



Independent Travel Training



Information Guide for Parents/Guardians



What is Travel Training?



Helping people who need to make
journeys safely on their own



Through either one to one support
or in a group



Support provided.....



Short term training to help your relative to learn how public transport works in your area

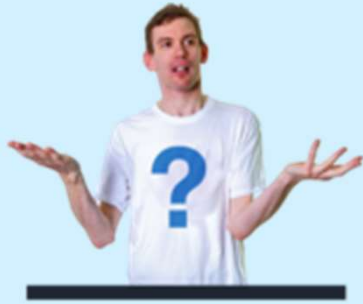


Giving your relative the confidence to use it



Training

Longer term, regular, intensive one-to-one training to also learn important road safety and personal awareness skills



Who can take part?



People of all ages, abilities and needs



Who have little or no road safety experience and knowledge of how to travel by public transport



It is particularly beneficial to individuals who have **Additional Learning Needs (ALN)**



People with Additional Learning Needs often use taxi's that are arranged for them until they leave school



When they leave school to access further education, work placements, and training they may have no experience of how to plan a journey and use public transport



They might not know where to go to find information about how they can get to where they want to go



Travel training can also be useful for people who are having difficulties getting around due to a recent disability or illness



Travel training for the partially sighted or blind will need specialist help and support to travel independently



There are specialist mobility officers who can provide help with this



AIMS, OBJECTIVES AND BENEFITS



Once your relative is able to travel alone, arranged transport / taxis will stop



Bus and train passes will then replace any taxi's or transport that was previously provided



These passes can be used to travel to and from school, college, training, day centre and work placements



Bus passes will only be issued in line with the eligibility for free transport. Your relative may be entitled to a companion or disabled pass to travel free on all public bus services in Wales



For further details please contact the **Public Transport Unit 01443 425001**



What will Travel Training do?



Talk with schools to promote a sustainable culture of independence across Rhondda Cynon Taf



Motivate young people to want to travel independently and encourage long term development of life skills



Train and support individuals with ALN in the field of independent travel, an essential skill of independent living



To provide a safe learning environment where your relative can gain independence and knowledge



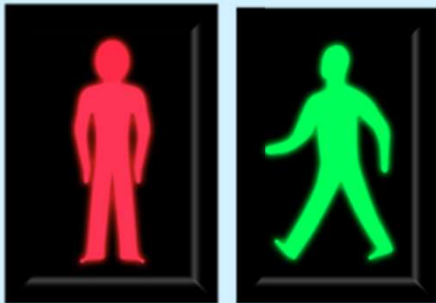
To encourage your relative to use public transport



BENEFITS FOR INDIVIDUALS



Greater independence,
resilience and self esteem



Personal safety awareness



Social inclusion, choice and
equality



Ability to enjoy travelling on your own or with your friends around Rhondda Cynon Taf



Health and wellbeing - walking and bus use promote active living and exercise



Improved quality of life, social and personal development - breaking barriers



Access to further education, work, training and other life opportunities



Help you to move into adulthood



Help you to get skills in handling money and understanding time



Interacting with other people and handling new situations



Dealing with the unexpected, planning and preparing for journeys



BENEFITS FOR PARENTS / GUARDIANS



Your relative will be trained by someone they know and trust



Training will be delivered either in a group or one to one, based on your relatives needs, confidence and skill levels



The training is of high standard, teaching key skills and tasks that will help your relative to walk and use public transport safely



Your relative will be able to make the most of their lives and become as independent as they can



The training will give more personal independence for you, as your relative becomes more confident and able to travel independently



You will be consulted at all stages of your relatives progress so that you have a full understanding about what the training involves and how it is going



If you have any questions or concerns throughout the process please contact your Key Worker or the lead person identified within each school / college / establishment.

**Ben Thomas, Independent Travel Training Coordinator,
Integrated Transport Unit (up to the age of 19 years)**
Work Tel: 01443 680753 Work Mobile: 07880044575

**Nicola Murphy, Team Leader, Youth Engagement &
Participation Service (over 19 years old)**
Work Tel: 01443 281436 Work Mobile: 07799132121

Key Worker: _____

Work Tel: 01443 _____

Work Mobile: _____

In the event of the above being unavailable, please contact the;

Integrated Transport Unit
Office Tel: 01443 425001



WHAT IS INVOLVED WITH PRACTICAL TRAVEL TRAINING?



