or case. The aim is to provide a framework within which the council can make decisions that are consistent and equitable, meeting the specific needs of each young person.

This document will also explain how parents and where appropriate, young people may apply for home to school travel assistance, how decisions are made, and how parents may appeal against decisions that they are unhappy with.

¹ This document will use the term 'young person' or 'young people' throughout to refer to any person between 16-25 years old.

² This document will use the term 'parent' throughout to refer to a young person's legal guardian.

³ This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

⁴ Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

We offer several different types of travel arrangements to assist young people in attending their place of learning, more of which will be explained later in this document. LBH therefore used the term ‘travel assistance’, rather than ‘school transport’.

Statutory Guidance

The principles of this policy have been developed in conjunction with advice from the Department of Education’s ‘Post-16 transport and travel support to education and training’⁵. Local Authorities are under a duty to have regard to the guidance when carrying out their duties in relation to home to school transport, and sustainable travel.

Within the guidance, it states that the free transport that Transport for London (TfL) offer for young people is an acceptable form of travel assistance, as long as the needs of the young person has been taken into account. We expect that this provision of travel assistance is sufficient to meet the needs of most young people who live in LBH.

1.1 LBH principles

We are constantly evolving the way in which our travel assistance services operate, to better suit the needs of our residents. This involves implementing changes to the service to correspond with some of the key principles we have in LBH. Our principles include ensuring the safety of children and young people, sustainability and creating a cleaner environment, and promoting the independence and life skills of children and young people.

1.2 Sustainability

We are also committed to promoting more sustainable travel methods to transport eligible young people from their home⁶ to their place of learning. Sustainable travel means modes of travel which may improve either the physical wellbeing of those who use them, or the environmental well-being of the whole or part of the area. LBH’s ‘Local Implementation Plan’ details the council’s goals in relation to sustainable travel.

At LBH, we actively encourage young people to use alternative forms of travel that promote sustainability, such as walking, cycling, and using public transport to fulfil their needs. As a local authority, we are aware that these travel methods may not be suitable for all the residents of LBH who are eligible. When these forms of travel are not suitable due to exceptional circumstances such as the young person having special educational needs or disability (SEND) etc., we will provide other types of

⁵ A website link to this is available in Section 10 of this document.

⁶ Refers to the registered address of child, or the address that is agreed on the child’s EHCP.

travel arrangements such as taxis and buses. Travel arrangements that are vehicle based are inherently less sustainable than walking and cycling and will only be utilised where all other suitable options are exhausted.

As a local authority we have identified several practices that can help to reduce the impact of vehicle-based travel arrangements. Such practices include but are not limited to:

- incentivising LBH providers to invest in and use greener vehicles by offering longer term contracts;
- routing vehicles in the most efficient way possible;
- devising local pick up/ drop off points to reduce vehicle distances and times;
- grouping children or young people onto buses to reduce vehicle numbers and therefore traffic congestion.

Wherever possible, Haringey will always promote the most sustainable method for a young person, based on their specific needs. This is a fundamental part of how we decide on the provisions we will put in place for young people if their application for school travel assistance is successful.

1.3 Promoting independence

LBH are committed to providing support for eligible young people that enable them to develop independent travel skills that will assist them with taking part in education, employment, life, and leisure activities within their community.

It is our aim to move away from transport practices that don't encourage young people to develop independence skills, such as door-to-door taxi or bus services. LBH will utilise one of the many projects that we have implemented that promote independence.

We are particularly proud of our offer in the independent and assisted travel training, aspects of which are delivered via our 'Travel Buddies' service. More information in relation to this can be found later in this document (section 6.3). This form of travel assistance has had demonstrable success in assisting in developing the skills to lead truly independent lives.

As a council, we are committed to developing the methods and practices we use that enable us to attain this key principle. We aim to do this in conjunction with young people, parents, and schools⁷, to ensure the travel assistance we provide caters for the specific needs of the young people living within the borough.

⁷ When this document uses the word 'school(s)' it is referring a young person's educational provide, up to Level 3.

1.4 Safeguarding

As a local authority, LBH are committed to safeguarding and this is particularly prevalent when young people are receiving home to school travel assistance.

Safeguarding means protecting a person's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. In most instances, the most effective way to ensure the safeguarding of a child on their journey to/ from school is for their parents to provide travel arrangements for them.

Where this is not a possibility and LBH provide travel assistance, we have several ways that we ensure the safeguarding of young person. These include but not exhaustive to:

- all staff complete compulsory compliance checks such as Disclosure and Barring Service (DBS);
- robust processes and procedures for reporting safeguarding issues;
- travel assistance staff are trained in an accredited 'Child Protection/ Safeguarding' programme;
- stringent contractor vetting processes, including regular audits;
- regular inspections by senior officers of the Passenger Transport Service (PTS) of the provisions we have in place for children and young people.

1.5 Young people are covered by this policy

This policy applies to all young people who are a resident⁸ of the LBH.

The young person will also have to be:

- Over the age of 16 with or without SEND;
- Between ages of 16 and 25 and have an Education, Health and Care Plan (EHCP).

If a family has moved out of the LBH to another Local Authority, even temporarily, it is the responsibility of the new local authority to provide travel arrangements, even if the young person remains in a Haringey school/post 16 provision.

2. Concessionary tickets for young people 16 – 25 from public transport providers

⁸ Means that a child is registered at an address in the borough which is the child's principal residence. If the child resides equally between both parents, the principal home address will be considered to be the address at which the child is registered, whilst attending school, with their GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child.

LBH will expect the offer of travel assistance from TfL to provide sufficient support to facilitate most young people's need in attending post-16 education, unless in exceptional circumstances⁹. Details of these offers can be found below.

2.1 Transport for London(TfL) – free and discounted travel

TfL offer several free or discounted schemes which can fulfil an individual's travel needs. It is the responsibility of the young person or parent to ensure they:

- obtain the appropriate Oyster card prior to starting their post-16 educational programme;
- meet the requirements set by TfL for retaining an Oyster card.

For further details on these options, young people can visit the TfL website (www.tfl.gov.uk).

16+ Oyster photocard

As a part of being a resident of LBH, young people aged between 16 and 18 may obtain a 16+ Oyster photo card if either:

- they are in full-time education'
- they are on a work-based learning scheme of at least 12 hours per week (including apprenticeships).

The 16+ Oyster photo card provide young people who are eligible with:

- free travel on London buses and trams;
- half adult rate Oyster single fares on the tube, DLR, London Overground and some national rail services;
- Child rate travel card season tickets on the tube, DLR, London Overground and some national rail services.

As a part of being a resident of LBH, young people can apply for an Apprentice Oyster photocard if they:

- are aged 18 or over;
- live in a London borough
- are enrolled on an apprenticeship with a further education college or training organisation (funded or approved by the Education and Skills Funding Agency) for a minimum of 12 months;
- are in the first 12 months of your apprenticeship,
- started your apprenticeship and not on a planned break from your learning.

The Apprentice Oyster photocard gives a 30% discount on bus, tram, tube, DLR, London Overground, and national rail travel season tickets.

⁹ Such as in instances where a young person has SEND/ an EHCP.

18+ Student Oyster photocard

As a part of being a resident of LBH, young people can apply for an Apprentice Oyster photocard if they:

- are aged 18 or over;
- live in a London borough during term time;
- enrolled at a school, college or university registered on the TfL scheme, or on a mandatory work placement in London.

To be eligible for an 18+ Student Oyster card, one of the following must apply to the young person:

- they are enrolled on a full-time course, with at least 15 tuition-led or structured learning hours a week. They must attend classes Monday to Friday only (not including evening classes) that span a minimum of 14 weeks on the same course (shorter courses repeated over 14 or more weeks aren't eligible);
- they are receiving an NHS Bursary as a full-time student. The young person must give their school, college, or university evidence of their sponsorship to validate their application;
- they are a full-time postgraduate student, studying or writing up to more than 15 hours a week;
- they are a full-time student registered and studying on a higher education course at a school, college or university not registered with the TfL scheme but on mandatory work placement in London for at least 14 weeks;
- they are a sabbatical officer;
- they are enrolled on a part-time course for at least 14 weeks and:
 - o receiving an NHS Bursary;
 - o a postgraduate student receiving financial help from your education establishment's hardship fund;
- if their school, college or university is outside Greater London but they live in a London borough during term time and travel regularly. Young people should ask their school, college or university if they're registered on the 18+ Student Oyster photocard scheme;
- if they were 18 on 31 August and live in a London borough, they may still be eligible for a 16+ Zip Oyster photocard.

The 18+ student oyster photocard gives a 30% discount on bus, tram, tube, DLR London Overground and national rail travelcard season tickets.

Freedom Pass for those with disabilities

TfL offers free or discounted travel on several services for those who have a qualifying disability.

To be eligible for a disabled persons Freedom Pass, the young person must:

- have a sole or principal residence located in a London Borough i.e. LBH; and
- have any of the statutory disabilities listed in the Transport Act 2000, as set out below.

The statutory disabilities which make someone eligible for a disabled persons Freedom Pass are:

- people who are blind or partially sighted;
- people who are profoundly or severely deaf;
- people without speech;
- people who have a disability, or have suffered an injury, which has left them with a substantial and long-term adverse effect on their ability to walk;
- people who do not have arms or have a long-term loss of the use of both arms;
- people who have a learning disability that is defined as 'a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning';
- people who, if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, would have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.

Young people who fulfil the criteria above are eligible for a 'Disabled Persons Freedom Pass', and will need to contact their local authority where they apply i.e. LBH, for an application form. Applicants will be asked to:

- provide evidence of their eligibility
- provide a colour, passport sized photograph.

The application form will give guidance on what documents the young person must provide. Once a young person's eligibility has been confirmed, their Freedom Pass will go into production and will be posted to them by second class post.

For more information on Freedom Passes and how to apply, please refer to: <https://www.haringey.gov.uk/parking-roads-and-travel/travel/passes-and-concessions/disabled-persons-freedom-passapplication>

Freedom Pass holders who find it too difficult to travel without assistance using public transport may be eligible for the Taxicard scheme, which is managed by London Councils. This service provides subsidised trips in licensed taxis and private hire vehicles for people with serious mobility problems.

Application forms are available by telephoning 020 7934 9791 or emailing Taxicard@londoncouncils.gov.uk

More details at: <https://www.londoncouncils.gov.uk/services/taxicard>

TfL Dial-a-Ride

London Dial-a-Ride is a free, door-to-door transport service provided by TfL for older and disabled Londoners who can't either access or use other forms of public transport.

Dial-a-Ride is a shared bus service and will usually need to be booked in advance in order to use the service. It is currently operating between 07:00-22:00, seven days a week. To use Dial-a-Ride, the young person must have a permanent or long-term disability which prevents them from using public transport.

Young people are automatically eligible for membership if they are:

- a Taxicard member;
- getting the Higher Rate Mobility Component of Disability Living Allowance;
- getting the Standard or Enhanced Mobility Rate of the Personal Independence Payment (PIP);
- registered blind or partially sighted;
- getting a Higher Rate Attendance Allowance;
- getting a War Pension Mobility Supplement.

Young people may still be eligible to use the Dial-a-Ride service if the above doesn't apply to them. They will have to undergo a paper-based mobility assessment to establish their eligibility for the service.

Young people can apply for Dial-a-Ride if they are a permanent resident of a London borough i.e LBH.

Application forms are available by telephoning 0343 222 7777 (TfL call charges) or emailing dar@tfl.gov.uk

More information at: <https://tfl.gov.uk/modes/dial-a-ride/>

2.2 Bursaries available from your Education Provider

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education, including travel costs.

There are two types of bursary available. For both of the bursaries below, it is the responsibility of the educational establishments to manage them. Young people requiring support from the bursary fund, should contact their school or college to make an application.

More information at: [16 to 19 Bursary Fund: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/16-to-19-bursary-fund)

Vulnerable Student Bursary

A bursary of up to £1,200 a year will be awarded for young people who meet at least one of the following criteria:

- the young person is currently in LBH care;
- the young person has recently left LBH care;
- the young person receives Income Support, or Universal Credit in place of Income Support, in their own name;
- the young person receives Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own name.

To receive the maximum bursary the programme of study must last for 30 weeks or more. If the programme is shorter than 30 weeks, the young person may receive less.

Discretionary Bursary

If a young person does not qualify for a 'Vulnerable Student Bursary' they may be eligible for a Discretionary Bursary. Education providers may, at their discretion, provide financial support to meet the individual needs of the young person, including travel costs.

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 20xx¹⁰;
- be aged 19 or over at 31 August 20xx and have an EHCP;
- be aged 19 or over at 31 August 20xx and continuing on a study programme they began aged 16 to 18 ('19+ continuers');
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

All education providers must make available a copy of their 16-19 Bursary Fund Policy. More information can be found at: www.gov.uk/1619-bursary-fund

2.3 Learner Support

If the young person is aged 19 or over, on a further education course and facing financial hardship, they may be entitled to get Learner Support (LS). The money can help pay for things like:

- accommodation;
- travel;
- course materials and equipment;
- childcare - if you qualify.

The amount of financial support that a young person may receive will depend on their individual circumstances.

¹⁰ 'xx' should be substituted for the year that the bursary is being applied for.

To make an application for LS, young people must apply directly to their education provider i.e. their school or college. More information at: <https://www.gov.uk/learner-support>

2.4 Residential support

There are two types of residential support available to young people. They are:

Residential Bursary Fund

Young people may be able to get help with the cost of accommodation from the Residential Bursary Fund (RBF). For the young person to be eligible for RBF they must:

- meet the residency requirements (the college will check this);
- be at least 16 and under 19 on 31 August 20xx.

The young person may be eligible if they're 19 and either:

- continuing on a course you started aged 16 to 18;
- have an EHCP.

The young person's course must:

- be at a specialist residential centre (their school can confirm this);
- be too far to travel to each day (their school must agree with this);
- be full-time;
- be '16 to 19 funded' (their college can confirm this).

The amount of financial support will be determined by the education provider. It depends on the household income of the young person. Payments will be in place for a maximum of 3 years. Young people should apply for this assistance through the student support officers at schools or colleges.

Residential Support Scheme

Young people may be able to get help with the cost of accommodation from the Residential Bursary Fund (RSS).

For the young person to be eligible for RSS they must:

- be at least 16 and under 19 on 31 August 20xx;
- meet the residency requirements (the college will check this);
- not be on housing benefit;
- have a household income of less than £30,993;
- be studying your first level 2 or level 3 qualification (for example 2 or more A levels, a diploma or a national vocational qualification).

The young person may be eligible if they're 19 and either:

- continuing a course you started aged 16 to 18,

- have an EHCP.

The young person's course must:

- not be at a specialist residential centre (their college can confirm this)
- be full-time at a college in England;
- be '16 to 19 funded' (your college can confirm this);
- be more than either 15 miles or a 2-hour round trip from their home, and not available any closer than that.

How much assistance the young person receives will depend on household income and where the education provider is based.

To claim RSS, the young person should contact the student support officer at their education provider.

More information at: www.gov.uk/residential-support-scheme

2.5 Young parents / Care to Learn

Young parents under 20 can access support via Care to Learn to help pay for childcare and related travel costs. As a LBH resident, the individual will be able to claim up to £175 per child per week, while they are learning.

Young parents will be eligible if:

- they're a parent under 20 at the start of your course;
- they're the main carer for their child;
- they live in England;
- they're either a British citizen or a national of a European Economic Area (EEA) country;
- their course is publicly funded (check with school or college);
- the childcare provider is registered with Ofsted or the Care Quality Commission.

The support from Care to Learn can help cover the costs of:

- childcare, including deposit and registration fees;
- a childcare 'taster' session (up to 5 days);
- keeping a childcare place over the summer holidays;
- taking a child to the childcare provider.

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card. More information can be found at:

<https://www.gov.uk/care-to-learn>

2.6 Other support

Advice and Planning

For advice regarding the use of London's transport, young people can contact Transport for All's Advocacy and Advice Line on 020 7737 2339.

Transport for All is an organisation of disabled and older people. It provides advice, information, and advocacy about travelling in London, campaigns for a fully accessible, reliable, and affordable transport network for disabled and older Londoners.

TfL Travel Mentoring

TfL's free Travel Mentoring service can give guidance and support to help young people get around London. They can provide advice to help plan accessible routes for young people and help develop to gain confidence to become an independent traveller across the TfL network.

Mentoring is free of charge and can be provided Monday to Friday from 09:00 to 17:00.

More information at: <https://tfl.gov.uk/transport-accessibility/learn-to-use-public-transport>

3. Travel assistance for Sixth Form¹¹ including young people with SEND

LBH expects that the travel assistance offer from Transport for London (TfL) to fulfil the needs of most of the young people of Sixth Form age, who are able to both access and use public transport. This means that most young people attending college/ sixth form will not require any further support from the LBH to provide them with travel arrangements.

3.1 Eligibility Criteria

Statutory guidance dictates that there are a number of criteria that a local authority must provide young people of Sixth Form age with home to school travel assistance. In order for the young person to be eligible for school transport, they must adhere to the criteria described in the following.

Age

The young person must be over 16 and under the age of 19 years of age or, they are over 19 and are continuing with a course that they started before their 19th Birthday.

LBH will not provide travel arrangements for young people who have left education and are returning after the age of 19. Those re-starting education after their 19th birthday will be assessed as adults.

Young people with SEND

LBH will make arrangements for all young people who cannot reasonably be expected to either walk, cycle, or use public transport to travel to school because of the associated health and safety issues related to their SEND. This may be because a young person's mobility, medical and/ or behavioural needs make it challenging for them to either travel alone and/ or have parents provide travel arrangements to assist their journey to and from school.

Most young people in LBH with EHCPs do not require specialised travel assistance. We will assess and identify the travel requirements for each young person on an individual basis and put suitable arrangements in place, where necessary.

Statutory guidance dictates that statutory walking distances should not be considered when assessing the transport needs of young people eligible due to SEND. LBH therefore do not consider this when determining the outcome of applications involving a young person with SEND.

¹¹ Sixth form age refers to young people in years 12, 13 and 14 – between the ages of 16-19 years old.

The eligibility of young people who are awaiting a medical diagnosis and/ or an EHCP, will be assessed using the standard criteria outlined above i.e. distance, school placement, age. This is unless the needs of the child can be evidenced by alternative means for example, by a professional within the school. In this instance, the PTS will consider the eligibility of such children on a case-by-case basis.

Further information can be found in the 'Haringey's decision process' part of this document (section 6.5).

Distance

LBH will provide transport in principle to children or young people whose distance between their home address and school is greater than the 'Statutory walking distances'.

Where a school is within the statutory walking distances of a child's home address, LBH expects parent to make suitable arrangements for their child to travel to school; unless there are exceptional circumstances, such as children with SEND.

