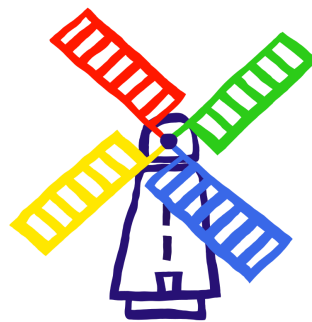


# Transporting Pupils & Travelling for Work Policy

Unity  
Trust  
Courage  
Curiosity  
Respect  
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

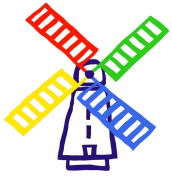
Created: 19th April 2023

The policy is to be reviewed by: 1st September 2025

Headteacher: Mrs Gemma Hillier

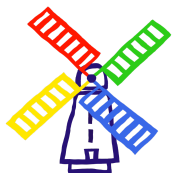
Deputy Headteacher: Mrs Vicki Marshall

Health & Safety Governor: Mrs Janet Mills



### Contents

1. Introduction
2. Guiding Principles
3. Drivers & Their Vehicles
4. Headteacher & Deputy Headteacher
5. Children & Young People
6. Risk Assessment
7. Travelling
8. Child Restraints
9. Children/Young People
10. Accidents/Incidents
11. Links to Other Policies



### 1. Introduction

The issue of transporting children/young people in cars, is one which sometimes causes concern. It is however a necessary part of the work that some staff carry out. These guidelines aim to give advice to those staff who undertake this task in order to keep themselves and the staff & children they are transporting, safe.

### 2. Guiding Principles

The guiding principle should be that transporting children/young people in staff cars should be the exception to the rule rather than the norm, unless it is an accepted part of a member of staff's role and included in their job description.

Any journeys undertaken should always be planned, absolutely necessary, not undertaken on an ad hoc basis and must be authorised by the Headteacher, or the Deputy Headteacher. In certain circumstances children/young people may need to be transported in an emergency situation where the Headteacher or Deputy Headteacher cannot be contacted to approve this. It is anticipated that these, by the nature of them being emergencies, would be very rare. This guidance however, still needs to be followed to ensure the safety of staff and young people. Widmer End Community Combined School & Pre-School have therefore put plans in place for such situations that will allow workers to carry out such transport functions with delegated management approval to ensure we act in the best interests of the child/young person.

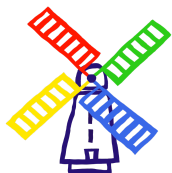
In situations that have not been planned for or where a journey has not been agreed, staff will still need to act in the best interest of young people. This means they will be covered by the School for this action IF:

- the worker is acting in accordance with their job role
- is following this guidance and associated risk assessment
- is not breaking any road traffic legislation
- they are not acting in a negligent manner

A range of alternative options should be considered where a child/young person needs to be transported including:

- Contact the parents/carers in order for them to transport the child / young person
- Contact the parents/carers for them to arrange a taxi to transport the young person
- Arrange for a taxi with escort to transport the child/young person from an approved list of taxi operators

Only where none of these options is appropriate or viable should young people be transported in a company vehicle or staff car.



### 3. Drivers and their Vehicles

Drivers are responsible for their own vehicles roadworthiness and appropriateness for the task to be undertaken and their fitness to drive. The Headteacher or Deputy Headteacher is responsible for monitoring and verifying this.

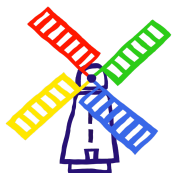
Drivers must ensure that they:

- Have an appropriate valid driving licence
- Have a valid MOT certificate
- Have a valid Excise licence if applicable
- Have valid and full car insurance (The school has insurance that covers staff under occasional business use as long as the school has copies of a valid driving licence, MOT certificate and insurance certificate on file for the member of staff and the car that will be used.)
- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times
- Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely
- Additionally all drivers should ensure that they have regular eyesight tests to ensure that their eyesight remains within minimum standards for driving
- Drivers should also ensure that if their health changes and this could affect their ability to drive then they inform their manager of this immediately
- Drivers are also obliged to notify their manager of any driving convictions, endorsements or disqualifications immediately

### 4. Headteacher & Deputy Headteacher

The Headteacher or Deputy Headteacher must ensure that the staff being asked to carry out this role have the necessary competence and experience. Whilst defining driver competence is always a subjective decision, drivers will not normally be deemed competent unless they are between the ages of 21 and 70 and have at least 1 years driving experience after passing their driving test.

The Headteacher or Deputy Headteacher deeming staff competent to drive outside these parameters will need to fully justify and record the reasons for this decision.



Equally where a member of staff meets the criteria but the manager has concerns regarding their competence to drive, the reasons a member of staff is not deemed competent and therefore not allowed to transport children/young people, should be recorded.

In making any such decision, the needs of the service need to be balanced against the safety of the children/young people and members of staff. Where there is any doubt, the safety of the children / young people and staff should take priority.

The Headteacher or Deputy Headteacher should check the documentation of their drivers and vehicles before they have staff driving for school in the first instance, then periodically at an interval relevant to the service after that.

An annual check may well be appropriate for staff who only carry this out rarely. A check each time this happens may be more appropriate.

### **5. Children / Young People**

Before children/young people are transported in staff cars, the need and reasons for this method of transportation should be clearly established. Once this has been established a full picture of the needs of the child/young person (including physical, emotional, behavioural and medical) and the risks that this may present to them or the staff involved when transporting them needs to be established. This should involve gathering and sharing information with all agencies involved with supporting the child/young person. This information is required to inform specific risk assessment for transporting the child/young person. The information will need to be reviewed regularly to ensure it remains valid.