Classroom



Before practical training starts, we will establish some goals with each trainee



These include areas they may not feel comfortable, such as understanding time, raising confidence, resilience, improving communication skills



Every trainee will be asked to think about what is acceptable and unacceptable behaviour in relation to walking, bus use, communication and interaction with members of the public



Work with the trainee:-



To put together a return route travel plan



discuss how to prepare for a journey

1

Accompany

2

Shadow

3

Meet and Greet

The practical training will follow three stages, but the detail and time spent at each level will be individually set to fit each trainee, in line with parent/guardian's agreement

1

Accompany



The initial stage of travel training involves accompanying the individual or group to and from a destination



This is from their home address or agreed meeting point, where responsibility transfers from the parent/carer or responsible adult to the Key Worker



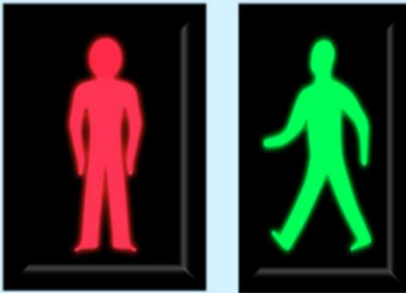
The Key Worker accompanies the trainee to and from the destination, and once back at the home address or agreed meeting point, responsibility reverts to the parent/carer or responsible adult until the next accompanied journey

2

Shadow



Key Worker will meet the trainee at their home address or agreed meeting point and make sure they are confident and prepared for the journey



Key Worker will shadow the trainee's journey from a safe distance, in order to assess their skill level and capabilities - crossing roads safely, the green cross code, getting on and off the bus, and communicating with the bus driver



The Key Worker will shadow the trainee throughout the journey until the destination is reached, where responsibility transfers to a responsible adult



For the return journey, the trainee and the Key Worker will meet to discuss the route, then key worker will shadow the trainee and hand over to a responsible adult when the journey is complete

3

Meet and Greet



The Key Worker will meet the trainee at their home address or agreed meeting point and make sure they feel safe and confident to travel the route



The trainee will be met at the destination before entering the establishment



The parent/carer or responsible adult will be informed that the individual has arrived safely by the Key Worker



Trainees will not be left to travel alone until the Key Worker feels they are confident and capable of travelling without becoming lost or late



Getting there Safely



It is very important that trainees are trained in a safe environment, gradually becoming accustomed to being out and about in the community using public modes of transport and moving toward independent travel



Gradually improving the skill level and self esteem of individuals by training them to make a regular journey to and from their destination independently



Each trainee's progress is monitored on a regular basis. When the Key Worker believes the trainee is ready to continue to the next stage of training, this will be agreed with the trainee and parent/carer before moving forward



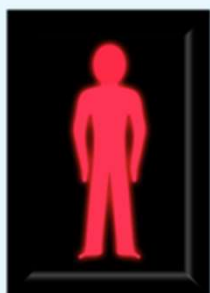
Risk Assessments



A risk assessment has been prepared to look at any possible risks to the Key Workers, trainees, members of the public and / or bus operators during the travel training process and measures put in place to reduce risks



Once a route to and from the destination has been identified for each trainee the Key Worker and members of the Road Safety Team will undertake an individual risk assessment before training can start



Normally the most direct route will be identified but it is important to ensure that this route is the safest. The Council's approved risk assessment template is used for this purpose



Safety Accessories



To facilitate travel, specific accessories can be provided to the Key Worker and trainee, such as:



Bus/train pass



Extra care card (orange wallet) - created individually for each trainee, detailing emergency contact numbers for Key Worker, School, College, Day Centre, Work Placement, Home



Details of how to obtain travel information will also be shown i.e. Traveline Cymru and local bus (Stagecoach, Edwards, NAT) or train operator



Travel plan - detailing times, bus information, and map with landmark recognition



Lateness, Sickness and Emergencies



In the event of the Key Worker or trainee being late, sick or in the event of an emergency, a number of emergency procedures have been put in place



These are designed for all parties to follow and will help to avoid confusion and unnecessary panic



Specific information, such as the start and finishing times of the training, will be dependent on the trainee and route. This will be agreed and signed by all parties

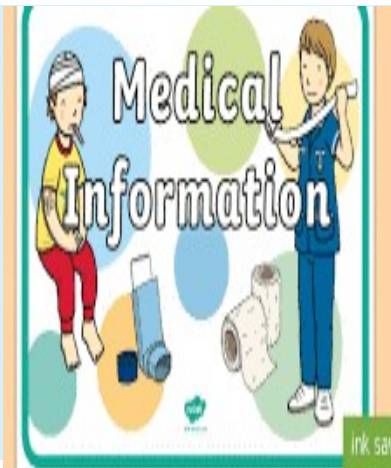


Before training can commence, parents/carers will be asked to complete the emergency contact form or equivalent



Up to three different contact persons should be listed, if possible.

Please note that you are responsible for updating the Key Worker of any changes.



Any medical information / conditions will also be detailed on the emergency contact form or equivalent you are also responsible for updating the Key Worker of any changes



The Key Worker will have undertaken basic first aid training and be able to deal with any minor falls etc but more serious falls or in the case of a medical emergency the key worker will directly contact the emergency services



Responsibility for each trainee on the journey



Trainees who begin travel training will become the responsibility of the Key Worker, for the journey to and from their establishment



To avoid any dispute on where responsibility ends for the parent/guardian and begins for the Key Worker, the one to one training will always run from the trainee's home address or agreed meeting point to their destination and back again



In the event of a parent/guardian not being present, a responsibility handover procedure has been put in place

INCIDENT REPORT FORMAT

To be completed by staff within 12 hours of incident/accident

Incident Date: _____ Incident Time: _____
 Incident Report Number: _____
 Address: _____
 Phone Number: _____
 Email Address: _____ Date of Birth: _____