To promote the travel arrangement ideals of the LBH, children will be expected to walk; where possible, if their residence is within the following distances from their school:

- 3 miles for children or young people over the age of 8 years old.

In summary, any young person living a distance further than the above will be eligible have school travel assistance provided by LBH.

The distance is measured using online mapping tools, which measure the actual distance travelled (not a straight line or 'as the crow flies'). This will account for a 'reasonable' and 'suitable' route that the child/young person could take to travel to school.

School placement

A young person is only eligible to receive travel assistance from LBH if they attending their nearest suitable school. By suitable, LBH means an education provider who can cater for the majority of the needs for the individual.

There are a number of exceptions to this rule:

- on the basis of religious belief. LBH respect a young person's religious and philosophical convictions as to the education they are provided and this will be considered when evaluating what is suitable;
- where the school named in the young person's EHCP is the same as their 'preferred' school even though it may not be the nearest option. In instances where a school is named in an EHCP and the young person wishes to attend

a different 'preferred' school, LBH will expect the parent/ carer to make their own travel arrangements, other than in exceptional circumstances¹².

For a young person to be eligible for travel provisions, the education provider that their study programme takes place must be publicly funded. If the school or college the individual attends is privately funded, they will not be eligible for transport.

Study Programme

The study programme that the young person attends must be full time. This means that the course must be the equivalent to a minimum of 18 hours per week, usually across at least a 3 days per week schedule.

Qualification Level

The course that the young person is on must be at Level 3 or below (information on how this is classified can be found at <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>) Young people accessing Level 4 education or above, will be expected to use the financial support they receive as a part of this placement (such as a student loan or grant) to make the necessary transport arrangements they require.

¹² An exceptional circumstance may be that the school named in a young person's EHCP does not have any placements available, thereby forcing them to attend a different school.

4. Travel assistance for young people between the ages of 19 and 25 with SEND

There is no legal requirement for local authorities to provide travel assistance for young people between the ages of 19 and 25, unless there are exceptional circumstances and LBH are therefore not necessarily required to put provisions in place for young people within this age group.

If young person has an EHC plan, is above the age of 19 and below the age of 25 years old they may be eligible to receive travel assistance from LBH.

4.1 Eligibility criteria

Statutory guidance dictates that there are a number of criteria that a local authority must provide young people aged between 19 and 25 years of age with home to school travel arrangements. In order for the young person to be eligible for school transport, they must adhere to the criteria described in the following.

Age

The young person's course must start on or after the student's 19th birthday and may continue no later than the academic year in which the young person reaches 25 years old.

Distance & school placement

The young person must be attending the nearest suitable or most accessible college to their home.

More information on the guidelines for this can be found in the 'School placement' & 'Distance' section in 3.1.

Young people with SEND

The young person has SEND supported by an EHCP. More information can be found in section 3.1 'Young people with SEND'.

Study programme

The study programme that the person attends must be full time. This means that the course must be the equivalent to a minimum of 18 hours per week, usually across at least a 3 days per week schedule.

Qualification level

The course must be at Level 3 or below. More information in section 3.1 'Qualification level'.

5. Applications

Applications for Post-16 travel assistance can be made via our website (https://eforms.secure.haringey.gov.uk/ufs/TRANSPORT_AND_TRAVEL.eb?ebd=0&ebp=10&ebz=1_1636535537036)

All applications must be submitted via the website and can't be made over the telephone or via email. It is essential that applicants¹³ include as much information as possible with regards to a young person's condition(s) as this will allow us to provide the most suitable travel arrangements to fulfil the individual.

If an applicant is unable to complete the application form whatever reason, they should contact the PTS team (details in section 9) or seek assistance from their school to submit it on their behalf.

Applications for travel assistance will be assessed by officers within the PTS, with the final decision being made by the Transport Manager. During the decision making process, the PTS will follow the process outline in section 6.5. The PTS which they will consult with other professionals such as EHCP caseworkers and school teachers, allow the PTS to gather the most complete picture of the child's needs and therefore, their eligibility.

Applicants will receive a decision with regards to the outcome of their application in writing.

5.1 When is a new application required?

Applicants will need to complete a new application for a child if one of the following applies to them:

- the young person has changed address;
- the young person has changed the school they attend;
- the young person is attending a new school or college, or remaining at the same school.

Making a new application will allow LBH to gather the most accurate information and allow us to accommodate the needs of the children more effectively.

5.2 Timescale

Although we aim to process applications as quickly as possible, young people and parents should allow up to 30 days¹⁴ from the date of application for a response to their application. After the acceptance of an application, a parent should allow up to ten working days from receipt of the confirmation for the travel arrangements to be

¹³ Applicants has been used in this document, as parents, carers, schools or even children can make an application for travel assistance.

¹⁴ Calendar days- not working days unless stated otherwise.

put in place. If an applicant has not received an answer in this timeframe, they should contact the PTS team (details in section 9).

To reduce disruption to the service and inform effective planning, LBH are implementing cut-off dates for applications. The cut off dates are only applicable for applications made for arrangements to begin for the next academic year. The beginning of the academic year is the most critical time with regards to school travel and we aim to promote continuity in the service we provide the children. Late applications present several issues for the service in several ways, which is why a cut-off date is necessary. These issues include but are not limited to:

- other service users having to be placed on different vehicles to what they have become accustomed to in order to accommodate new passengers;
- vehicles not being optimised to fulfil the specific needs of the young people on board;
- longer journey times due to routes becoming inefficient;
- temporary overcrowding of vehicles until young people can be moved/ new vehicles procured.

Applications that are made during the academic year, whether they are for new service users or due to a change in circumstances outlined in section 5.1, will be subject to the usual processing time of 30 days.

Late applications will still receive travel assistance, however this may be delayed for the start of the academic year. The arrangements may be interim or temporary solutions that have been sought in the short term and will be subject to review/change.

Cut-off dates will be published well in advance on the LBH's local offer, which is available on our website. We will also correspond with parents in writing via mail/ email informing them of the exact dates.

Late applications may result in a delay in LBF providing travel arrangements for the young person. We endeavour to process applications as quickly as possible, but it will likely result in travel arrangements not being in place until after the term begins. Until arrangements have been put in place, it is the parent/ young person's responsibility to provide travel assistance.

The cut-off dates will not apply in cases where there are exceptional circumstances.

Examples of exceptional circumstances may include:

- a young person's circumstances changing e.g. moving address, after the published cut off dates;
- the applicant awaiting the outcome of a SEND panel and/or review;
- an EHCP being assessed or reviewed after the cut-off date;

- the applicant awaiting the decision of a tribunal with regards to a young person's school placement.

The arrangements for applications made under exceptional circumstances may be interim or temporary solutions that have been sought in the short term, and will be subject to review/ change.

6. LBH's travel assistance offer

LBH considers public transport as a suitable method of transportation for most young people to travel to their educational provisions. Where this option may not be suitable for a young person, we operate several different schemes to provide support them in attending their place of learning. These services can be accessed upon application and only if certain criteria are met (as per sections 3.1 & 4.1).

In instances where a young person is not eligible for travel assistance and/or their application has been declined, LBH will expect them to travel to their place of learning (accompanied if necessary) using provisions in place by TfL (more information in 6.1 & 2.1).

If a young person's application for school travel assistance is successful, LBH will use its discretion to offer one of three travel options, based on the specific needs of the individual. The options are as follows:

- vehicle transportation- the young person will be transported by taxi or bus, most likely with other passengers attending the same school. More information in section 6.2.
- independent or assisted travel training- supported one-to-one or group training designed to equip young persons with the skills required to travel independently, be it on foot, or by public transport. More information in section 6.3.
- personal travel budget (PTB)- a PTB is a payment designed to help young people/ parents to make any of the travel arrangements needed to facilitate their young person accessing school. More information in section 6.4.

It is down to the discretion of LBH to decide which of these options is most suited to the needs of the young person, as well as the best use of LBH's resources. Further information about how LBH makes their decisions can be found in section 6.5.

6.1 TfL's Offer

In instances where a young person is not eligible for assistance from LBH and/ or, is capable of using and has access to public transport, LBH will expect the offer of travel assistance from Transport for London to provide sufficient support to facilitate a person's transport to school.

More information on their offer for young people who are considered Post-16 can be found in section 2.1 of this policy.

6.2 Vehicle transportation

Provisions of travel assistance using taxis or buses will only be granted when it is deemed essential to the young person's needs. LBH will provide suitably qualified, registered vehicles from a commercial provider that adhere to the contractual standards that the council have set.

In a bid to reduce congestion and to make best use of council resources, young people will mostly travel together on communal bus routes. We will only provide individual private hire vehicles based on the assessed needs of the young person.

LBH may also provide vehicular transportation if the passenger is the only person, or a small number of people, who attend a particular school or placement. This is usually the case when the young person attends a school out of the borough.

We will regularly review the duration of vehicle journeys, taking into consideration the route and the individual needs of the passengers on board. Statutory guidance suggests young people of post-16 age may reasonably be expected to travel up to 75 minutes¹⁵. This journey time may not be suitable for every young person, for example where they have SEND and/ or has acute medical needs. LBH will assess routes on a case-by-case basis and provide additional travel assistance arrangements where necessary.

Pick-up & drop-off points

Young people will only be picked up from their home address if it is essential to their individual needs. In all other cases, LBH will inform the young person/ parents of a local pick up/ drop-off point. These locations are usually communal areas where we can pick up/ drop-off children. The reasons for using these are:

- to encourage and maintain independent travel for young people;
- to reduce the journey times for young people;
- to ensure that the route taken is the most efficient.

We offer two types of pick up & drop off points. They are:

- local pick-up & drop-off points
- home pick-up & drop-off

Where an individual is of 'Sixth form' age, it is the responsibility of parents to ensure that the young person is at the pick-up point in the morning, and that a responsible adult is at the drop-off point to collect them in the afternoon.

¹⁵ This is dependent on the placement the child attends. For example, if a young person attends a college that is approximately 75 minutes away, it is reasonable that the person may be on a vehicle longer than the statutory guidance, due to variances in traffic etc.

LBH will determine whether it is necessary for a young person between the ages of 19-25 to be accompanied to a pick-up point/ collected from a drop off point by a parent, based on their specific needs. Parents should assume that this is required, unless notified otherwise.

Local pick-up & drop-off points

This will be a safe and convenient location, close to the young person's home address, within a reasonable walking distance.

When assessing if a young person will access their travel arrangements from a local collection point, LBH will consider both the passenger's and the parent's individual needs. This will include but not exhaustive to:

- the mobility needs of the young person;
- the health needs and/ or medical conditions of the young person;
- any sensory impairments of a young person;
- the personal safety of the young person;
- public safety;
- family circumstances.

Local pick-up points will be individually assessed for suitability and will be approved by LBH before they are used. When assessing the suitability of a local pick-up point, we will consider the following:

- if the pick-up/ drop off location is within a suitable distance of the young person's home address;
- if the vehicle can access the area and can effectively allow people to board the safely;
- if the location allows for the young person's mobility needs e.g. wheelchair access;
- if the location is an area where there is low traffic/ pedestrian congestion e.g. avoiding busy car parks where possible;
- if the location has suitable shelter in the event of adverse weather conditions.

Home pick-up & drop-off

Where it is determined to be necessary due to a young person's needs, LBH can provide pick up and drop offs from their home address.

The parent or a responsible adult must be at the home address at the time that the young person is picked up/ dropped off, unless they are informed otherwise. We will endeavour to provide the most accurate times but variables such as traffic can affect these.

Carers with more than one child on LBH travel assistance

We will also consider providing home pick up/ drop off where a parent has more than one child/ young person on travel provided by LBH. This is to prevent any issues arising from parents having to be at certain pick up/ drop off points at logistically challenging times.

Pick-up/ drop-off times

Parents/ young people will be informed of approximate times that they will be picked-up or dropped off by the PTS team. Although we will endeavour to accommodate the individual needs of child, we cannot take parental and family circumstances into account when arranging pick-up and drop-off times. Due to many of the vehicle services we operate being communal, we are unable to provide times based on parental 'preference', as we will not be able to cater for every user's needs at the same time. This would include whether a parent is unable to accompany a young person to and from their pick-up & drop-off point due to work commitments.

In instances where parents are taking siblings of a young person to the same, or another school, we expect parents to make suitable arrangements to ensure the individual is at the collection point in the morning/ a responsible adult is available at the drop-off location in the afternoon.

Exceptional circumstances may exist and if so, we will consider the evidence provided on a case-by-case basis.

Lateness

If a parent is late in getting a young person to the pick-up point or getting them ready, LBH's vehicles will wait a maximum of three minutes after arrival. After this point, the vehicle will move on to the next passenger that needs to be picked up. This is to ensure the smooth running of the service and to prevent any further delays for other passengers on the route.

If the vehicle has left the pick-up point due to the young person being late, it is the responsibility of the parent/ young person to make their own travel arrangements to get to their place of learning. If they are able to do this, LBH will be able to recommence arrangements from the afternoon collection from school.

If a LBH vehicle is running late, parents/ young people may be able to track the progress of the route by using the 'Missions' app. The App will provide parents/ young people with the current geographical location and they should therefore check the 'Missions' App prior to contacting the PTS team. For more information on the 'Missions' App or how to access it, parents/ young people should check with the PTS team.

In instances of severe lateness, we will endeavour to notify the parents and passengers by SMS text, email, or by a phone call¹⁶. It is therefore pivotal that we are kept informed of the latest contact information for parents. We will also endeavour to keep schools apprised of the lateness when this occurs.

Passenger assistants/ escorts

Based on the needs of the passengers on any given vehicle, LBH may provide a passenger assistant (PA)¹⁷. A PA will only be provided where it is deemed necessary for the safe operation of the vehicle and/ or care of the young people on board.

Factors that determine the need for an escort include but are not exhaustive to:

- the medical needs of the young person;
- the behavioural needs based on a young person's SEND.

The needs of the passengers on board the vehicle will be assessed by a member of the PTS team.

6.3 Independent travel training and travel buddy scheme

LBH may decide to provide assistance in the form of travel training via our travel training and travel buddy scheme. One of our core values is to promote independence for young people with this form of travel assistance the most effective way to achieve this.

We offer two components to LBH's travel training offer. These are:

- Independent travel training (ITT): is one-to-one training with an accredited travel trainer on a regular, but not daily basis. The travel trainer will tailor a specifically designed program to develop a child's travel confidence and skills, be it on foot, or by public transport;
- Travel buddy scheme- is a supported travel assistance scheme on a daily basis, which involves a travel buddy accompanying the child/ young person on their journey to school, be it on foot, or public transport.

LBH's travel trainers will work closely with school staff, parents, young people to cater the travel training to the specific needs of the young person.

Travel training is not only beneficial for young people whilst they are travelling to education, but it can also help them in many other ways. This includes such benefits as increased independence, self-esteem, access to social life, social skills, and access to job opportunities.

¹⁶ This may either be from the PTS office team or the passenger attendant on board the vehicle.

¹⁷ Also referred to as an 'escort'.

We aim for the young person to have the same trainer **and/ or travel buddy** throughout their training (except during leave and exceptional circumstances), and the team can offer support afterwards.

All our training programmes are accredited. For a young person to be declared 'independent', the individual's travel skills are evaluated by one of our assessors. Where the young person displays the necessary skills to travel safely to school independently, they will be accredited with a certificate detailing that they have successfully completed the course.

In instances where a young person doesn't exhibit the necessary skills to be independent, LBH will provide additional training, amending the teaching methods where necessary.

Once a young person has been certified as independent, LBH will expect the travel assistance offer from TfL (in section 2.1) to provide sufficient support for the individual's journey for school.

Training delivery

Parents/ young people will be involved from the outset, starting with a meeting with the travel assessor who will work with them to tailor the program to the individual's needs. A travel trainer will accompany the applicant throughout their whole journey from home to school and vice versa, empowering them to manage every aspect of their journey independently. The program will encompass:

- personal safety;
- finding their way;
- Green Cross Code;
- road, walking, and bus safety;
- planning a journey;
- using a bus pass and paying a fare;
- using buses, trams, & trains;
- problem solving, such as service cancellations.

The training is delivered one-to-one from a trained 'travel buddy'. Until the young person is considered capable of completing the route on their own confidently, they will always be accompanied by a travel trainer. There will be regular assessments of progress, which will be shared with the family and school of the young person.

Some special schools in the borough offer their own travel training for their pupils. Parents should check with their young person's school first before applying to the Passenger Transport Service.

Eligibility

The purpose of ITT and the travel buddy scheme is to help the LBH to achieve its objectives of promoting independence. LBH acknowledges that there are other

benefits of accessing these programs besides the child developing independent travel skills. These include the possible mental and physical health benefits that these schemes promote when compared to other forms of travel assistance. The PTS will consider young people who have been assessed that they may not be able to travel independently, but there is a demonstrable positive outcome of using these schemes. However, due to the finite amount of resources at the disposal of LBH, young people who have been assessed by the PTS to show the potential to travel to and from school completely independently once trained; will be prioritised.

Prior to training takes place, we will first assess whether the young person is ready for travel training on individual basis. To assess a applicant's eligibility/ potential to travel independently, LBH will consider:

- the information on an EHCP for the young person, if applicable;
- information contained in the application form;
- risk assessments obtained from schools;
- route assessments by a LBH officer;
- information from key workers.

On the days where there is no travel training, for example when a travel trainer is absent due to illness, the learner will continue to use their normal mode of transport to get to school/college. Once the training is completed and the learner becomes independent, they will start to walk or use public transport as trained.

Applications should be made via the usual method, more information in section 5.

6.4 Personal transport budget (PTB)

A PTB is a payment designed to help parents make any of the arrangements needed to facilitate the young person accessing school. Parents/ young people can use the budget in any way they wish to ensure the child attends school every day, on time, and ready to learn. Examples of how a PTB may be used include:

- contributing towards covering the costs of running a car;
- purchasing travel passes for the parent and/ or child to use public transport;
- paying for travel arrangements for an older sibling, thus allowing the parent to accompany the younger child to school¹⁸;
- paying for childcare arrangements for a younger sibling, whilst the parent takes the older sibling to school;
- paying a PA to accompany the child to school on public transport i.e. a travel buddy;
- arrange shared travel, such as a car or taxi, sharing with another family;
- purchasing bikes for children and support climate change initiatives.

¹⁸ This should be considered particularly in cases for children with SEND, with this parent taking the child with SEND themselves.

If a parent/ young person chooses to receive a PTB, LBH will consider their duty of providing school travel arrangements for eligible young person fulfilled and will provide no further assistance.