### **6. Risk Assessment**

Each event requiring transporting children/young people should have a risk assessment for transporting children/young people based on their circumstances and way of working. The generic risk assessment for this activity can be adapted and used for this. Over and above this where information gathered on a child/young person or staff members safety poses significant risk to the child/young person or staff members safety during transportation, then a specific risk assessment relating to this activity must be carried out.

It is not possible to give full detailed control measures for such risk assessments as they will relate to the particular needs of the individual and the specific circumstances involved. However, when considering children/young people with medical conditions, their transport and any control measures required during transport (if this is to be a regular occurrence), should be included in their individual



care/treatment plan. This should be used to inform any risk assessment. A second person, trained in administering medication or the relevant medical procedure should always be provided where necessary.

For children/young people who present with behavioural issues, a range of control measures could be considered;

- not transporting the person if it is felt their behaviour is such that doing so is not safe
- providing an escort to ensure the driver can concentrate safely on driving
- placing the child/young person so they cannot easily distract the driver (diagonally across from the driver in the back seat)

Child locks should be used when transporting children/young people as a control measure.

### 7. Travelling

Children/Young people under the age of 18 must not be transported alone. The criteria for transporting them are:

*2 or more children to be transported at the same time, from and to the same location.*

*Or*

*1 adult as a passenger escort with one child and one driver.*

No children/young people will be picked up or dropped off at different locations or times, without the above criteria being met.

Only pre-planned journeys should be undertaken (unless as an emergency, as above) and these should always be pre-approved by the Headteacher or Deputy Headteacher.

All journeys should have a 'fixed start' and 'finish past' and these should not be altered without authorisation.

A system should be in place for the details of all journeys to be recorded (where to from, route details, time journey starts and ends, who is going to be transported, car details etc). All staff need to be made aware of this and the details should be monitored.

A system needs to be put in place to ensure staff contact a fixed point/person to confirm they've arrived at destinations and that the journey has been completed. Should a member of staff not confirm these details within specified time, the Headteacher or Deputy Headteacher will be notified and contact made immediately with the member of staff. In the event of an accident or emergency during transport, the relevant emergency department will be notified, as well as the Headteacher or Deputy Headteacher, plus the parent/guardian of the child(ren) being transported.



All staff who transport children/young people as part of their role will take their mobile phone, fully charged and with internet data and GPS enabled, or other appropriate means of communication.

All journeys should only be for named children/young people and other people family/friends etc should not be transported with the child/young person if they are not named and part of the arrangement.

The law makes drivers responsible for ensuring those under 14 years of age wear an appropriate seatbelt or child restraint. However, where staff are transporting children/young people as part of their job then they will at all times be responsible for ensuring the children/young people they are transporting are wearing a suitable restraint irrespective of their age. As there are very clear dangers to passengers and drivers if restraints are not worn then if a driver becomes aware of this they should stop the journey as soon as it is safe to do so. If the passenger continues to refuse to wear a seatbelt/restraint then the contact system should be implemented and the journey ceased until a solution is found. For further details on child restraints see section (7)

Drivers must not use mobile phones etc, drink, or smoke while driving on School business and should be aware of the highway code and drive appropriately and within speed limits. In order to facilitate this when planning journeys, adequate time for the journey must be allowed. Staff should not be expected to drive an excessive number of hours in a day.

All Loads should be carried in the boot where possible or should be suitably secured.

### **8. Child Restraints**

When staff are transporting children/young people they should ensure that the correct type of restraint is used and that it meets the required standards. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects. Child restraints are the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. Modern child restraints are designed for specific weight ranges of child. They have to meet UN ECE Regulations 44.04 (or subsequent) type approval standard and be marked with an orange label showing an ECE R44 code or i-size code UN R129. These must be suitable for the weight and height of the child and be provided or approved by the parents/guardians of the child to be transported.

Legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint until they are either 135 cm (4'5") tall or have reached the age of 12 years ( whichever comes first). They must then use a seat belt. There are some exceptions allow children 3 years to 135cm in height to travel in the rear and use an adult belt:

- In a licensed taxi/private hire vehicle, if the right child restraint is not available .



- For unexpected necessity over a short distance, if the right child restraint is not available,
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Children under 3 years may travel in the rear of a taxi unrestrained if no child restraint is available. If using other people's child restraints, they must be fitted in accordance with the manufacturer's instructions or demonstrated by the person loaning the restraint. The child restraint loaned or hired must be in good condition. Seat belt adjusters are comfort devices and not safety devices, check what the manufacturer says about them and their intended use.

**If no seat belts are fitted, then the vehicle cannot be used to transport children/young people. For more detailed information on child restraint visit [www.roadsafety.go.uk](http://www.roadsafety.go.uk).**

### 9. Children/Young People

Parents must give their permission for children/young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent, where this not practically possible, details of the verbal consent should be recorded. If no type of consent is obtained, transportation will not be permitted.

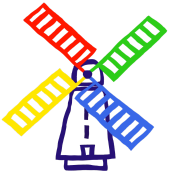
Children/young people must behave appropriately while travelling in the vehicle. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken. If the child/young person has a medical condition that is likely to require additional support/medication, a copy of their Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle.

If a child/young person has been involved in an incident in school which warrants the child being sent home but parents are unable to collect them, following a dynamic risk assessment, a member of SLT will decide whether the school should provide the transport. In such circumstances, two members of staff must accompany the child/young person for the duration of the journey. One as a driver, the other as an escort.

### 10. Accidents/Incidents

In the case of a road traffic accident, these must be reported by the driver, to their own insurance company. Passengers' parents/guardians must be advised of the name and address of the insurance company, if wishing to make a claim.





### 11. Links with other policies:

- Child Protection Policy
- Risk Assessment Policy
- Managing Allegations against Staff Policy