

Ebor Gardens and Victoria Primary Academies



TRANSPORTING PUPILS

Non - Statutory Policy	
Policy updated:	Sept 2020
Adopted:	Sept 2020
Review date:	Sept 2023

Introduction

Victoria and Ebor Gardens Primary Academies are committed to providing a broad, balanced and effective education for all the children who attend our schools.

This policy applies to all employees involved in transporting children and young people, including foster carers, adopters and family members. It details the assessment that should be carried out with every individual journey involving any of the above members.

This policy has been formulated in conjunction with the guidance provided by the following legislations:-

- Children Act; Schedule 2 Sections 8, 16 and 17
- Health and Safety at Work Act 1974
- Highway Code, Road Traffic Act 1988, Section 38
- Children and Families Act 2014, Section 95
- Highway Code, Road Safety and Vehicle Rules, Child Car Seats, Section 3

Aims of this policy include:

- To outline a clear, effective system for managing the transport of children and young people, including foster carers, adopters and family members
- To clarify principles and expectations in relation to the transporting of children and young people, including foster carers, adopters and family members, and provide tools for reducing the associated risks
- To identify the procedure before and after transporting children and young people, including foster carers, adopters and family members
- To ensure the correct insurances, MOT, road tax, car seat (where necessary) and driving licences are in place prior to carrying passengers

Responsibilities

- It is the responsibility of the Office Manager and Head of School to ensure all appropriate checks are completed and accurate paperwork is held.
- It is the responsibility of the driver to ensure the vehicle is in a safe and roadworthy condition before commencing the journey.
- It is the responsibility of the driver to ensure the correct car seat is used (where necessary) and seat belts are used throughout the journey by all passengers.
- It is the responsibility of the driver, Office Manager and Head of School to ensure there is an escort present throughout the journey, in addition to the designated driver.
- It is the responsibility of the Office Manager and Head of School to ensure parents/carers are informed of transport arrangements and signed consent is received. The consent should include details of who is transporting their child, the reasons why, where they are travelling to/from and how long this is expected to take.
- It is recommended that any staff members who will act as drivers, will complete the online Child Car Seat Training Course: <https://www.rosipa.com/road-safety/resources/free/practitioners/child-car-seat-training-course/>

Victoria and Ebor Gardens Primary Academies will not encourage the transportation of children and young people, including foster carers, adopters and family members but recognise there may be unavoidable circumstances where transportation is required. In these circumstances, the correct procedures must be followed to safeguard staff and children.

- Wherever possible, the transport of a pupil will be via an agreed Taxi service so that staff members are acting as escorts for the journey and all liability rests with the assigned Taxi service
- When the need for transport by a staff member is determined, the Office Manager and Head of School will confirm the correct car insurance, MOT, road tax and driving licence are in place for the designated staff member/driver
- The Office Manager will ensure Letter A (Appendix 1) is prepared and parents/carers sign consent to approve the transportation of their child. If an adult is being transported, their own written consent must be obtained in Letter B (Appendix 2)
- The Office Manager and Head of School will speak with the child to explain the journey and confirm they are happy to be transported with the two members of staff
- The driver will obtain the correct car seat: as legislation is updated regularly, guidance must be checked via: <https://www.gov.uk/child-car-seats-the-rules>
- Whilst Health and Safety Legislation places the responsibility for the proper maintenance of vehicles used in carrying out the department's business with the employer, Road Traffic Legislation places it on the owner or driver of the vehicle.
- The staff members with driving responsibilities should alternate to minimise the risk of one individual frequently travelling with children and young people, including foster carers, adopters and family members
- The driver must communicate their safe arrival to the Office Manager and Head of School
- The driver must take a mobile phone with them should they break down

Should an accident occur, the driver will ascertain if there are any immediate life-threatening injuries and the relevant emergency services must be called. As soon as it is safe to do so, the Head of School must be informed.

In the case of Head of School absence, a member of the Senior Leadership Team must be notified. The Head of School (or SLT) will communicate the situation to the passenger's parent/carer and arrange appropriate measures. In the case of serious injuries to a passenger, the Executive Principal and Wellspring Academy Trust will be informed in case of police/media/insurance involvement.

The driver will inform their insurance company and complete any relevant paperwork required to adhere to their policies and procedures. On return to school, a W1 must be completed and the appropriate paperwork checks attached.

Appendix 1 – Letter A

Parent/Carer of: _____

I confirm that _____ (driver) and _____ (staff member)
can transport my child from _____ to _____
on _____ (date).

I confirm there are no medical conditions to prevent my child from travelling this journey.

I accept that the relevant car and insurance checks have been completed by the Office
Manager.

Signature: _____

Name: _____

Date: _____

Appendix 2 – Letter B

I confirm that _____ (driver) and _____ (staff member)
can transport me from _____ to _____ on
_____ (date).

I confirm I have no medical conditions preventing me from making this journey.

I accept that the relevant car and insurance checks have been completed by the Office
Manager.

I confirm I will wear my seatbelt correctly and throughout the full length of the journey.

Signature: _____

Name: _____

Date: _____