PTBs are granted at the discretion of the local authority, where it is cost effective for the authority to do so. There is no automatic right to receive a PTB, in place of alternative transport assistance, which parents/ young people may have been offered. We reserve the right to withdraw the PTB at any time. If we do withdraw this support, LBH will provide alternative forms of travel assistance¹⁹.

To receive a PTB, applicants must apply through the usual application form and contact PTS (details on how can be found in section 9) to state their preference for a PTB. Young people must comply with the eligibility criteria detailed within this policy (more information in sections 3.1 & 4.1) to be entitled to a PTB.

The value of a PTB is dependent on numerous factors, which will be considered when determining the amount of financial support each young person is entitled to. These include but are not limited to:

- the distance from the young person's home address and school;
- the duration of the journey from the young person's home address and school²⁰;
- school schedule i.e. the number of days the young person attends school;
- reasonable methods of travel (i.e. walking, bus, tram or train) based on the young person's needs, and the expense associated with them;
- passenger assistant costs to act as a 'travel buddy' or trainer²¹. LBH will pay the 'London Living Wage' for this cost, for the duration of the journey and any reasonable journey times associated with the route i.e. a travel buddy journeying to and from the passenger's pick-up/ drop-off point;
- fuel costs.

Formula for PTB value:

$$\begin{aligned} & (\text{journey time} \times \text{PA cost per hour} + \text{journey cost}) \times \text{journeys per day} \times \\ & \text{number of days attending school per week} \times \text{number of weeks per academic year} \\ & = \text{PTB value} \end{aligned}$$

Appendix A (on page 48) displays a diagram showing an example of how a PTB is calculated.

¹⁹ Unless there are exceptional circumstances, such as those outlined in the Ceasing/ withdrawal of travel assistance (section 6.7).

²⁰ Journey times will be calculated using Google Maps, taking into consideration traffic or public transport variances for the time of day that a child travels.

²¹ Parents may be considered to undertake this role.

When a parent has more than one child who are eligible for a PTB, they may be entitled to receive a PTB for each child. The values of each PTB will be determined by the above criteria, however the budget paid for the first child will also be considered when determining the value for any subsequent children.

PTBs are paid over the academic year (in arrears on a monthly basis unless other arrangements have been made). As a part of receiving a PTB, a young person's attendance record at school will be monitored and reviewed. Payments that have been made for days that they are absent will be deducted from the following month's PTB payment. If a young's attendance drops below an acceptable level without a suitable reason²², LBH may decide to withdraw the PTB. We determine that the statutory expectation of 95% attendance to be acceptable.

If a young person is in receipt of a PTB and they or their parent believes it is no longer suitable, or not of sufficient value to fulfil their needs, they must notify LBH in writing (details can be found section 9 of this document). We will require supporting evidence as to why the PTB is no longer suitable, or of sufficient value to make the necessary travel arrangements. The case will be reviewed by a senior officer of the PTS team, who will consider:

- LBH's decision making process (outlined in section 6.5 of this document);
- the factors such as distance and journey times etc.; as outlined in this section of the document (section 6.4),
- the supporting evidence supplied by the young person/ parent.

Young people or parents should allow for 30 calendar days to receive a response in writing. During this time, it is the parent's responsibility to provide travel arrangements. If LBF determine that the explanation is valid, we may:

- provide an alternative form of travel assistance, with arrangements commencing after the payment period for the most recent PTB instalment;
- increase the value of the PTB accordingly, with adjustments being made from the date of the confirmation email.

Parents/ young people who are not satisfied with the outcome of this review of their PTB should follow the procedure outlined in the Appeals section (7) of this document.

Mileage claim

In instances where a parent/ young person can provide their own travel arrangements by vehicle, they may be eligible to claim mileage. The young person will have to be eligible to receive travel support as per the criteria in sections 3.1 & 4.1).

²² LBH will correspond with schools and parents to determine what is an 'acceptable level', based on the individual needs of the child. We will only consider unauthorised absences when determining acceptable levels of attendance.

Formula for mileage:

$$\begin{aligned} & (\text{Miles per journey} \times \text{average vehicle miles per litre} \times \text{fuel cost per litre}) \times \\ & \text{number of days attending school per month} \\ & = \text{Mileage claim value} \end{aligned}$$

6.5 Haringey's decision process

After receiving an application, an assessment will be made as to whether the young person is eligible to receive travel assistance from LBH, as per the 'Eligibility Criteria' sections 3.1 & 4.1 above. All decisions will take governmental statutory guidance and legislation into consideration. Applications for travel assistance will be assessed by officers within the PTS, with the final decision being made by the Transport Manager.

Once a young person is deemed to be eligible, LBH will determine the type of travel assistance that we will provide. We will consider evidence regarding, but not limited to:

- what other arrangements the parent/ young person have considered or tried and why they are not suitable;
- the specific needs of the young person, particularly in instances where the individual has SEND;
- whether the young person is attending the nearest suitable educational establishment that fulfils their needs;
- whether there is a family member/carer who is able to transport or accompany the young person.
- the distance from home to school;
- the complexity of the journey from home to school;
- whether there are other efforts have been made to financially support the young person to access education, e.g. grants, bursaries and other benefits and allowances.
- if the young person can become an independent traveller;
- the best use of LBH's resources.

To ascertain all of this information, we rely on a number of sources. These include:

- the information within a young person's EHCP, if applicable;
- information contained in the application form;
- risk assessments obtained from schools;
- route assessments by a PTS officer;
- information from passenger attendant/ escorts;
- information from key workers.

As such, it is essential that information about a young person's medical needs, ways of communicating with people, particular likes and dislikes or fears (such as loud noises etc.) are included in their application.

As an example, a particular young person is a wheelchair user. As a result of being informed of this, LBH can plan to put provisions in place that reduce the impact of this on the young person's journey. If the individual is receiving travel training, we will take this information into account to ensure the public transport routes they use are accessible.

A diagram of the decision process can be seen in Appendix B (on page 49).

6.6 Travel assistance reviews

LBH reserves the right to review the type of travel assistance that a young person receives. Typically, this will be assessed annually but there are some circumstances that may result in transport arrangements being reviewed. These include but not exhaustive to:

- a young person transitioning from one school to another ;
- a young person's home address changing;
- a change in the young person's needs;
- an incident occurring on the current travel arrangements²³, necessitating the need for a change in the type of travel assistance provided.

In all the above examples, it is the parent/ young person's responsibility to re-apply for transport and/or notify LBH of the change in circumstances. Failure to inform the PTS team of any changes may cause delays with the provision of transport for the young person being put in place, or potentially withdrawn.

The results of a review will be implemented at a convenient time of the academic year, such as the beginning of the school term. In instances where a young person is moving home, the new arrangements will be made as soon as reasonably practicable.

6.7 Ceasing/ withdrawal of travel assistance

Outside of the outcome of a review there may be various reasons why a young person's travel provisions may be withdrawn. These reasons may include but are not restricted to:

- if it is proven that travel assistance was obtained on the basis of fraudulent or misleading information;
- a young person's behaviour is in contradiction to the behavioural standards (more information can be found in section 8.1 of this document) and is so severe that travel arrangements are withdrawn. This is assessed on an individual basis, taking into consideration the specific behaviours a young person's SEND.

²³ Such as an incident that that has led to a temporary suspension from transport.

6.8 Transport times

LBH will provide travel assistance to and from school at the beginning and end of each day. This will be at 'regular' school times, as determined by the school schedule. This ensures that we, as the local authority, will have the necessary resources available at the specific times that travel assistance are required.

LBH appreciates that a young person's educational programme may differ to 'conventional' school timetables, especially in the case of individual's with SEND. In exceptional circumstances, we will put provisions in place. An example of one of these circumstances would be if a differing timetable were to be named as part of a young person's EHCP.

Prior to LBH providing of travel assistance for a young person, we will inform parents/ young person of the schedule around which those arrangements will be made. **For example, a child/young person will only be given travel assistance in the mornings if they finish school in the afternoon earlier than the 'regular' school closing time.**

Breakfast/ after school clubs

LBH do not provide travel arrangements outside of regular school times and do not provide transport for non-statutory school activities, such as breakfast clubs. In these circumstances, it remains the parent's responsibility²⁴ to provide travel assistance for the child.

There are various reasons why travel assistance isn't provided outside of the 'regular' school times. These include but are not exhaustive to:

- a PA being allocated to the route and this resource not being able to accommodate the different times;
- a young person being allocated to a route with other passengers who do not attend the same club;
- breakfast/ after school clubs not being at the same location as the school;
- club times being inconsistent e.g. a club finishing at 4pm one day and 5pm the next.

LBH will only consider providing travel arrangements for breakfast/ after school clubs where it is logistically viable. An example of this would be where all the young people who are allocated to a particular vehicle all attend the same after school club, and the travel providers and PA are able to accommodate the change in times. It is down to the discretion of LBH whether we will provide travel assistance for breakfast/ after school clubs.

²⁴ In some instances, schools provide their own transport for these activities. Parents should check with their school prior to contacting LBH regarding this.

Residential schools

Where a young person is attending a residential school, LBH will only provide travel assistance:

- at the beginning of the week;
- at the end of the week;
- at the start of half term/ term
- at the end of half term/ term
- in cases of emergency, with what constitutes an 'emergency' being at the discretion of LBH.

We will not provide travel arrangements for parents or families to visit the school. If parents wish to visit (including the first day of school), they must make their own arrangements or contact the school.

Additional journeys

LBH's transport providers are only permitted to provide travel assistance for young people in the following instances, unless authorised by an officer in the PTS team:

- a journey from a young person's designated pick-up point to their school;
- a journey from a young person's school to their designated drop off point;
- on journeys as per the young person's school schedule, as agreed by LBH.

We will not provide travel arrangements for:

- school trips;
- medical appointments;
- work experience or work placements;
- early collections from school due to a young person's illness;
- visits to other school locations away from the pre-agreed school placement location;
- sports facilities.

Where a person has more than one address, home to school travel assistance will be provided to and from the residence where the individual is habitually and normally resident.

6.9 What to do if a young person's arrangements aren't suitable?

If a parent/ young person feels that the arrangements they receive are not suitable, they should email PTS at school.transport@haringey.gov.uk; stating the reasons that they are not suitable and provide any supporting evidence for this.

They can also follow the 'Appeals' procedure outline in section 7.

7. Appeals

A parent/ young person has the right to appeal decisions that LBH make surrounding their travel assistance arrangements. Reasons to appeal may include but not exhaustive to:

- when an application for travel assistance is refused;
- when LBH proposes arrangements for travel assistance that the parent/ young person does not agree to;
- when LBH changes the existing travel assistance arrangements for a young person that a parent does not agree to.

The appeal process has two stages. Stage one will look at the original decision and assess whether it had the correct outcome. If the person appealing is still not happy with the decision of the stage one appeal, they have the right to proceed with a stage two appeal.

Appendix C (on page 50) displays a flow diagram showing the appeals process.

Each stage of the appeal will assess:

- the nature of the decision reached;
- how the review was conducted (including the standards followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered in the decision;
- the rationale for the decision reached.

7.1 Stage one appeal

A stage one appeal must be submitted in writing within 20 days of the letter or email refusing travel assistance or proposing changes to existing arrangements. Stage one appeals must be sent to:

School Travel Assistance Appeal,
Special Education Needs,
London Borough of Haringey,
48 Station Road,
5th Floor, SEND Department
London,
N22 7TY

or by email to: appeals@Haringey.gov.uk

This appeal will be reviewed by a senior officer within the SEND team at LBH, who were not involved in the original decision. It should contain:

- the reasons why the parent believes the decision should be reviewed;
- any details of supplementary evidence or reasoning that the person appealing believes should be considered when the decision is reviewed.

After the appeal has been reviewed, the outcome may be to:

- uphold the appeal, or;
- not uphold the appeal and continue to refuse travel assistance.

The person appealing will be informed of the stage one decision in writing within 20 days of receipt of the appeal.

If they are not satisfied with the outcome of the stage one appeal, they can proceed with a Stage Two appeal.

7.2 Stage two appeal

A parent/ young person has 20 days from receipt of LBH's decision of the stage one appeal to escalate the appeal to stage two. This must be submitted in writing to:

School Travel Assistance Appeal,
Special Education Needs,
London Borough of Haringey,
48 Station Road,
5th Floor, SEND Department
London,
N22 7TY

or by email to: appeals@Haringey.gov.uk

The appeal must be submitted in writing and must include the reasons for challenging the decision of the stage one appeal. It should include any new evidence or documentation that has become available.

Within 60 days of receipt of the parent's request, an independent appeal panel will consider written and/ or verbal representations from both the parent/ young person and the officers involved in the case. The person appealing will be provided with a detailed written notification of the outcome of the stage two appeal, within 5 working days of the panel convening.

The outcome of Stage two appeals are final and there is no further right to appeal.

7.3 Ombudsman

If the person appealing believes that the LBH has failed to follow correct procedures, or if there were any irregularities in the way the appeal has been handled, they have the right to complain to the Local Government Ombudsman.

The Local Government Ombudsman's contact details are:

- 0300 061 0614
- www.lgo.org.uk

If the parent/ young person considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.

7.4 Important appeals information

During the appeals process, the following will apply:

- no travel assistance will be provided;
- no changes to existence arrangements will be implemented.

Parents/ young people are responsible for providing their own travel arrangements until the outcome of the appeal has been determined.

7.5 Complaints

If parents/ young people wish to make a complaint about the level of service they have received regarding their travel arrangements, they can submit a complaint via the council's dedicated webpage:

<https://www.haringey.gov.uk/contact/council-feedback/make-complaint>

They can also complain in writing to the following address:

Special Education Needs,
London Borough of Haringey,
48 Station Road,
5th Floor, SEND Department
London,
N22 7TY

8. General Information

8.1 Behavioural standards

It is the responsibility of LBH to ensure that all children who are provided with travel assistance get to their place of learning safely and ready to learn. To ensure the safety of everyone on board vehicles, it is essential that passengers adhere to a number of behavioural standards whilst travelling to and from school. These standards are outlined by the 'Dos' and 'Don'ts' in Appendix D (page 51).

Where one or more of the behavioural standards are not adhered to by passengers, PTS will conduct an investigation into the alleged incident. Each incident will be investigated on a case-by-case basis, taking into consideration:

- how a child's SEND may have, if at all, contributed to an incident occurring;
- how the current travel arrangements may have contributed to an incident occurring;
- how any other factors contributed to an incident occurring e.g. a change in personal circumstances/ family dynamics/ medication.

The outcome of the investigation will allow LBH to put the necessary measures in place to ensure the health and safety of the individual, other passengers, PAs, and drivers. During the investigation and depending on the severity of the incident, LBH may have to temporarily withdraw travel assistance until the matter has been fully investigated, and/ or until the necessary provisions are put in place to ensure safety of everyone involved²⁵. The withdrawal may be a result of the delay in being able to provide additional resources, such as a one-to-one PA or safety equipment, and updating risk assessments. PTS will endeavour to put the necessary arrangements in place as soon as possible.

It is the aim of the PTS team to facilitate the learning of all eligible children and young people, and we will consider temporary withdrawals only when it is necessary for the health and safety of all the individuals involved.

Prior to any of the outcome of an investigation being enforced, LBH will consult with the parents and the school of the child to:

- inform them of the decision that was reached;
- explain how decision was reached;
- explain how the decision affects their child's school travel arrangements going forward.

Parents/ carers will be responsible for transporting their own children during any period where travel assistance has been temporarily withdrawn.

²⁵ Guidance from the Department for Education states that non-provision of transport during periods of exclusion on behavioural grounds does not mean that LBH is failing in its statutory duties.

During an investigation, PTS will examine evidence from:

- EHCPs
- other professionals, such as case/ social/ health workers
- reports and testimony from drivers, PAs, other passengers, and/ or members of the public who witnessed the incident;
- evidence submitted by parents;
- evidence submitted by schools.

For young people with SEND

LBH understands that young people with SEND may experience challenging behaviours because of their condition(s).

When LBH experiences an incident or an exhibition of challenging behaviour on the travel arrangements we provide, we will work closely with parents and schools to gather more information into the individual's specific needs and how our service can meet them.

We may contact schools to obtain 'Behavioural, Sensory and Communication' profiles for the child, as well as asking parents for their assessment of their child's needs in the form of a 'One Page Profile'. An officer of the PTS team will contact the relevant party i.e. the parent or school, to provide the information where necessary. Both profiles will enable us to cater to the specific needs of the young person and prevent further incidents from occurring in the future.

If a child is still experiencing behavioural issues whilst using the travel assistance we provide, a risk assessment may be conducted by an officer of the PTS team to determine what other provisions may be necessary to allow safe travel of all the parties involved.

8.2 Parental/ carer responsibilities

Overall responsibility for a young person's attendance at school is that of the parent. LBH will endeavour to make travel arrangements for eligible young people that are suitable not only for the individual, but parents and schools alike. Despite this, we cannot change travel arrangements to suit a parent's work schedule. Parents are expected to make other suitable arrangements for someone else to accompany their children as necessary.

In the instances that LBH do provide travel arrangements for a child, it is the responsibility of the parent(s) to ensure:

- the young person is at the 'pick up point' or ready to be collected from home at the allocated time in the morning, unless they are told otherwise by a member of the PTS team;

- a responsible adult is at the drop off point or home of the young person at the end of the day at the allocated time, unless they are told otherwise by a member of the PTS team;
- the young person is brought to the vehicle and parents assist LBH staff with placing them on the vehicle, where appropriate;
- the PTS team is provided with the correct and up-to-date contact information and addresses;
- the PTS is informed, in writing, if there is a change to the 'regular' person collecting their child from the drop-off point²⁶.
- they re-apply for transport and/or notify LBH of the change in circumstances (please see the 'Applications' sections 5 for more details);
- the PTS team are informed as soon as possible if the young person is sick or unable to attend school for whatever reason. Contact information can be found in section 9;
- the young person behaves in accordance with the 'Behavioural standards' of LBH school travel assistance policy (details in section 8.1).
- they treat all members of the school travel assistance team with courtesy. This includes but is not limited to office staff, PAs, travel buddies and/or drivers.

LBH do not deem it sufficient for parents to inform a PA, travel buddy or driver of any changes in circumstances, such as home address or contact information. We require formal correspondence to put the necessary arrangements in place.

Parents failing to meet the above consistently may result in the young person's eligibility for travel assistance to be reviewed and/or suspended until suitable measures can be put in place.

Failure to attend home/ collection point

In instances where a parent is not at home or the pick-up/ drop-off point at the designated time to collect the young person, the vehicle will wait three minutes from the arrival time. If the parent doesn't arrive, the vehicle will drop the other passengers on board the vehicle off and after this, attempt to drop-off the young person again. In the interim, our office and/or the PA will attempt to contact the parent. It is therefore important that the PTS are provided with the latest contact information for parents.