Details of Incident

Who was injured person?
 Full Name: _____

Does injury require hospital/physician's fees? Yes _____ No _____
 Hospital Name: _____
 Hospital Phone Numbers: _____
 Injured person's signature/Date: _____

Important Notes and Observations:

Prepared By: _____ Date: _____
 Name of Approver By: _____ Signature: _____

Incidents



In the event of an accident (trips, slips, minor injuries etc) the Key Workers are required to complete an incident and prevention form



This will detail the incident and make suggestions on how to avoid this in the future. Training processes and procedures will be reviewed and altered accordingly, as will each risk assessment



Parents/guardians will be advised of any incidents and agreement sought for travel training to continue



PARENT AND CARER INVOLVEMENT



Travel training will not be a success unless parents/guardians are fully on board



The Key Workers will be working extremely hard to ensure that parents/carers are kept up to date throughout the training



This will help parents/guadians to see the potential end results and life changing benefits that can be gained. All decisions will require your agreement and we will appreciate and take on board opinions and suggestions



MONITORING AND AFTERCARE SERVICE



A monitoring and aftercare service (for trainees and their families) will be developed as part of the training programme



This will help to ensure that independent travellers continue to travel in a confident and safe manner once their training is complete



Monitoring will involve consulting with trainees and their families from time to time to check how things are progressing and to identify whether further training needs to be provided



If at any time there are genuine concerns (from the trainees, parents/guadians or placement) over an individual travelling independently



Alternative transport may be reinstated in the short term until the problems are overcome, this will be in accordance with our transport policy



The monitoring and aftercare service will be developed in conjunction with participating schools, day service, parents/carers and trainees



It is essential that any support services put in place reflect the ideas and needs of residents and the Social Services & Wellbeing (Wales) Act 2014



FREQUENTLY ASKED QUESTIONS



What will independent travel training cost?



Independent travel training is available free of charge for all trainees who have ALN



Who undergoes travel training?



Each participating school or day centre will make appropriate referrals



Identification and offers of participation will be based on appropriate criteria and may include the trainee's age, medical needs and personal circumstances



This aims to make sure that the training is not offered to those who are unlikely to reach independence, thereby building up hopes unnecessarily



What will happen if my son / daughter tries travelling independently but is unable to cope?



Don't worry; if your son/daughter is eligible for free transport due to their ALN (or in line with council policy) they may be reinstated with Council funded, arranged transport until they are confident to try again.



Who takes responsibility for my son/daughter if the Key Worker is taken ill?



If the Key Worker is taken ill, an alternative Key Worker may take over responsibility and undertake the training that day, or alternative transport will be organised to transport the trainee to and from their destination



Will my son/daughter be expected to be unaccompanied to the bus stop?



The Key Worker will meet your son/daughter at their home address or agreed meeting point, as the training includes travelling the entire journey (to and from the school/college training/day centre/work placement)



The Key Worker will be assessing how the individual copes and must be confident that they can get to and from their destination independently



During the accompanying and the shadowing stages the Key Worker will meet each trainee at their home address or agreed meeting point



Trainees will not be left to travel alone until they have travelled the route several times, the Key Worker has assessed their capabilities and this risk is low



What happens if my relative acts inappropriately?



The Key Worker will be giving your relative clear instructions as a pedestrian and a bus/train user, which they are expected to follow



If trainees do not act appropriately we will work with them to develop this skill.



We expect each trainee to be motivated to begin the training and hope not to have any compliance problems



What if my relative is taken ill and unable to attend their placement - who do I inform and by what time?



Before training can begin your relative's Key Worker will create a plan



This will detail the time needed to leave. In the case of sickness, we ask that you inform the Key Worker an hour before the training is due to start



Is this training just for those who could travel by bus/train or is there also a walking scheme for trainees who live close enough to walk to their school, college or establishment



The training is aimed at helping any individual with ALN, who currently receives free transport to travel independently



Once a trainee leaves school, the aftercare service can provide a number of hours of training (bus/train and/or pedestrian skills)



To assist individuals travelling to a new facility / work place / training / college, etc to sustain their independence



Should my relative try this training and this doesn't work out for them, will transport be made available to them?



If during training it is agreed by the Key Worker, school, day centre and parent that the trainee will not reach independence or is not happy with the progress being made, their arranged transport may be reinstated



If there is a refusal to engage with travel training, it is likely that transport will not be provided for you to attend your establishment



If training is completed and independence is reached but down the line there is a genuine reason for the individual to have to cease travelling independently



the use of arranged transport may be reconsidered, as long as that individual is still eligible for free transport



Disclosure &
Barring Service

**Will the Key Workers working
with my relative have
background checks?**



Disclosure &
Barring Service

Yes, Council staff working
directly with trainees will have
undergone an enhanced
Disclosure and Barring Check
(DBS)

**Integrated Transport Unit
Rhondda Cynon Taf
County Borough Council**

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E-mail: traveltraining@rctcbc.gov.uk

Phone: 01443 425001