If a parent or responsible adult is still not at the pick-up/drop-off point after this final attempt, the young person will be taken to a point of safety, such as a police station²⁷.

²⁶ Without confirmation in writing, Haringey *WON'T* allow the child to be handed over. This is for the safety of the children.

²⁷ This will only be the case where a young person needs to be collected by a responsible adult and/or if it is deemed necessary for the young person's safety.

The parent is responsible for collecting the young person from this location and are liable for any associated costs.

Persistent failure of a parent to be at the pick-up/ drop-off point or home, may result in the suspension of travel arrangements for the individual until there is a resolution to the issue.

Some Post-16 young people do not require a parent to pick them up/ drop them off. A child will only be allowed to travel to/ from the pick-up & drop off point if:

- we have received written confirmation from the young person's parent that this arrangement is appropriate;
- it is suitable based on the young person's need²⁸.

The overall decision as to whether a young person needs a parent to escort them to and from pick/up/ drop off points is LBHs.

8.3 Adverse Weather

LBH will endeavour to reduce the impact that adverse weather may have on the service but in the event of severe weather conditions such as snow, storms, and/ or flooding, we may:

- inform the parent/ young person that the 'regular' service the passenger is allocated to may be delayed;
- change the vehicle a young person is allocated to;
- change the PAs/ drivers allocated to the vehicle;
- change the type travel arrangements in place for a young person;
- cancel the travel arrangements in place for a young person.

Parents/ young people will be informed as soon as possible by an officer of the PTS team when either of these occur.

We will only cancel travel arrangements when it is deemed necessary to guarantee the health and safe of the passengers, PAs and, drivers on the vehicle. If parents have been advised that travel arrangements have been cancelled for the passenger's morning journey, LBH cannot guarantee that arrangements will be in place for the afternoon journey.

Parents/ young people who have chosen to travel to school by their own arrangements during severe weather conditions, should ensure that they have confirmed return transport arrangements for the return journey before attending school on that day.

²⁸ This will be determined by a member of the PTS team.

8.4 Medication

Members of transport staff, such as PAs and drivers, are not permitted to carry or administer medication, or to replace medical accessories (for example, gastrostomy or tracheotomy tubes) on board vehicles. There is no statutory duty for agents of LBH to administer medication whilst on school travel assistance.

We do expect PAs and/ or drivers to promote the health and safety of all of the service users in their care.

All members of the PA team have received accredited emergency first aid training. This is refreshed within the designated timescales, or where it is deemed necessary by the PTS team. This training covers a wide range of topics, including but not exhaustive to:

- cardiopulmonary resuscitation (CPR);
- managing an emergency;
- general injuries e.g. cuts;
- dealing with instances of choking;
- identification and management of seizures;
- dealing with an unresponsive person;
- managing symptoms of shock;
- choking.

As a part of their application for transport, a parent/ young person is required to provide LBH of any information regarding the medical needs of the passenger. It is vital that this is done to ensure that we accommodate the needs of every eligible young person accessing school travel assistance. For the safety of the passenger, failure to provide the requested information may result in a delays in provisions being put in place and/ or temporary withdrawal of travel assistance services until the required information is obtained.

What happens in the event of a medical emergency?

In the event of an emergency, the protocol is for PAs and/ or drivers to contact emergency services by calling 999. They are expected to ask for a paramedic crew to attend the location of the incident and follow any of the guidance given by the medical professionals on the call.

By parents providing us with the most recent information pertaining to a passenger's medical conditions, we are able relay the correct information to attending paramedics.

It is for parents/ young people to decide whether they wish to travel on these terms.

Children/ young people with complex or acute medical needs

Some passengers have complex or acute medical needs that requires a suitably trained medical professional to accompany them for the duration of their school journey. PAs who are employed by LBH are trained in basic first aid, which they are expected to administer in the event of an emergency whilst on board the vehicle, and as such they are not expected carry out any duties relating to complex medical needs such as tracheostomies.

Where a child/young person has complex or acute medical needs that the existing PA team are not trained or qualified to deal with, LBH will fund a medically trained professional to accompany them for the duration of their school journey. Children with complex medical needs who require a medically trained professional to accompany them on the journey will not be able to travel without one.

If a child/young person already has specialist care in place to accommodate their needs, parents should let the PTS team know of these arrangements. LBH may be able to organise for these carers to accompany the child/young person on their journey, at the council's expense, thus allowing for continuity of services for the child/young person. It is therefore essential that parents include any medical/ carer needs of the child, and update the PTS of any changes.

In order to determine the needs of the child, we will:

- consult their EHC plan;
- use information contained within the application for travel assistance;
- risk assessments conducted by PTS officials;
- consult with the individual's school about their needs;
- correspondence with the parents.

8.5 COVID-19

Young people and parents should follow public health advice on when to self-isolate and what to do. National and local guidance is subject to change therefore current guidance at the time will apply. PTS will review the processes and procedures regarding how it deals with COVID 19 based on these guidelines and will inform parents when this changes.

Things to consider

The safety of passengers is main priority of the PTS team. However, in order to provide the necessary arrangements for the numbers of children and young people requiring school travel assistance, we have to group passengers together on communal buses. As described above (section 8.5), there are measures we are putting in place as a local authority to reduce the spread of COVID-19, but there is an inherent risk involved with these sorts of travel arrangements.

Consequently, parents/ young people may wish to make their own arrangements with the support of a PTB (more information in section 6.4). This is the safest way for a child to travel to school. In instances where a young person is already receiving travel assistance from LBH i.e. by taxi, bus, or travel training, but wish to be allocated a PTB instead, it is down to the discretion of the council to determine whether the individual will be allocated a PTB, based on the best use of LBH's resources.

We do acknowledge that this is not possible for all parents/ young people and in this case, LBH will arrange for travel assistance for those who are eligible. We will endeavour to reduce the risk of COVID-19 to passengers as much as possible, but cannot guarantee their safety in this regard. It is for parents to decide whether they wish for their child to travel on these terms.

9. Contact Information

Passenger Transport Service (PTS)

London Borough of Haringey

48 Station Road,

5th Floor, SEND Department

London,

N22 7TY

Email: school.transport@haringey.gov.uk

Contact number: 0208 489 5629

Please note that general enquiries should try to avoid calling at peak times such as 07.00am-am 09.00and 2.30pm-4.00pm. If a query is urgent, the PTS team will endeavour to respond as soon as possible.

10. Links

Haringey local offer for young people with SEND 0-25

<https://www.haringey.gov.uk/children-and-families/local-offer/5-15-year-olds/school-transport>

Haringey application page

https://eforms.secure.haringey.gov.uk/ufs/TRANSPORT_AND_TRAVEL.eb?ebd=0&ebp=10&ebz=1_1636535537036

D of E guidance on home to school travel assistance for children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/772913/Post16_transport_guidance.pdf

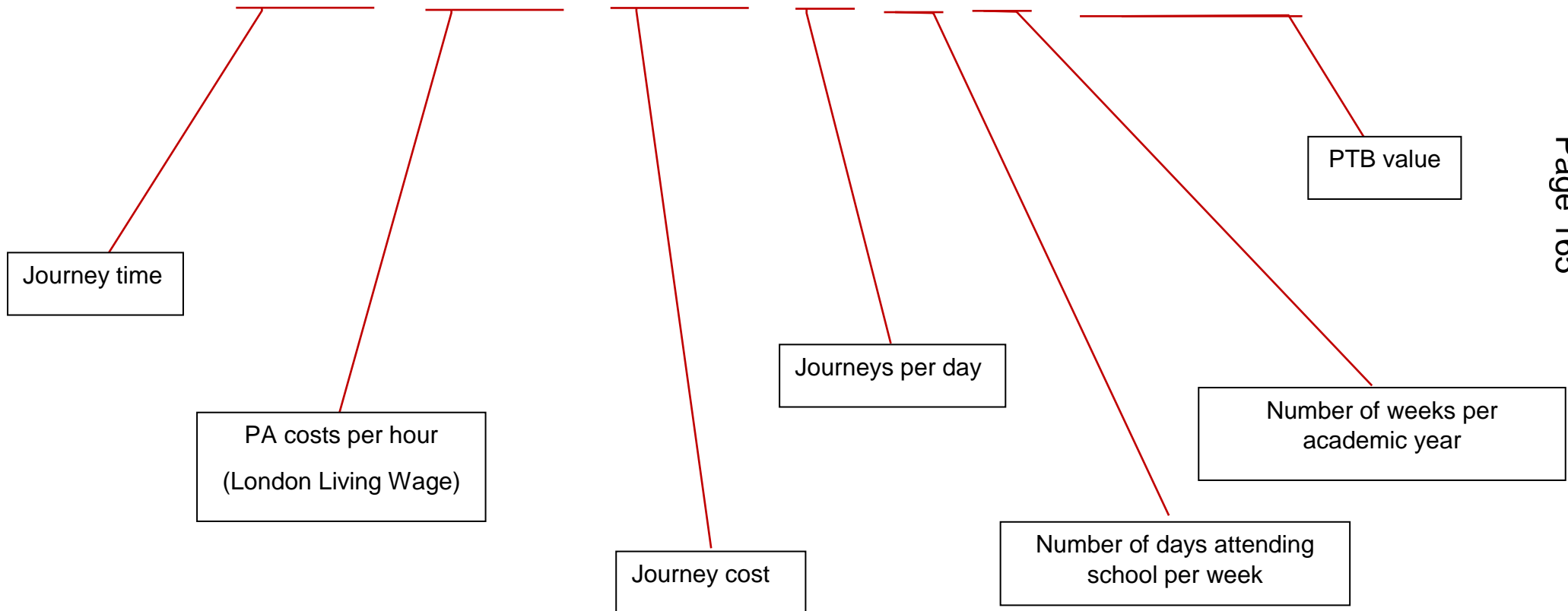
Care act guidance

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

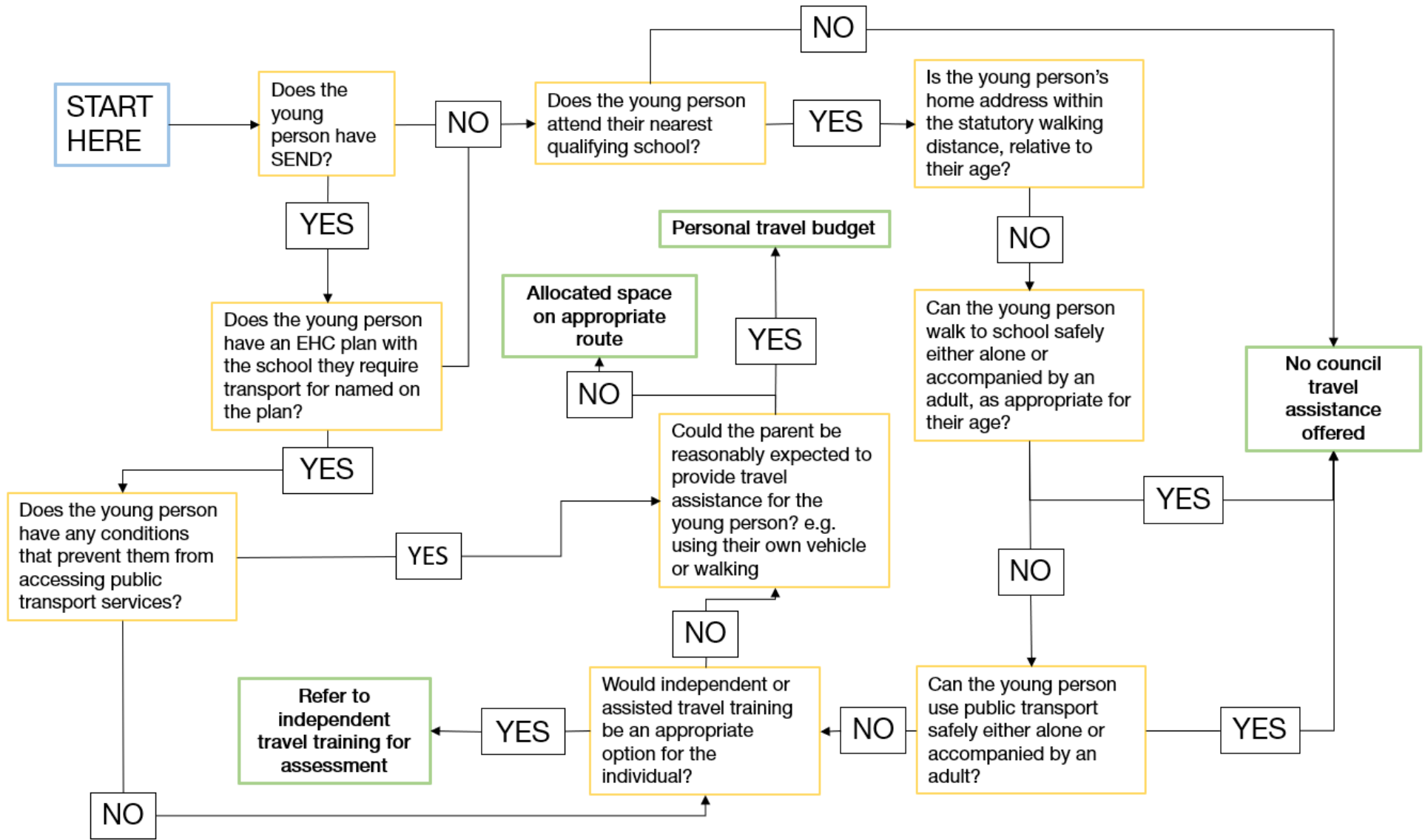
11.1 Appendix A

Scenario 1: the duration of a young person's journey to school is 30 minutes. They travel with a PA and use the train to get to school (which costs £1.50 for the young person and £3 for the PA per journey). The young person attends school 4 days per week, 39 weeks per year.

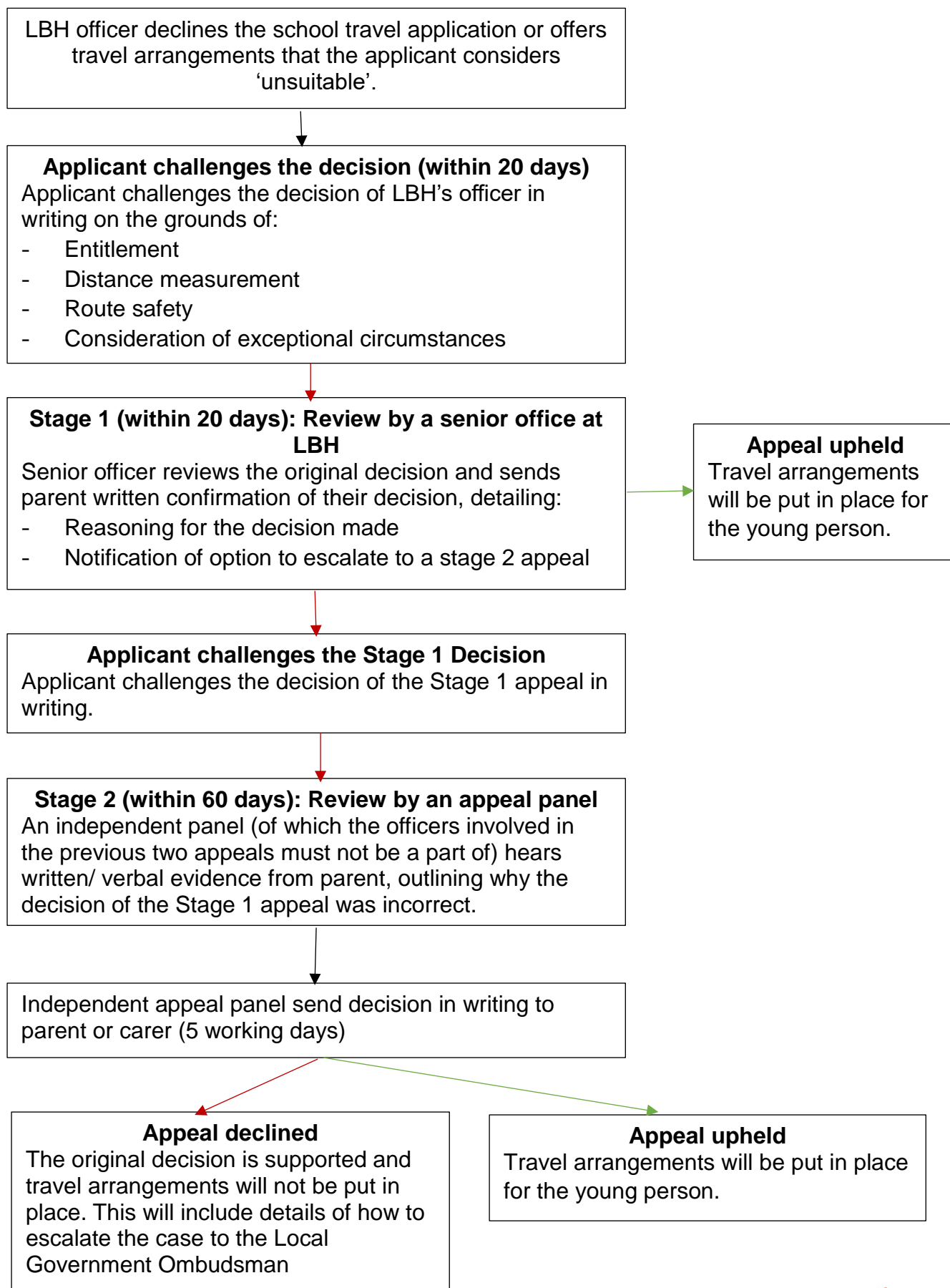
$$(0.5\text{hrs} \times \text{£}11.05 + \text{£}4.50) \times 2 \times 4 \times 39 = \text{£}3,127.80$$



11.2 Appendix B



11.3 Appendix C



11.4 Appendix D

Below is a list of behavioural standards that passengers must adhere to whilst travelling on LBH transport:

Dos

Service users must:

- remain in their seat at all times;
- wear their seat belts at all times;
- follow the instructions of the PA and/or driver (where applicable).

Dont's

We ask that service users do not:

- be verbally abusive to drivers, PAs, other passengers or any other member of the public whilst in or around the vehicle;
- behave in a way that may create danger to themselves or other passengers;
- cause damage to the vehicle itself;
- abscond from the vehicle;
- eat or drink on the vehicle, unless there are exceptional circumstances²⁹
- use mobile devices to take pictures or video recordings whilst in or around the vehicle³⁰;
- exhibit behaviour of a sexual nature;
- spit at or fight with other service users.

²⁹ This is for health and safety reasons. We must be informed by a parent or carer of any reasons why a service user needs to eat on the vehicle. This may include medical or religious reasons.

³⁰ This is for the safeguarding of other passengers.

Appendix Four: Summary of consultation feedback and responses from the service

Q: What other information would help clarify eligibility for travel assistance and the journey to school or college?				
Comment	Covered in Policy	If Yes, Section	Action required	Response
How do you make a full assessment of the young person's needs?	Yes	3.5	No	This is addressed in section 3.5.
Decision making are easier making by authorities but parents, carers who are involved with the special needs children/ young people lives suffers. They needs to provide travel according to their needs. Thank you.	Yes	Whole	No	Feedback noted, thank you.
Better point of communication and breakfast and afterschool club should be offered each time as standard and also to accommodate if the child has a sleep over.	Yes	3.8	No	New liaison officers are being recruited. Breakfast/ afterschool clubs are assessed but not practicable in all instance. Sleepover is also outside logistical possibilities.
A clear list or criteria.	Yes	1.8	Yes	Easy read guides
Where do I get an application from? Who makes the assessment? When does it take place? How long does it take to complete?	Yes	2	Yes	Add a small section about who makes the decisions about applications in Section 2 & 3.5.
Enough Information has been provided	N/A	-	No	-
If someone with Special Needs / Additional Needs is already attending Special School (rather than mainstream) and the family have applied for Special Transport / School Bus, then unless the family specify otherwise, the student should be allowed to continue Special Transport as long they carry on in educational setting. There is a reason the child has not been able to go to mainstream - the changes in routine, sensory disruption, etc causes them anxiety and distress and to be honest, having a Travel Buddy to take them on busy buses during rush hour / school times does not help the child in the long run. They can access their education / curriculum best if they are settled at the start of the day, not agitated, and feeling exhausted right at the beginning. I think SEND transport should continue.	Yes	2.1	No	This is addressed by when we will require a new application. Clearly states if they are attending the same school, then transport will continue, unless needs, address or school changes.
Parents told about what travel services are available	Yes	3	No	This is addressed in Section 3.
I was actually hoping for a travel buddy, rather than the bus, if I am honest. I think that would be a much better scenario for my son, but he was given bus travel instead.	N/A	-	No	Operational issue please contact the Transport Team directly.
Lifelong disability such as autism and child being in special educational setting should be a determining criteria to make sure they have SEND Transport irrevocably	Yes	1	No	Comment does not conform with DfE guidance
Please provide clear instructions how this will affect children already travelling to the school with special services provided by you	Yes	1.8	Yes	Easy read guides
Factors such as likelihood to abscond en route to school should be taken into consideration	Yes	1.8	No	Not a part of DfE guidance
One of the reasons for our son requiring transport is sensory needs and mental health resulting in exhaustion, this is why he needs taxi part-time and can travel independent to part time. Not clear to me how mental health/autism related needs fit with eligibility criteria	No	-	Yes	Add mental health criteria in 'Exceptional circumstances'
Nothing	N/A	-	No	-
Notice to parents whenever the sudden change in the morning -(if possible)	N/A	-	No	New liaison officers are being recruited.
Is it harder to get into the same college with decided major	N/A	-	No	-
Before children used to me dropped off at the home door which was better and safer. Now for the past 3/4 years or more I believe, we have to pick my son up all the way from the car park and on the way back he doesn't enter home waits for long at the door.	Yes	3.2	No	Pick up/ drop off points are being reviewed
She will have to be transported as she doesn't have any sense of danger in travelling unsupervised.	N/A	-	No	Operational issue and will need to be discussed with the Transport Team
Lifelong disability or illness plus special school placement should mean, unless family object, SEND Transport all school terms	Yes	1	No	Comment does not conform with DfE guidance
Nothing	N/A	-	No	-
From brief view the policy hasn't, built in and been prepared for situations those Children with; Autism, Disruptive Behaviour Disorders (DBD) and other health problems such Wheelchair or Epilepsy etc.	Yes	-	No	Not a specific SEND travel policy. Individual circumstances are addressed in the Individual child's risk assessment.
Non comment	N/A	-	No	-
That it should be linked to a parent carer's needs assessment, as well as a young carer's needs assessment, and any subsequent support packages. If disabled children are expected to get to school without support from the LA, that means that there will be an increase in demand on parent carers, and young (sibling) carers.	N/A	-	No	DfE criteria only relates to child's needs, not parental, however all family circumstances are considered within the 'exceptional circumstances' considerations.
Being honest and consistent with information, being told different things.	N/A	-	No	Feedback noted, thank you.
Including short examples in which circumstances transport is granted. As well be clear in the very beginning that there are different eligibilities for SEND children (and it doesn't matter whether they have or don't have EHCP).	Yes	1	Yes	Is covered in policy. Easy Read guides to be published.

As well, I noticed distance explanation, but if route is deemed dangerous (i.e. through major road) than distance is irrelevant. Have I missed it?				
To support the child with behaviour.	N/A	-	No	-
Understanding how you can cater for a child refuser of assistance. They only want to go when they want and when I can persuade them.	N/A	-	No	Individual circumstances.
Parents often tell us the forms are too long and too confusing	N/A	-	No	Forms need to get the required information and therefore must be quite detailed. Easy Read guides to policy will be created.
References to the law relating to the decisions would be useful	Yes	7	No	Links to DfE guidance stated in policy.
Child's safety to and from school commute	N/A	-	No	Children's safety is our priority.
As a school member of staff, I understand documentation, but many of the families I work with do not. Much of the information is too wordy, many of the parents I work with have limited understanding or just get confused. The text needs to be simplified for them or they rely on school staff, friends or family to complete forms with them.	N/A	-	Yes	Easy read guides to be produced.
Better communication and when you get in contact with SEND department that everyone can help and not have to wait for a someone who is on annual leave	N/A	-	No	New liaison officers are being recruited.
No excuses are accepted people pay hundreds of pounds of council tax, so the government and local government have the duty to provide the service so don't give us any xxx excuse to make cuts for these children too	N/A	-	No	Feedback noted, thank you.
If they have a lifelong disability and are attending special school, unless the family otherwise states, the transport should be provided by council. Parents of disabled teens and children have enough problems and difficulties to worry about! Transport to school should NOT have to be one of them	Yes	1	No	Does not conform to DfE guidance, eligibility criteria details if there would be change.
A lot of schools have introduced a school safe street, this means transport cannot come near the school.	N/A	-	Yes	Part of LTN work and there is a SEND exemptions policy in place.
The exact criteria.	Yes	1	Yes	Easy read guides to be produced.
I would like to know if the office staff read the ridiculously long and biased application form?	No	-	Yes	Application form is being updated, for first quarter of new year. Current and new application just asks for information required to assess for eligibility using National criteria.
Where to get the policy and info	No	-	Yes	Advertise and website work.
Keep them safe	N/A	-	No	This is our priority.
Not sure where this may need to be inserted but need to highlight the importance of getting children to school on time so that they have a settled start to the day an no loss of curriculum time. Sometimes excuse of route pattern is given for persistent lateness. Also parents of school age children often say it is difficult to take child with SEND to school if different from siblings' schools.	N/A	-	No	Operational issue and feedback noted, thank you.
The eligibility criteria should be starting from 4 years. My xxx academic year is starting in September 2022 and xx is 4 years old but his application was rejected because the eligibility criteria is only for 5 years. That's not fair at all.	Yes	1.7	No	Comment does not conform with DfE guidance; but we will always consider eligibility if exceptional circumstances apply.
Better communication and being consistent and reliable.	N/A	-	No	New liaison officers are being recruited.

Are you happy with the move to encourage more environmentally friendly transport?				
Comment	Covered in Policy	If Yes, Page	Action required	Response
Yes, as long as any change in vehicle/method of travel has the appropriate support ie, social stories to help children with any changes, good communication about what this entails etc	N/A	-	Yes	Mention Social stories within Escort handbook for next academic year and train staff to use these.
Only if the provision needs the needs of the young person. The young person shouldn't be expected to meet the needs of Haringey.	Yes	1.2	No	Clearly outlines that the arrangements made will be done in the best interests of the child.
Is all about budgeting	N/A	-	No	Green friendly transport is more expensive than less green transport.
As long as the children are happy the environmentally friendly is a positive move. Electric vehicles etc are the way forward.	N/A	-	No	Feedback noted, thank you.
I care about the environment, however I think little pollution is taking place by a special bus shared by many students, as opposed to lots of taxis and cars, etc	N/A	-	No	Buses contribute to green agenda, even if they aren't green vehicles. Still has an environmental impact, so needs to be considered and contribute to Haringey's overall plan.
Special buses reduce the need for multiple taxis and give the children / teens a set routine	N/A	-	No	Buses contribute to green agenda, even if they aren't green vehicles. Still has an environmental impact, so needs to be considered and contribute to Haringey's overall plan.
Only for children who are capable of more independent travel.	Yes	3.3	No	Parameters for ITT and buddies outlined in policy.
Yes, in principle but if taxi is required then using a taxi company that has electric or hybrid vehicles would ensure environmentally friendly travel for those who need taxi. The current company uses hybrid and electric vehicles	N/A	-	No	This was the basis for procurement of vehicles for this year's contracts.

Is good to introduce the personal travel badge so that parents can decide more environmentally friendly way of transport because most of the parents I have spoken with are not happy their pickup and drop off point as parents find hazards.	N/A	-	Yes	Pick up/drop off points are being reviewed.
It is unclear what "environmentally friendly" transport is. If you want kids to cycle, you have to create infrastructure first.	Yes	1.2	No	Clarified in section 1.2.
1 fridge that's in the bin produced 4 cars worth of emissions plus you need to produce the electricity too where from and the batteries? Lithium so it's only a shift in the location of pollution scientists who are for sale crests fake theories and collect data accordingly to try and persuade people to go out and buy electric cars so no it's a joke!	No	-	No	Feedback noted, thank you.
It's not about the environment but saving Haringey money.	N/A	-	No	Green friendly transport is more expensive than less green transport.
If more parents drive their children to school with funding of personal budgets, then Haringey will not be greener	Yes	3.4	No	Budgets are to be used for all sorts of arrangements, not just driving allowances. Budgets will only be used where advantageous.

Q: Please give your views about the introduction of cut off times for applications to promote smooth running of transport services.				
Comment	Covered in Policy	If Yes, Page	Action required	Response
Yes, again, as long as this is clearly communicated to the people organising the travel and appropriate support is put in place.	N/A	-	No	New liaison officers are being recruited.
Cut-off dates OK if clearly communicated.	N/A	-	No	New liaison officers are being recruited.
There should be no cut off dates. A young person who needs transport to travel to school must be provided with transport regardless of what month of the academic year. It is Haringey's responsibility to ensure the student had transport.	Yes	2.2	No	Late applications will still receive transport; however interim or temporary solutions may need to be sought in the short term and reviewed as it is not always possible to reschedule bus routes at short notice and this delays other children's journeys.
Parents/ carers can be in difficulty situation that can cause late applicants and not service users have family support to come at timeline. I believe extra time is needed. Please don't forget most carers their break is when they in school. Thank you	N/A	-	No	Late applications will still receive transport; however interim or temporary solutions may need to be sought in the short term and reviewed as it is not always possible to reschedule bus routes at short notice and this delays other children's journeys
A cut off time is crucial for the smooth running, but at the same time it's the councils' other departments that cause the parents running in to delay, and late comers should definitely be cared for.	N/A	-	Yes	Consideration for operational issues within Haringey placements.
Cut off times are needed but what about in year school changes or tribunal decisions? They happen all year round. How will this be accommodated?	N/A	-	Yes	Clarify in 2.1 that any other time of the year is subject to the 30 days.
I understand the need for cut off times. Help needs to be given to families to help them complete the application in due time.	No	-	Yes	New liaison officers are being recruited. Different methods for applications being developed.
I believe cut-off times shouldn't be introduced due to needs that could develop after the application deadline	N/A	-	No	Late applications will still receive transport; however interim or temporary solutions may need to be sought in the short term and reviewed as it is not always possible to reschedule bus routes at short notice and this delays other children's journeys
I think this is a good idea, but to be implemented you need to advertise / promote the deadlines better and more effectively	N/A	-	No	New liaison officers are being recruited. The Local Offer and SEND newsletter will be used to support communication with families.
It is essential especially for young people with Autism to travel in cars as public transport is very difficult and they are so animated they cannot access the curriculum				Considerations regarding suitability of transport are made when applications are received. We have many autistic children who enjoy bus travel and we recognise individual circumstances vary.
There is nothing wrong with cut-off dates for application. The transport department needs the time to plan based on applications already received.	N/A	-	No	-
I can understand the need for a cut-off date, but sometimes in year changes are surely needed.	Yes	2.1	Yes	Clarify in 2.1 that any other time of the year is subject to the 30 days.
It's okay, needs to get advertised more prominently	No	-	No	New liaison officers are being recruited Liaise with comms about the cut off dates.
You haven't made it clear do we need to reapply for this service (special transportation) again each school year?	Yes	2.1	Yes	Add a line stating those whose circumstances won't change need not apply.
Late applications may be necessary if a child change school/is excluded from school. Timeliness are subject to change.	Yes	2.1	Yes	Clarify in 2.1 that any other time of the year is subject to the 30 days.
I agree to this bit flexibility must be given on certain exceptional circumstances.	Yes	2.1	Yes	Clarify in 2.1 that any other time of the year is subject to the 30 days.
I do not know whether I have to apply again for my son or whether the transport from this year will automatically carry over as he is staying in same placement. LA needs to communicate better with parents about forward plans to ensure that we don't inadvertently miss the cut off due to lack of clarity	Yes	2.1	Yes	Add a line stating those whose circumstances won't change need not apply.
Understandable, however make sure parents know what you are doing effectively and efficiently. Offer opportunities to communicate with parents.	N/A	-	No	New liaison officers are being recruited.
Isn't necessary to cut-off date	N/A	-	No	Operational constraints lead to huge inefficiencies.

				Passengers still get transport, but it can't be guaranteed on an established route for September and any interim arrangements will need to be reviewed.
To minimise disruption cut-off date is necessary	N/A	-	No	-
The transport service need working experience team because most people don't know what their job I am not happy with that	N/A	-	No	Feedback noted, thank you.
This has not taken into account if the Children with various health issues may be taking part in Sporting activities that are later than the usual times. Or if the parents or not available at have be staying with another guardian for a few hours until a later time.	N/A	-	No	This section does not apply to after school activities
I agree with the cut off dates for applications as this would make parents/careers organise themselves better and the services to be running smoothly.	N/A	-	No	-
This is unhelpful. A child's needs may worsen during the year. Families may be left without support if they can only apply once a year.	N/A	-	No	The policy allows for families to apply at different points during the year.
Fair enough	N/A	-	No	-
100% agreed. It was always frustrating to not receive anything until at least beginning of September about my sons escort etc. This will hopefully speed it up.	N/A	-	No	Reason as to why cut off time should be implemented.
More buses between 3 and 5 pm are needed, especially W3 is always overcrowded when children get off from schools.	N/A	-	No	Feedback noted, thank you.
I feel that it is stressful having to complete the same thing every year. I feel like there should be an option to allow you to update any information.	Yes	2.1	No	Requirement is for it not to be completed every year, just when circumstances change.
I agree but I would leave some flexibility for kids who have special need that can escalate and request additional help all of the sudden (Tourette's is one of these conditions)	Yes	2.1	No	Covered by policy
Yes, it's reasonable. But please add that if child moves school within academic year, they will be considered. It is particularly essential for SEND children.	Yes	2.1	Yes	Add note referring to section 2.1 criteria.
I have no problem with a cut-off date as long as it is made clear what these dates are	N/A	-	No	New liaison officers are being recruited There will be clear communication regarding cut-off dates.
I agree	N/A	-	No	-
That's ok	N/A	-	No	-
The service should be automatic as the school knows what children need the travel assistance. Or why not to simplify by asking to the parents if the child need a school bus.	N/A	-	No	Not practicable as eligibility wouldn't be considered.
This will help with the start of the school year when transport can be quite challenging	N/A	-	No	-
Ok	N/A	-	No	-
As Haringey don't follow timelines when assessing and issuing EHC plans, it's hardly fair that the children will miss out on accessing transport. Tribunals run all year too. I think it sounds quite discriminatory and potentially the LEA could be guilty of DD via this policy.	Yes	2.2	Yes	Review statement to include more details around exceptional circumstances.
We can apply or move all year round so send children will be discriminated due to this policy.	Yes	2.2	Yes	Clarify that this is for only the start of the school year.
Seems fine	N/A	-	No	-
I think this needs to be made particularly clear to service users who are in mainstream settings. As a special school we give out lots of reminders, however I have some families (usually those coming to us from mainstream or other settings) who submit late applications due to unclear communication or little support.	N/A	-	No	New liaison officers are being recruited There will be clear communication about cut-off dates.
I'm sorry if a child's disability is for life there shouldn't be a need to fill in a form every year this is pathetic	N/A	-	No	Not applicable to new policy
Definitely	N/A	-	No	-
This will not work for students who get a last minute placement into a school.	Yes	2.2	Yes	Develop on exceptional circumstances policy.
Each parent must be individually and specifically contacted to make them aware firstly, whether they have to reapply for transport, and secondly, to make them aware of the cut-off date for the application.	N/A	-	Yes	New liaison officers are being recruited There will be clear communication about cut-off dates
I agree, although there are will be the odd exception.	N/A	-	No	-
It's unfair. SEND children move at any point of the school year, why should they lose out on accessing transport due to a policy. Personally, I think its discrimination.	N/A	2.2	Yes	Clarify that this is for only the start of the school year.
This is irrelevant the transport was appalling the start of the academic year, like no other however we do expect teething problems at the start	N/A	-	No	Feedback noted, thank you.
Often times parents/carer's battle to get statemented and battle for assistance. Just when they believe they can exhale, another battle Transport. There needs to be a level flexibility. These children should not have to be forced to wait as I'm sure they would have been waiting	N/A	-	No	Feedback noted, thank you.
These need to be very clearly individually communicated to families	N/A	-	No	New liaison officers are being recruited There will be clear communication about cut-off dates.
Sometimes it's difficult to predict when a child will start in a new SEN school, it's not always beginning of academic year so the application process should not have a cut off time.	N/A	-	No	Operational constraints lead to huge inefficiencies. Passengers still get transport, but it can't be guaranteed on an established route for September and any interim arrangements will need to be reviewed

Understand the need for this. Need to enlist help of all schools to help parents to be reminded and to adhere to deadlines eg for child starting special school for first time and in particular for child in m/s moving to special. May need to state clearly apply for parents waiting panel/ Tribunal decisions?	N/A	-	Yes	Add clarity about panel/ tribunal decisions.
I believe that individuals should receive enough time to create a good application.	N/A	-	No	Feedback noted, thank you.
If my child circumstances have not changed from the previous. Why do I need to reapply every year?	-	-	No	Policy doesn't state this. Parents do not have to reapply every year, this was ceased in 2020.
I think this is a good idea. Obviously if there can be flexibility where possible even better.	N/A	-	No	Feedback noted, thank you.

Are you happy with the proposed inclusion of behaviour contract in the policy?				
Comment	Covered in Policy	If Yes, Section	Action required	Response
I find this addition challenging. I appreciate that everyone needs to be kept safe on transport however this emphasis on behaviour could make transport more stressful for some children, it might seem like a demand. It also feels like this part of the policy could be open to discrimination against children and young people using the service. I would suggest that maybe there needs to be more training for the people supporting the children and young people to manage behaviour effectively than putting the pressure on the children and young people to behave, when in some cases it may be beyond their control.	Yes	5.1	Yes	Specific section called 'For children and young people with SEND'. Rewording of section to be undertaken.
Does the young person enter into a behaviour contract? Staff must be trained to understand and support the behaviours of the students on transport in a positive way. This means training in understanding autism.	N/A	No	Yes	Staff are trained in understanding autism- and the staff Handbooks will be published on the Local Offer.
Behaviour issues are common in send children. Who decides if the child is misbehaving or struggling due to an unmet need.	Yes	5.1	No	PTS and other professionals.
Behaviour is communication. It's important that this is understood in the context of children's needs, and that children and families aren't disadvantaged by this.	N/A	-	Yes	Specific training will be given regarding autism awareness for escorts. Only extreme cases may result in withdrawal of transport.
It's a difficult one; in principle it is right for majority of kids but in case of SEND behaviour IS communication, so child's behaviour can be a manifestation of mistreatment by staff, feeling unwell, being anxious etc. You should include a statement that for SEND children the policy will be applied according to their EHCP or Support Plan.	N/A	-	Yes	Specific training will be given regarding autism awareness for escorts. Only extreme cases may result in withdrawal of transport.
Some kids needs are different and have different needs and some kids can lash out if frustrated, so I think it's important to have the correct support and information for the kids, they travel on the SEND transport as public transport can become overwhelming so services need to ensure the kids are able to travel for education	N/A	-	Yes	Rewording of section.
What training will you be using?	N/A	-	No	Escort Handbook to be published on The Local Offer.
It is not the fault of severely disabled and highly vulnerable young people if they become distressed during hour long bus rides. The journeys should be shorter, no more than 30 minutes.	N/A	-	No	Against DfE guidance for journey times but wherever possible journey times are minimised and we actively try to reduce length of journeys.
Not happy but understand there has to be some restrictions	N/A	-	No	-
I agree with principle but 'behaviour contract' implies child's poor behaviour rather than expression of their particular need e.g. response to change. Agree plan is essential - could it be called something else - e.g. safe travel plan	N/A	-	Yes	Rewording of section.

Q: In your opinion does the policy support and promote young people to become independent travellers?				
Comment	Covered in Policy	If Yes, Page	Action required	Response
Very few young people with autism and learning difficulties would be able to travel independently on public transport. Haringey should be looking for more sustainable and environmentally friendly ways of transporting young people. If Haringey Council are promoting public transport, why do I see Homes for Haringey vans driving around the borough every day?	N/A	-	No	Not relevant to policy consultation but feedback noted.
Every kid's circumstance is not the same.	Yes	1.3	No	Covered in wording of section.
Only where this is an identified goal. Also, there will need to be an accompanying piece of work to ensure that TfL staff are equipped to support disabled children and parents to use transport. Too many buses don't enforce the rule that buggies must be moved or collapsed for people who use wheelchairs. This could result in children missing school or being late for school because they can't get on transport. E.g. railway stations don't have lifts or staff don't bring ramps.	N/A	-	No	TfL processes are outside of the remit of this policy.
Not always applicable. I don't want ideas being put to my son that are not suitable to him.	Yes	1.3	No	Covered in wording of section.
It's the governments duty as a social government if they need more money they can tax the rich more rather than take it out on children with special needs do no don't ask this question to be clever!	N/A	-	No	Feedback noted, thank you.
Air conditioning, windows open new buses and escorts to engage with our children and parents,	N/A	-	No	Incentivised in new contracts.

The amount of SEND children who would be able to travel independently is very small. More investment should be made in providing escorts on public transportation to make Haringey greener.	Yes	3	No	The Council is committed to support children who can travel independently to do this.
Yes, some children who are older/secondary school need independence like maybe parents/carer not needing to be physically present to collect from the van in front of the house as long as the parent is at home. Or waiting on their own for pick up in front of their house. Gives them help to be independent and boost self-esteem.	N/A	-	No	Feedback noted, thank you.
Lots of options given which build on work in school about road safety, how to move about on school trips etc.	N/A	-	No	The Council is committed to support children who can travel independently to do this.

Q: Is there anything you feel we have missed, or could improve on?				
Comment	Covered in Policy	If Yes, Page	Action required	Response
Communication, parents/carers should not have to be constantly calling the service to check things have been implemented. There should be an easier way to make small changes without having to reapply for the service.	N/A	-	Yes	New liaison officers are being recruited New application procedure.
It is very disappointing that Haringey Transport cannot do better in understanding their responsibility for transporting vulnerable young people to education. You keep looking for ways to justify your desire to cut costs and reduce the provision. Your entire attitude suggests a resentment of your service users.	N/A	-	No	Feedback noted, thank you.
Strongly disagree on the environmental and behaviour policy	N/A	-	No	Feedback noted, thank you.
Good communication. Utilising text, WhatsApp and email to inform and communicate with parents and carers	N/A	-	No	New liaison officers are being recruited
More accessible information and applications sent to families	N/A	-	No	New liaison officers are being recruited
Ease of applying and re-applying	Yes	2	No	New application form being developed.
You need to consider the impact of special needs families on taking away a vital provision such as SEND Transport	N/A	-	No	Policy is in line with DfE guidance.
Parents need to be clearly told what is offered	Yes	3	No	We will publish Easy Read guides.
More prominently advertising this consultation, easier access to forms, SEN students in special schools to maintain SEND Transport unless individual families state otherwise	N/A	-	Yes	Website improvements in line with SEND strategy. Website review to include all key documents being loaded on the Local Offer web-site and clearly signposted in the SEND newsletter.
Communication	N/A	-	No	New liaison officers are being recruited
You need to work with more experience transport team	N/A	-	No	Feedback noted, thank you.
This can't be a blanket policy. People need a personalised approach.	N/A	-	No	Most of the policy mentions 'case-by-case' assessments.
A lot of this should be dealt with on a case-by-case basis. I'm worried this will no longer be the case.	N/A	-	No	Most of the policy mentions 'case-by-case' assessments.
Be honest and respectful	N/A	-	No	Feedback noted, thank you.
I need a better understanding of your plan in order to answer this question, but I can already see this seems to be helpful	N/A	-	No	Feedback noted, thank you.
Give a clear explanation what this is actually about	N/A	-	No	Covered in policy and easy Read guides will also be published.
Formatting of document is inconsistent (odd words bolded, bigger; numbers not continued eg. after 1.5 there is 1.7) - it makes look unprofessional and hard to read.	N/A	-	Yes	Review formatting prior to publication.
The policy is not easy to find on the website	N/A	-	Yes	Website improvements in line with SEND strategy. All documents in relation to Transport section to be revised.
The transport service are very very poor at communicating with parents. This needs to be addressed	N/A	-	No	New liaison officers are being recruited
The consideration of training to both bus escorts and buddies needs to be explored. Most of the concerns I receive from families comes from parents who worry about lack of understanding of pupils needs.	N/A	-	No	All staff are sufficiently trained. Handbooks will be published on the Local Offer web-site.
Fix yourselves up we are talking about children and families who need this service which also creates work for others so there for I suggest you to get yourselves a better job than to eradicate this service because you won't be able to and I dare you to attempt it because I will start mass media awareness and protest so get your money from the main government and local government if not tell them to tax the rich more.	N/A	-	No	Feedback noted, thank you.
Policies are wonderful providing end user benefits from them. Please check transport services from The Vale School to home and also from home to The Vale school in the morning. Check whether timetable is actually working or not. Thank you	N/A	-	No	Feedback noted, all routes are reviewed at the end of the academic year.
The service could communicate better with parents and service users	N/A	-	No	New liaison officers are being recruited.
Communication needs to be improved	N/A	-	No	New liaison officers are being recruited
Schools should be encouraged to provide breakfast clubs to allow parents to drop children at school earlier than 9am.	N/A	-	No	Outside SENDs remit of policy, school issue.
Escorts should reflect the service users. There should be a lot more diversity. In my opinion it's not inclusive without it. In my experience my child doesn't even know the names of the worker or workers. They don't engage. They communicate more with each other than the service user. The service user doesn't appear to be the key focus.	N/A	-	No	All staff are trained but we will review this. All Handbooks will be made available on The Local Offer.
For children with complex medical needs you say you "will seek to provide" appropriately trained medical staff. There should be no seek about it - it is your legal duty and as you are explicitly stating your staff will not - for example - do tracheostomy changes you are either unlawfully limiting children's access to transport or putting their life at risk. Please also see recent case law on this very issue!	N/A	-	Yes	Review wording and procedure.

Yes, some children who are older/secondary school need independence like maybe parents/carer not needing to be physically present to collect from the van in front of the house as long as the parent is at home. Or waiting on their own for pick up in front of their house. Gives them help to be independent and boost self-esteem.	N/A	-	No	Feedback noted, thank you.
Insert section on Communication strengthening the importance of parents and LA keeping each other informed of individual changes for parents and system changes for LA. Importance of close working with school staff and parents re Travel Assistance planning; informing parents and schools of any likely problems as a result of staffing issues etc, weather etc.	N/A	-	No	Feedback noted and will be incorporated into staff training.
Make it easier to understand for parents	N/A	-	Yes	Easy ready guides.
Pick up point is too far	N/A	-	No	Pick up points are under review.
Office staff need to be respectful and show some compassion	N/A	-	No	Feedback noted, thank you.

Q: We also had feedback/questions from parents that attended the engagement events, here is their feedback				
Comment	Covered in Policy	If Yes, Page	Action required	Response
Travel Buddies - I understand the need to prioritise, however it would be great if YP, who may not meet the criteria of having the 'potential' to be an independent traveller in the very near future, could also be included in this. Maybe particularly the older YP? The benefits being.... independence (walking or going on public transport with a buddy but without a parent;) getting used to being out and about and on public transport to give them (and their family) confidence to use public transport outside of school journeys; 'community presence,' quality of life and sustainability.	Yes	3.3	Yes	Further clarify in policy the difference between ITT and travel training.
Costing for PTB - I think the (privately arranged) travel buddy's time needs to take account of the reality of trying to employ someone for e.g. 30 minutes where they start and end at different places. Who's going to take that job? Buddies are likely to live locally and so may end up a long way from home. I appreciate this might work in some instances e.g. if it's a family member acting as the Buddy on their way to work. I also think that realistically you can't employ someone for less than an hour at a time.	Yes	3.4	Yes	Add this suggestion into the calculation.
Looked After Children - while I understand it will (nearly always?) make sense for the new borough to make the new assessment and provide the transport when a CYP moves out of borough, I'm wondering how that transfer of responsibility happens? Does/could the Haringey Transport Team ease that transfer (when the CYP is already accessing transport) by liaising with SW Teams, Virtual Schools, new LA etc? And provide temporary transport while the new assessment is being made? Is there a fast track for agreeing payment to neighbouring boroughs? Given that moving boroughs can be where so many Looked After CYP fall through the cracks. Domestic Violence - similarly when families move boroughs due to Domestic Violence.	No	-	Yes	LAC- This 'transition' is fulfilled by ESCS. No further action required Domestic violence to be included in exceptional circumstances criteria.
Temporary Medical Conditions (including parents' temporary medical conditions) - how quickly can transport be provided? Is there a fast track? (I assume there is a fast track for crises?) The normal timescales of assessment etc would take too long. Re specific doctors' letters - can a common sense approach be applied by liaising with the school and using existing medical letters? Getting a specific letter from a doctor could take way too long. Getting the child back to school when they are fit and well enough for school (but not walking/public transport) should be the priority.	Yes	1.9	No	Individual exceptional circumstances will always be considered.
Children who live at two addresses - complicated I know, but is there flexibility to provide transport from two addresses where there is shared custody when both addresses are in Haringey and there is a consistent pattern of where the child lives?	No	-	Yes	Section needs to be added. If we control the EHCP then we should provide transport, as long as the primary parent lives in Haringey and school is named in section I
I think a few parts of the Policy are a bit confusing... I think the fact that the document includes CYP without SEND as well as with SEND makes the Policy a bit confusing at times. (Although I understand that it needs to cover all CYP.) For instance the distance criteria. The statutory walking distances pops up in few places and then says it doesn't apply to CYP with SEND. Could the distance criteria be in one place at the beginning and then not mentioned again? I'm assuming that an EHCP isn't required to apply for travel assistance? I couldn't find anywhere that says it is required but on the (current) Local Offer the application form for travel assistance says that an EHCP must be provided. Maybe those without EHCPs are covered by the sections on temporary medical conditions, parental disability and crises? What about those with new or deteriorating health conditions who are applying for EHCPs? Could the need, or otherwise, for an EHCP be more explicit in the Policy?	Yes No	1.8 -	Yes Yes	Further explanation as to how distance effects children with SEND. Add explanation about those waiting for an EHCP i.e. they will be judged against standard criteria i.e. distance. Unless there is significant need.

<p>I think the Behavioural Standards chapter is rather unclear. I think I understand (and appreciate) the message that the reasoning is to keep everyone safe rather than to have unnecessary rules. However I think the Policy rather ties itself in knots by saying there are Principles rather than a Code of Conduct. And then listing what to me is a list of rules but calling them Principles! (I'm also not sure how easily people will understand 'Outcome of principle rule breaks'.) I suppose I wonder if this chapter could be simplified and the language clearer while still keeping the ethos? Also wondering if it would be simpler if the Policy just had 'Principles' (safety etc) and then the Rules/Dos and Don'ts as an Appendix? I'm guessing the Dos and Don'ts will evolve and may need regular updating so might be better outside of the Policy.</p>	Yes	5.1	Yes	Rewording of section.
<p>1.8 School Placementb) a child having an EHCP, with the preferred school being named in the EHCP. If a different school is named in the plan and the parent or carer still wishes to send their child to the preferred school. LBH will expect the parent to make their own travel arrangements, other than in exceptional circumstances. I did finally understand this, but I think it is confusing. (And it's a very important point.) Can it be made clearer?</p>	Yes	1.8	Yes	Rewording of section.
<p>I think the following have typos or at any rate I don't find them very clear.</p> <ul style="list-style-type: none"> - 1.6 Children and Young People Covered by this Policy: The child/young person will also have to be: - under compulsory school age. - of compulsory school age (5-16) with or without SEND <p>This is confusing to me. Could add or? But would it be clearer just to take it out and make the whole section shorter and clear? It covers everyone under 16 surely.</p>	Yes	1.6	Yes	-'and' to be added.
<ul style="list-style-type: none"> - 3.8 page 23a child/young person will be given travel assistance in the mornings only if finish school earlier than the regular school closing time' Would it help to move the word 'only?' (I read it several times before I understood it.) 	Yes	3.8	Yes	Rewording of section.
<p>We also had the following questions/statements asked/mentioned during the events: "I have heard that children outside of the borough cannot get home school transport."</p>	Yes	1	No	Covered in policy, only applies to Haringey residents.
<p>"Independent travel, can it work with a personal travel budget?"</p>	Yes	3.3 & 3.4	No	No, it's one type of travel assistance or another. Covered in policy 'Haringey will offer one of the following'.

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Equality Impact Assessment (EQIA)

The Equality Impact Assessment (EQIA) form is a template for analysing a policy or proposed decision for its potential effects on individuals with protected characteristics covered by the Equality Act 2010.

The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not

The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

Although it is not enforced in legislation as a protected characteristic, Haringey Council recognises the profound and far-reaching impacts of socioeconomic disadvantage and treats socioeconomic status as a local protected characteristic.

1. Responsibility for the Equality Impact Assessment

Name of proposal:	School Travel Assistance Policies
Service Area:	SEND
Officer Completing Assessment:	Mary Jarrett
Equalities Advisor:	Rufus Pope
Cabinet meeting date (if applicable):	18 October 2022
Assistant Director	Jackie Difolco

2. Executive summary

We are proposing to update and revise our home-school transport policy. We are introducing a more detailed account of how decisions are made in the interests of transparency and to ensure our stakeholders are as informed as possible. This will also ensure that there is less confusion and misinformation in the community.

The majority of children and young people who require transport assistance to school will continue to benefit from the existing provision from Transport for London. Specialist assistance will continue to be provided for children and young people with SEND or those whose family circumstances mean that additional support to access education will be required.

The changes to provision included:

- Consideration of sustainability, focusing on the environment, emissions reduction, and promotion of independent travel options.
- Move from title of 'Travel' Policy to 'Travel Assistance' policy.
- Creating a specific policy for young people aged 16 - 25, including information about external travel support.
- Introduction of Behavioural Standards for children and young people using Transport commissioned by the Local Authority.
- Detailed explanation of the transport decision making process.
- Standardisation of disputes and appeals process in accordance with Statutory Guidance.
- Development of 'Personal travel budgets' and how they are calculated.
- Comprehensive 'Application' procedure and guidance.
- Clarity around breakfast/ after school clubs and times when Haringey will provide transport.
- Introduction of cut-off timescales. Introduction of cut-off timescales.
- COVID-19 information in relation to home-school transport.

We published our revised and updated home to school transport policy for public consultation to further 9 May 2022 to 31 July 2022.

We had 98 responses to the consultation and the feedback has been incorporated into the home to school transport policy.

3. Consultation and engagement

3a. How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff? Detail how your approach will facilitate the inclusion of protected groups likely to be impacted by the decision.

Initial Consultation and engagement has taken place via a Stakeholder delivery group prior to the proposed policies being drafted. Key stakeholders include parents and carers, Special schools, transport providers and passenger assistant services, including travel buddies.

Prior to going to Cabinet there will be a 12-week public consultation via the Local Offer web-site, supported by a communications campaign which ensures that young people and their families are aware of the new policies.

3b. Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

A number of the responses mention clarity of eligibility and information provided by the council. This has been considered in the development of a new engagement and application strategy.

Several respondents also mentioned that aiming for independence in travelling isn't always applicable for people depending on their level of need.

4. Data and Impact Analysis

Please consider how the proposed change will affect people with protected characteristics.

4a. Age

Data Borough Profile¹

56,718: 0-17 (21%)

72,807: 18-34 (27%)

68,257: 35-49 (25%)

44,807: 50-64 (17%)

28,632: 65+ (11%)

Target Population Profile

The new policies will impact all young people aged 0-16 who attend full time school and live in Haringey or who are Looked After and required home-school transport in their new authority.

The policy will affect young people aged between 16-19 in full-time education.

The policy will affect young people aged 16-25 in education who have SEND.

Current profile of home-school transport users by age:

0-17	80.2%
18-34	19.4%

Potential Impacts

The data demonstrates that there is an overrepresentation of young people below the age of 17 who currently qualify for travel assistance, to whom the new travel assistance policy will apply. The policy will therefore disproportionately affect young people under the age of 18 with SEND .

The proposed policies will impact on the environment in Haringey by promoting sustainable transport.

The proposed policies, including the specific development of a policy for older young people (aged 16+) promote, where appropriate, independent travel, maximising the use of public transport to enable children and young people to exercise and to continue Haringey's Clean air policies.

4b. Disability²

Data

Borough Profile ³

4,500 people have a serious physical disability in Haringey.

19,500 aged 16-64 have a physical disability. This equates to approximately 10% of the population aged 16-64.

1,090 people living with a learning disability in Haringey.

4,400 people have been diagnosed with severe mental illness in Haringey.

¹ Source: State of the Borough

² In the Equality Act a disability means a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities.

³ Source: 2011 Census

Target Population Profile

Breakdown of disability within the school age population is as follows:

SEN type	Jan 2021 school census
ASD	15.6%
HI	1.9%
MLD	12.5%
MSI	0.0%
NSA	3%
OTH	3%
PD	1.9%
PMLD	0.6%
SEMH	16.8%
SLCN	28.7%
SLD	0.6%
SPLD	13.7%
VI	0.6%

The Current service users of the home school transport team have the following profile:

Wheelchair users:

Manual	7.12%
None	92.88%

Impact

The data demonstrates that a higher than Haringey average number of children who use wheelchairs access this service, demonstrating the importance of the service in supporting children and young people with mobility issues to access education thereby facilitating the improvement of their long-term opportunities.

The members of this protected group will receive better support through provision of a range of transport procured to meet their needs.

The intention of these policies is to promote equality of opportunity for SEND children and young people by providing a range of transport assistance to meet their individual needs.

The proposed policy is anticipated therefore to have a positive impact on the lives of children and young people with SEND across the range of potential needs by ensuring that they are supported to continue accessing education in a way that accommodates their individual needs.

4c. Gender Reassignment⁴

Data

Borough Profile

There is no robust data at Borough level on our Trans population, however the central government estimates that there are approximately 200,000-500,000 Trans people in the UK. Assuming an average representation, this would mean between 800 and 2,000 Haringey residents are Trans.⁵

Target Population Profile

There are a small number of transgender young people attending Haringey Schools and some of these young people have SEND. We do not have reliable data regarding this.

Impacts

The individual needs of transgender young people will be addressed via a home-school transport request and assessment if required. This policy will not disproportionately affect transgender young people, and support proposed to any transgender young people following assessment will recognise and accommodate their individual needs by virtue of belonging to this protected group.

4d. Marriage and Civil Partnership

Data

Borough Profile ⁶

Divorced or formerly in a same-sex civil partnership which is now legally dissolved: (8.2%)

In a registered same-sex civil partnership: (0.6%)

Married: (33.3%)

Separated (but still legally married or still legally in a same-sex civil partnership): (4.0%)

Single (never married or never registered a same-sex civil partnership): (50.0%)

Widowed or surviving partner from a same-sex civil partnership: (3.9%)

Target Population Profile

This policy will not affect or impact the parents of children or young people based on their marital status and we do not collect data regarding relationship status for home-school transport.

Impacts

⁴ Under the legal definition, a transgender person has the protected characteristic of gender reassignment if they are undergoing, have undergone, or are proposing to undergo gender reassignment. To be protected from gender reassignment discrimination, an individual does not need to have undergone any specific treatment or surgery to change from one's birth sex to one's preferred gender. This is because changing one's physiological or other gender attributes is a personal process rather than a medical one.

⁵ Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

⁶ Source: 2011 Census

Where individual families are disproportionately affected by, for example the impact of disability and family composition this will be considered within an individual transport request.

4e. Pregnancy and Maternity

Data

Borough Profile ⁷

Live Births in Haringey 2019: 3,646

Target Population Profile

Impacts

This policy will not significantly affect women who are pregnant. Where a family or household require this to be considered within an individual transport application this will be assessed according to the impact on the household. The policy will have a neutral impact on pregnant women.

4f. Race

In the Equality Act 2010, race can mean ethnic or national origins, which may or may not be the same as a person's current nationality.⁸

Data

Borough Profile ⁹

Arab: **0.9%**

Any other ethnic group: 3.9%

Asian: **9.5%**

Bangladeshi: 1.7%

Chinese: 1.5%

Indian: 2.3%

Pakistani: 0.8%

Other Asian: 3.2%

Black: **18.7%**

African: 9.0%

Caribbean: 7.1%

Other Black: 2.6%

Mixed: **6.5%**

White and Asian: 1.5%

White and Black African: 1.0%

White and Black Caribbean: 1.9%

⁷ Births by Borough (ONS)

⁸ [Race discrimination | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/our-work/anti-discrimination-law/race-discrimination)

⁹ Source: 2011 Census

Other Mixed: 2.1%

White: 60.5% in total

English/Welsh/Scottish/Norther Irish/British: 34.7%

Irish: 2.7%

Gypsy or Irish Traveller: 0.1%

Other White: 23%

Target Population Profile

The current population analysis of home school transport users compared to school population is as follows:

		School passenger matched (258 pupils)	All pupils – Jan 2021
ABAN	Bangladesh	5%	2.7%
AIND	Indian	1%	1.0%
AOTH	Asian Other	1%	1.5%
APKN	Pakistani	1%	0.9%
BAFR	Black African	26%	13.5%
BCRB	Black Caribbean	10%	5.9%
BOTH	Black Other	5%	2.1%
CHNE	Chinese	2%	0.9%
MOTH	Mixed Other	7%	5.7%
MWAS	Mixed White and Asian	1%	2.2%
MWBA	Mixed White and Black African	2%	1.6%
MWBC	Mixed White and Black Caribbean	1%	2.8%
NOBT	Not obtained	2%	2.3%
OOTH	Other	6%	7.4%
REFU	Refused	0%	1.2%
WBRI	White British	11%	20.0%

WIRI	White Irish	1%	0.7%
WIRT	White Irish Traveller	1%	0.1%
WOTH	White Other	17%	27.2%
WROM	White Gypsy Roma	0%	0.3%

The data demonstrates that the data in relation to users of home school transport in comparison with school population is similar. There appears to be over-representation of children from Black African, Black Caribbean and White Other backgrounds; however, the data also demonstrates high numbers of children who don't have their ethnicity recorded so it is not possible to draw conclusions from this data.

Potential Impacts

The delivery of home-school transport supports the accessibility of education for a range of children, including those from a range of ethnic backgrounds. The service needs to keep more accurate data to monitor the impact of this service in supporting access to education for children from different ethnic backgrounds.

4g. Religion or belief

Data

Borough Profile ¹⁰

Christian: 45%

Buddhist: 1.1%

Hindu: 1.9%

Jewish: 3%

Muslim: 14.2%

No religion: 25.2%

Other religion: 0.5%

Religion not stated: 8.9%

Sikh: 0.3%

Target Population Profile

The Transport Team do not keep data in regard to children's religion, however home school transport is provided to children attending a variety of education settings including faith schools.

Impacts

Provision of home-school transport to children and young people with SEND facilitates parental choice and control regarding their child being enabled to attend a faith school which can meet their learning needs and outcomes while accounting for their individual beliefs.

4h. Sex

¹⁰ Source: 2011 Census

Data

Borough profile ¹¹

Females: (50.5%)

Males: (49.5%)

Target Population Profile

The profile of home school transport users demonstrates that boys are over-represented in home-school transport.

Female	13.4%
Male	86.6%

Further analysis of data in relation to SEND demonstrates that this over-representation of boys in SEND systems is wide-spread and requires further analysis and attention.

Impacts

The provision of home school transport assistance increases the accessibility of school for all children and young people with identified SEND. In doing so, it will meet the needs of male service users who are more frequently identified as having SEND needs.

4i. Sexual Orientation

Data

Borough profile ¹²

3.2% of London residents aged 16 or over identified themselves as lesbian, gay or bisexual in 2013. In Haringey this equates to 6,491 residents.

Target Population Profile

The sexual orientation of passengers on home-school transport is not currently recorded.

Impacts

The provision made within the policies will ensure that all young people are supported to attend and access education. A neutral impact is anticipated.

4j. Socioeconomic Status (local)

Data

Income

8.3% of the population in Haringey were claiming unemployment benefit on 9 December 2021.¹³

20.8% of the population in Haringey were claiming Universal Credit on 9 December 2021.¹⁴

29% of employee jobs in the borough are paid less than the London Living Wage.¹⁵

¹¹ Source: 2011 Census

¹² Source: ONS Integrated Household Survey

¹³ [ONS Claimant Count](#)

¹⁴ [LG Inform](#)

¹⁵ ONS

Educational Attainment

While Haringey's proportion of students attaining grade 5 or above in English and Mathematics GCSEs is higher than the national average, it is below the London average.¹⁶

4.4% of Haringey's working age populations had no qualifications in 2020.¹⁷ 4.8% were qualified to level one only.¹⁸

Area Deprivation

Haringey is the 4th most deprived in London as measured by the IMD score 2019. The most deprived LSOAs (Lower Super Output Areas or small neighbourhood areas) are more heavily concentrated in the east of the borough where more than half of the LSOAs fall into the 20% most deprived in the country.¹⁹

Target Population Profile

These revised policies apply to all school-aged children in Haringey and are designed to promote access to education for all children, taking into account accessibility and access issues which may be due to transport issues.

Impacts

Provision of home-school transport allows children and young people equal access to sites of education and learning which will promote education outcomes for children and young people in the Borough.

%. Key Impacts Summary

5a. Outline the key findings of your data analysis.

The data regarding the users of the current-home school transport system indicates that they are representative of the population of children and young people with SEND in Haringey for whom the service is provided.

b. Intersectionality

Consideration of intersectionality demonstrates the disproportionate number of boys with SEND, and the data regarding home school transport indicates over-representation from Black Caribbean and Black African children within the home-school transport service. It is therefore possible to argue that the service continues to support this cohort of young people and that improved data collection will support the evidence of impact.

5c. Data Gaps

There are significant data gaps regarding users of home-school transport which will be addressed via better monitoring and management via the new Mission software

6. Overall impact of the policy for the Public Sector Equality Duty

¹⁶ Source: Annual Population Survey 2019 (via nomis)

¹⁷ [LG Inform - qualifications](#)

¹⁸ [LG Inform – level one](#)

¹⁹ [State of the Borough](#) (p.21)

The proposal will increase equality of accessibility to education via provision of specialist transport for children and young people with SEND needs and those who require transport to school because of specific family circumstances, including parental disability.

7. Amendments and mitigations

7a. What changes, if any, do you plan to make to your proposal because of the Equality Impact Assessment?

No major change to the proposal: the EQIA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

7. Ongoing monitoring

Service to create improved data monitoring systems to record access to service by children from different backgrounds and range of disabilities.

8. Authorisation

EQIA approved by: Assistant Director: Early Help, Prevention and SEND

Jackie Difolco

Date: Friday 19 August 2022

9. Publication

Please ensure the completed EQIA is published in accordance with the Council's policy.

Please contact the Policy & Strategy Team for any feedback on the EQIA process.

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MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON THURSDAY, 15TH SEPTEMBER, 2022, 4.30 - 5.10 PM

PRESENT: Councillor Lucia das Neves, Cabinet Member for Health, Social Care, and Wellbeing.

In attendance: Felicity Foley, Business Manager; Bezuayehu Gubay, Strategist and Commissioner; Sarah Hart, Senior Commissioner; Will Maimaris, Director of Public Health; Vicky Murphy, Assistant Director for Adults; Gill Taylor, Assistant Director for Communities and Housing Support; and Fiona Rae, Acting Committees Manager.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUEST FOR APPROVAL OF ACCEPTANCE OF THE GRANT AWARD FOR ROUGH SLEEPING DRUG AND ALCOHOL TREATMENT

The Cabinet Member for Health, Social Care, and Wellbeing considered the report which sought approval to accept the Rough Sleeping Drug and Alcohol Grant and award 2022-25.

In response to a question from the Cabinet Member, it was noted that there would be a separate budget for in patient and residential provision within this grant. In relation to residential services, it was clarified that a person's pathway and post-residential options would be fully designed in advance. It was added that it would be possible to adapt and improve the pathway as more people used the services. It was explained that work in this area often took some time and it was often necessary to build trust and relationships. It was noted that the 2020-21 programme had significantly reduced the amount of drug related homeless deaths by 40% which was a key success.

The Cabinet Member RESOLVED

1. To approve the receipt of the Office of Health Improvement and Disparities (OHID) grant for Rough Sleeping Drug and Alcohol, for the year 2022/23 and 23/24 as permitted under Contract Standing Orders 16.02 and 17.1.
2. To note that the indicative total value of the grant will be £1,184,613.

Reasons for decision

Substance misuse is a prevalent issue for those with a history of rough sleeping and is often an impediment to their moving to settled accommodation, if left untreated.

In 2021/22 Haringey Council successfully bid for a grant from OHID to provide street-based substance misuse services to those with a history of sleeping rough. The bid was designed by staff and residents with lived experience. Having successfully delivered on the 2021/22 programme OHID has now released further funding for Haringey for the years 2022-24. Delivery has been so successful that our grant has now been increased to a value that requires Cabinet member agreement.

Alternative options considered

The Cabinet Member could refuse to receive the grant. However, as there was a clear need for this work and strong support to tackle the impact of substance misuse on the homeless community, this option has been considered and rejected.

4. REQUEST FOR APPROVAL OF ACCEPTANCE OF GRANT FUNDING FOR THE SUPPLEMENTAL FUNDING FOR SUBSTANCE MISUSE TREATMENT AND RECOVERY AND CONTRACT EXTENSION AND VARIATION OF THE CONTRACT TO HUMANKIND CHARITY

The Cabinet Member for Health, Social Care, and Wellbeing considered the report which sought approval for the receipt of supplemental grant funding for Substance Misuse Treatment and Recovery and sought variation and extension of the contract to Humankind as set out in the report.

It was noted that performance was built into the contract management processes and that specific steps could be taken in the case of any issues. It was also noted that financial reports were requested from providers at the end of the financial year.

Following consideration of the exempt information,

The Cabinet Member RESOLVED

1. To approve the receipt of the Office for Improvement and Disparities (OHID) grant 'Supplemental funding for substance misuse treatment and recovery' for the year 2023/24 and 2024/25 in accordance with Contract Standing Orders (CSO) 16.02 and 17.01 The value for the indicative grant will be £1,303,160 for 2023/24 and £2,515,389 in 2024/25.
2. In accordance with Contract Standing Orders 16.02 and 10.02 .1 (b), to agree the use some of the grant monies (as outlined in this report) to vary the existing contract with Humankind Charity for Integrated adult substance Misuse Treatment and Recovery services lot two from 1st April 2022 until 31st January 2025 a period of or 31 months) at a total value of £918,332.
3. To include the Supplemental grant, financial year 2022/23 £283,290 and subject to OHID agreement 2023/24 £346,387 and 2024/25 £288,655.

4. In accordance with CSO 16.02 and 10.02.1 (b), to agree contract extension of the Humankind contract for Integrated Adult Substance Misuse Treatment and Recovery services: lot two, for two years from 1st February 2023 until 31st January 2025, such extension to include the variation referred to in para 2.2 above. Total value of extension £1,779,814.56.
5. To delegate authority to the Director of Public Health to approve a further extension in the total value of £57,731 for a further period of 2 months from 1 February 2025 to 31 March 2025.

Reasons for decision

Accepting the grant - Reducing the impact of drugs and alcohol misuse on adults, families and the community is a cross cutting Council priority. The Council therefore welcomes a significant uplift in funding for substance misuse treatment. The public health team along with providers and service users have designed the services that this grant will be used for.

Preferred providers - Humankind is an existing provider of Haringey substance misuse services, having successfully bid in an open tender process for the Alcohol service, Young People's service, Recovery services and as a sub-contractor of the criminal justice elements of the Drug service. It has partnered with the Council in several successful bids. It is strongly invested in building a better future for Haringey residents with substance misuse issues. Humankind is one of 4 providers receiving funding from this grant, others include two resident peer led organisation and our NHS substance misuse provider.

Continuation elements within the Supplementary Contracts – services within the 2022/23 Supplementary grant are not new, they were contracted within the one-year Universal grant 2021/22 and delivered by Humankind. Before awarding the Universal contract to Humankind, steps were taken to ensure that Humankind would deliver the universal services well. Humankind was a partner, with other agencies, commissioners, and services users in the successful bid for the universal grant. Humankind is still the right organisation to deliver these services well, for it has delivered the Universal contract in line with key performance indicators, overseen by Public Health commissioner's reporting into a steering group.

Projects within the new Supplementary grant are continuations of the Universal grant, there must not be a break in service. Humankind has already recruited into posts, established delivery, and successfully met outcomes. For these services Humankind is the only viable provider.

New elements – Humankind's Haringey workforce are our major asset, for it is their relationship with clients that makes Haringey's treatment system successful. In 2021, with agreement from the Council, Humankind conducted a pay review. All staff are paid London Living Wage, however for many years they have not had pay increases in line with inflation. Providers have needed to keep costs low to be competitive in tenders. Also, we want to keep our staff in Haringey, so agreed to benchmark our salaries with other competitor services in other local authorities. A pay award has been agreed between the Council and Humankind.

Back dating – We are asking for the decision maker to agree that the funding to Humankind Charity in respect of the contract variation to be backdated to April 2022. The reason for this is that Haringey's bid for 2022/23 Supplemental grant included pay increases to staff from April 2022. This was accepted by OHID, but not in time for the funding to be applied from April 2022.

Variation – Variation of the main contract for Adult Substance Misuse treatment and recovery services, is permitted by Contract Standing Orders.

Extension of main contact - After an open tender process in October 2018 Cabinet awarded a contract to CDP Blenheim (who became Humankind Charity), for Integrated Adult Substance Misuse treatment and recovery services. The award was for a period of four years with an option to extend for 2 years and a further period of 2 years total value £7,170,567.54 (for 8 years). This initial term of the contract expires on 31st January 2023. The contract is performing satisfactorily, and it would not be in the Council or residents' interest to go out to the market at this stage for a new provider.

Alternative options considered

The Cabinet member could refuse to receive the grant. However, as there was a clear need for this work and strong support to tackle the impact of substance misuse on the community, this option has not been considered.

The Cabinet member could choose not to award the grant to Humankind and go to market for the Supplemental projects; however, it is agreed that Humankind is the only viable provider and as co-designers of the bid and existing providers, best placed to ensure services are delivered well.

The Cabinet member could choose not to vary the existing contract, however setting up a separate contract would create duplication and avoidable administration costs.

The Cabinet member could decide not to allow backdating of the contract, however the pay award has been agreed by OHID to be paid from 1st April, so it is included within the grant.

The Cabinet member could decide that the main Humankind contract should not be extended, as the existing service is delivering well, going through the disruption of a tender process is not in the interests of residents.

5. PUBLIC HEALTH COMMISSIONED GENERAL PRACTICE PREVENTION SERVICES

The Cabinet Member for Health, Social Care, and Wellbeing considered the report which detailed the outcome of an open tender process and sought approval to award contracts to the successful tenderers for the Provision of Public Health commissioned General Practitioners Prevention Services in accordance with Contract Standing Order (CSO) 9.07.1 (d).

Subject to approval, the contracts would be awarded for a period of four (4) years, commencing from 1 October 2022 to 30 September 2026 with an option to extend for a further period, or periods, of up to a total of four (4) years.

It was noted that, for NHS health checks, practices would be set a maximum cap which would be allocated annually based on population, level of deprivation, and performance. It was stated that there were also community based health checks that were targeted in the east of the borough.

In relation to the number of tenders received across all Lots, it was explained that further procurement would be undertaken. It was commented that a different model might need to be considered for future delivery.

Following consideration of the exempt information,

The Cabinet Member RESOLVED

1. To approve the award of contracts for the Provision of Public Health commissioned General Practitioners Prevention Services to the successful tenderers (identified in exempt Appendix 1), for a period of four (4) years, commencing from 1 October 2022 to 30 September 2026 with an option to extend for a further period, or periods, of up to a total of four (4) years, in accordance with CSO 9.07.1(d).
2. To note the contract prices: Unit costs for each activity within individual lot has been fixed by the Council based on benchmarking with other Local Authorities. The rate for each activity is agreed with Local Medical Committees (LMC) and GP federations prior to publishing the tender and subject to review every 2 years.
3. To note that, currently, the maximum available budget for these contracts is £1,078,052 for 4 years and £2,156,104 for 8 years (if extended). GP practices will claim based on activity. For NHS health checks, practices will be set a maximum cap. This will be allocated annually linked to eligible population, level of deprivation and performance.
4. To note that insufficient tenders were received across all Lots, therefore a further procurement process will be undertaken as a matter of priority to commission the remaining services. This would not increase the maximum available budget allocated to these services.

Reasons for decision

There is a clearly identified need within Haringey for these services to improve health outcomes for local people, including tackling health inequalities that exist for particular groups and local areas.

The decision to award contracts to the successful tenderer is based on the conclusion of a competitive procurement process. The proposed recommendation to award the contracts is made according to the outcome of the Most Economically Advantageous Tender, as detailed in section 6 of this report.

The recommended providers submitted a tender bid and have demonstrated that they have necessary accreditation, expertise and qualification to provide the services required.

Alternative options considered

Do Nothing - The Council could choose to no longer commission this service. However, National Health Service (NHS) Health Checks are a mandated service, so an alternative way of delivering would need to be found. It has been concluded that not providing these prevention services would be damaging to residents, especially those from economically disadvantaged groups. This is an extensive, specialist programme of services reaching residents living in the most deprived areas of the borough, whose lifestyle behaviour's is an important factor in their increased risk of developing a range of long-term conditions, many of which go undiagnosed. Local delivery of these services is valued, many women prefer to have their Long Acting Reversible Contraception (LARC) appointment at a local GP. GP opiate substitute prescribing is recommended by the National Institute of Health and Care Excellence (NICE) as an effective way to deliver drug treatment.

Extend existing contracts – Extension periods available within the existing contracts have been exhausted.

6. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the remainder of the meeting as items 7-8 contained exempt information, as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paras 3 and 5, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

7. EXEMPT - REQUEST FOR APPROVAL OF ACCEPTANCE OF GRANT FUNDING FOR THE SUPPLEMENTAL FUNDING FOR SUBSTANCE MISUSE TREATMENT AND RECOVERY AND CONTRACT EXTENSION AND VARIATION OF THE CONTRACT TO HUMANKIND CHARITY

The Cabinet Member considered the exempt information.

8. EXEMPT - PUBLIC HEALTH COMMISSIONED GENERAL PRACTICE PREVENTION SERVICES

The Cabinet Member considered the exempt information.

CABINET MEMBER: Cllr das Neves

Signed by Cabinet Member

Date ...16 September 2022.....

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MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON THURSDAY, 29 SEPTEMBER, 2022, 10.00AM - 10.25AM.

PRESENT: Councillor Lucia das Neves, Cabinet Member for Health, Social Care and Wellbeing

In attendance: Zahra Maye, Commissioning Manager, Communities and Housing Support and Nazyer Choudhury, Principal Committee Co-Ordinator.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. VARIATION AND EXTENSION OF THE VOLUNTARY AND COMMUNITY SECTOR (VCS) STRATEGIC PARTNER CONTRACT

This item was withdrawn from the agenda.

4. VARIATION AND EXTENSION OF HOUSING RELATED SUPPORT CONTRACT - DOMESTIC ABUSE SERVICE - FLOATING SUPPORT AND REFUGE PROVISION

The report sought Cabinet Member approval to implement Contract Standing Order 10.02.1b, to vary and extend the existing contracts under the original contract terms and conditions for the Domestic Abuse Refuge and Floating Support Services, provided on the Council's behalf by Solace Women's Aid.

The new safe accommodation in Burgoyne Road had been paused by the GLA and the original completion date was October 2024. This expected date would need to be extended to allow sufficient time to build a strong model and go through an adequate consultation process in addition to re-adapting from the coronavirus crisis.

The Council had worked with Solace for a number of years and they were good at addressing needs and any changes in response to new provisions. If a new model was decided upon, there were built-in clauses to existing contracts that could be exercised.

Solace had also met their key performance indicators, had been communicative and were generally good at addressing needs. Solace had also achieved many key outcomes.

The Cabinet Member emphasised the importance of pushing engagement with communities that spoke English as a second language or those who had had different cultural norms and expectations including by engaging residents in their first language.

The Cabinet Member RESOLVED

To approve the variation and extension of the current contracts for domestic abuse services to January 2025, held by Solace Women's Aid, as allowed under Contract Standing Order 10.02.1b as follows:

- Floating Support - from 1 February 2023 to 31 January 2025 at a cost of £302,765.
- Refuge Provision - from 1 February 2024 to 31 January 2025 at cost of £97,728.

To note that the aggregated value of the full contract period is as follows:

- Floating Support - from 1 August 2020 to 31 January 2025 will be £642,866
- Refuge Provision – from 1 August 2020 to 31 January 2025 will be £398,775. 3.3.

To note that the funding for this extension will be from the Council's Housing Related Support general fund budget, in Adults and Health.

Reasons for decision

The current contract with Solace Women's Aid has 2 services:

- (a) A 60-unit floating support service which is ending on 31 January 2023.
- (b) A 15-unit refuge provision which ends on 31 March 2023.

It was in the Council's overall interest to continue to provide these much-needed domestic abuse services in Haringey. An estimated 3 in 10 women will experience domestic abuse at some time in their lives; in Haringey over 3,000 women were currently experiencing domestic violence and over 20,000 women are living with the legacy of past abuse.

The Domestic Abuse Act (2021) placed new duties on local authorities to provide 'safe accommodation' and support to victims of domestic abuse. The Council was currently developing new 'safe accommodation' in the borough to fulfil these duties at Burgoyne Road (N4) an element of which will be Council run and is expected to be completed by October 2024. As such, an extension of the current contracts would allow the Council's Housing-Related Support Team adequate time to fulfil these duties and then to review and refresh all contracts and services needed to address domestic abuse going forward.

Further the requested contract variation and extension would provide sufficient time to explore sourcing models, service delivery pathways and then, if required, to carry out a tender process for new services.

Alternative options considered

Do nothing: This option was discounted as the Council had a statutory duty to provide safe accommodation and support to survivors of domestic abuse; refuge provision is one of the key services that fulfil this duty and floating support was a key preventative response.

In-house delivery of the provision was considered and was found not to be feasible at this time; there was not currently an established approach or delivery model for this type of specialist service within the Council. This would be explored again during the contract extension period, as part of refreshing the sourcing and delivery model for domestic abuse services.

Consideration was given to the completion of a procurement exercise via an open tender process. However, this option was discounted because the Council was currently developing

new services which will impact on strategy, commissioning, and delivery approaches from 2024. It is therefore not considered an effective use of available resources to procure a new service for such a short period of time.

CABINET MEMBER: Cllr Lucia das Neves

Signed by Cabinet Member

Date ...29 September 2022.....

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MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON THURSDAY, 30 SEPTEMBER, 2022, 10.00AM - 10.25AM.

PRESENT: Councillor Zena Brabazon, Cabinet Member for Children, Schools and Families

In attendance: Darrall Bishop, LCP Major Works Project Manager, John Brocklehurst, Project Manager and Nazyer Choudhury, Principal Committee Co-Ordinator.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CAMPSBOURNE BSIEE PHASE 1 - VARIATION TO CONSTRUCTION CONTRACT AWARD

On 15th June 2021 Cabinet approved an award to Mulalley & Company Ltd for Phase 1 of the Construction Contract for Campsbourne Primary School in the sum of £985,887.10 including a 10% contingency allowance. Additional urgent condition works had been identified during the contract. Though cabinet previously approved a further increase of £99,610.10 to the approved contract award sum on 17th January 2022 for a total value of approved value of £1,085,497.10 but since that date further works and associated costs have identified. This report seeks Cabinet Approval for a variation to increase the approved construction award value with Mulalley and Company Ltd for £384,472.90 at Campsbourne Primary School, as allowed under Contract Standing Order (CSO) 10.2.1.a.

This would be the final variation for phase 1 of the project.

The contractor would be monitored closely.

The Cabinet Member RESOLVED

Pursuant to Contract Standing Order 16.02, to vary the following construction contract award:

(i) The original contract award approved by Cabinet for Campsbourne Primary School was in the sum of £985,887, including a 10% contingency amount.

(ii) A subsequent variation of the construction contract to Mulalley and Company Limited was granted in January 2022 in the sum of £99,610 giving a revised contract sum of £1,085,497.

(iii) A further sum of £384,472.90 is now requested to ensure that sufficient funds are available to settle the contractor's final account, based on projected construction variation costs assessed to date for a projected total construction contract value of £1,439,970.00.

Reasons for decision

During construction, additional condition works were identified which included remedial works to address saturated and defective sections of roof decking and a requirement for additional mechanical heating works, which were discovered once the contract works commenced at Campsbourne Primary School. Additional works were initially identified and reported for request for a variation to the and increase the approved contract award sum in January 2022. However further additional works were identified, and the contract was further prolonged. Specifically, gym hall roof repair works had a considerable knock effect to the contract delivery which impacted on delivery of the heating system works. This led to the contractor requiring further time to accommodate the additional works; and the requirement for out of hours working to minimise disruption to school service delivery, due to the lack of available decanting space. The project budget is sufficient to cover the contract cost increases.

Alternative options considered

Do nothing – is not an option as the Council would be in breach of contract. This could lead to legal action from the Contractor for non-payment. A decision not to support the increase in the value of the construction works contract could result in reputational damage to the Council for non-payment and non-compliance with payment terms set out in the JCT contract, overarching LCP framework agreement and or other payment legalisation such as Housing Construction and Regeneration Acts Act 1996 (HGRA)

CABINET MEMBER: Cllr Zena Brabazon

Signed by Cabinet Member

Date ...30 September 2022.....

Report for: Cabinet – 18 October 2022

Title: Delegated Decisions and Significant Actions

Report authorised by: Fiona Alderman – Head of Legal and Governance

Lead Officer: Ayshe Simsek, Democratic Services and Scrutiny Manager,
ayshe.simsek@haringey.gov.uk.

Ward(s) affected: Not applicable

**Report for Key/
Non Key Decision:** For information

1. Describe the issue under consideration

To inform the Cabinet of delegated decisions and significant actions taken by Directors.

The report details by number and type decisions taken by Directors under delegated powers. Significant actions (decisions involving expenditure of more than £100,000) taken during the same period are also detailed.

2. Cabinet Member Introduction

Not applicable

3. Recommendations

That the report be noted.

4. Reasons for decision

Part Three, Section E of the Constitution – Responsibility for Functions, Scheme of Delegations to Officers - contains an obligation on officers to keep Members properly informed of activity arising within the scope of these delegations, and to ensure a proper record of such activity is kept and available to Members and the public in accordance with legislation. Therefore, each Director must ensure that there is a system in place within his/her business unit which records any decisions made under delegated powers.

Paragraph 3.03 of the scheme requires that Regular reports (monthly or as near as possible) shall be presented to the Cabinet Meeting, in the case of executive functions, and to the responsible Member body, in the case of non executive functions, recording the number and type of all decisions taken under officers' delegated powers. Decisions of particular significance shall be reported individually.

Paragraph 3.04 of the scheme goes on to state that a decision of "particular significance", to be reported individually by officers, shall mean a matter not within

the scope of a decision previously agreed at Member level which falls within one or both of the following:

- (a) It is a spending or saving of £100,000 or more, or
- (b) It is significant or sensitive for any other reason and the Director and Cabinet Member have agreed to report it.

5. Alternative options considered

Not applicable

6. Background information

To inform the Cabinet of delegated decisions and significant actions taken by Directors.

The report details by number and type decisions taken by Directors under delegated powers. Significant actions) decisions involving expenditure of more than (£100,000) taken during the same period are also detailed.

Officer Delegated decisions are published on the following web page <http://www.minutes.haringey.gov.uk/mgDelegatedDecisions.aspx?bcr=1>

7. Contribution to strategic outcomes

Apart from being a constitutional requirement, the recording and publishing of executive and non executive officer delegated decisions is in line with the Council's transparency agenda.

8. Statutory Officer Comments

Where appropriate, these are contained in the individual delegations.

9. Use of Appendices

The appendices to the report set out by number and type decisions taken by Directors under delegated powers. Significant actions (Decisions involving expenditure of more than £100,000) taken during the same period are also detailed.

10. Local Government (Access to Information) Act 1985

Background Papers

The following background papers were used in the preparation of this report;

Delegated Decisions and Significant Action Forms

Those marked with ♦ contain exempt information and are not available for public inspection. These are exempt in the following category (identified in amended schedule 12A of the Local Government Act 1972 (3)):

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The background papers are located at River Park House, 225 High Road, Wood Green, London N22 8HQ.

To inspect them or to discuss this report further, please contact Ayshe Simsek on 020 8489 2929.

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Culture Strategy & Engagement

Significant decisions - Delegated Action - For Reporting to Cabinet on 18 October 2022

◆ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
1.	21/09/22	Award of contract to Invotra Ltd to design and build a new Haringey Council website based on LocalGov Drupal	<p>To work with Invotra Ltd in order to:</p> <ul style="list-style-type: none"> • Deliver a new content management system which will be used to manage the main Haringey Council website and other Council-owned microsites • Carry out user research on current content and design • Implement a fresh design based on user needs • Manage the automated migration of content where needed from the current website to the new site • Provide expert website usability, accessibility and design and support services for the platform and websites built on the platform <p>The cost of the contract is: £117,538.00 + VAT</p>
2.	06/09/22	Extension and novation of Contract – Synergy Family Information Service software	<p>Decision to approve, in accordance with Contract Standing Order 10.2.1a), the extension of the Council's contract for the hosting, support and maintenance of the Synergy Family Information Service software for 1 year from 01/09/2022 to 31/08/2023 and then a further 1 year from 01/09/2023 to 31/08/2024 at a cost of £87,366.09 over both years bringing the total contract value over the life of the contract to £170,114.73; and,</p> <p>To approve, in accordance with Contract Standing Orders 10.03 and 9.07.1c), the novation of the contract referred to in paragraph 2.1 above from Servelec Education Ltd to Access UK Ltd</p>

Culture Strategy & Engagement

Significant decisions - Delegated Action - For Reporting to Cabinet on 18 October 2022

◆ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
3.	18/08/22	Award of contract for the provision of Resilience processing for the Benefits and Revenues Service	Decision to approve, pursuant to Contract Standing Order 9.07.1c, the award of a contract called off from Lot 1 of Framework Agreement R5721, for which Tower Hamlets Council is the host authority, to the supplier Liberata UK Ltd for the provision of Revenues and Benefits Remote Processing Services, for a contract term of nine months at an estimated cost of £335k.

Delegated Action

Type	Number

Corporate Board Officer/Assistant Director

Signature:  Jess Crowe

Date: 7/10/22

(LEGAL)

Significant decisions - Delegated Action - For Reporting to Cabinet on 18 October 2022

◆ denotes background papers are Exempt.

No	Date approved by Director	Title	Decision
1.	01/09/2022	Approved Decision under Contract Standing Order (CSO) 7.01 and 8.02 and approve the award of contract for training (Becoming a Democratic Services Officer)	For the Head of Legal and Governance (Monitoring Officer) to approve the award of contract for staff training (Becoming a Democratic Services Officer) for a one day training course on 9 March 2022.
2.	14/09/2022	Request for Award of Contract Standing Order (CSO) 9.07.1(c)	For the Head of Law and Governance to approve the implementation of Contract Standing Order 9.07.1(C) and award a contract for the provision of a fully managed end to end IT support service to the north London coroner jurisdiction based at Barnet Coroners Court and offices to Ashgoal Ltd.
3.	21/09/2022	To renew the licence with One Advanced Ltd for the supply of the IRIS coroner's database.	For the Head of Legal & Governance to request to waive contract standing order (CSO) 8.03 the requirement to obtain 3 quotations as allowed by CSO 1001.1 b) and 10.01.2d) ii as it is in the council's overall interests. To renew the annual licence with One Advanced Ltd for the supply of the coroner's IRIS database.
4.	30/09/2022	Contract Award for a fully managed end to end IT support service to the North London Coroner Jurisdiction based at Barnet Coroners Court	Pursuant to CSO) 9.07.1(C), for the Head of Law and Governance to award a contract for the provision of a fully managed end to end IT support service to the North London Coroner Jurisdiction based at Barnet Coroners Court and offices to Ashgoal Ltd up to a maximum value of £173,768.56 for a period of 3 years and up to 12 months extension.

Delegated Action	
Type	Number

Corporate Board Officer/Assistant Director Signature ... *J. McEvoy* ... Date ...07/10/2022.....

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is exempt

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