

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK
PRIMARY SCHOOL**



Transporting Children and Young People Policy

Date agreed: September 2021

Review date: September 2023

Signed: _____
Chair Board of Governors

Introduction

These guidelines have been produced to give guidance, advice and promote good practice when staff or volunteers are transporting young people, in their own vehicles. This can be for the purposes of offsite education or other related activities, including sports events, performing arts and field trips etc.

Note: When minibuses are being used, "The Use of Minibus Guidelines" must be referred to and followed.

These guidelines must be followed to ensure that the duty of care to staff and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures, where necessary.

Drivers

Staff are typically not required/ permitted to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so by completing a Volunteers Driver Form (Appendix A) and this has been agreed by the Headteacher. The use of a competent, professional driver (taxi) should always be considered as a preferred option, where reasonable and practical.

It is the responsibility of the member of staff/volunteer to hold the appropriate licence and level of Insurance required and to ensure that their vehicle is road worthy. Staff transporting young people should notify their manager of existing or impending disqualification or conviction. Drivers should be aware that documentation checks will be made annually or periodically by managers.

Drivers must be at least 21 years of age and less than 70 years of age and should have at least 1 year's previous driving experience.

Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

Where volunteer drivers are using their vehicle for transporting young people, it is good practice to request that they complete a 'Volunteer Driver's Form' (Appendix A).

Transportation

Members of staff should discuss any proposals for transporting young people in their own vehicles with the Headteacher/Deputy Headteacher and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced.

It is school policy that drivers are accompanied by another adult when transporting young people as this significantly reduces the risk of distraction, accident and injury



and allegation of misconduct or abuse. If this is not practically possible the risks must be assessed and measures put in place to ensure that the risks are reduced to the lowest level. This should be documented.

However, circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example where a child is left at school without transport and the distance to home is too far or too dangerous to walk.

Young people should never be left in the vehicle unattended and the driver is responsible for ensuring that all passengers under the age of 14 are wearing suitable restraints or have a suitable car seat (See Child Restraint Section). A mobile phone should be available for use in the event of an emergency and drivers should adhere to the School's Mobile Phone Policy.

Young People

Parents must give their permission for young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent but where this is not practically possible; details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted. (See Appendix B for Parental Consent Form).

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 young person has a medical condition that is likely to require additional support/medication, a copy of their Health 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.

Vehicles

It is the responsibility of the driver to have the correct insurance and to notify their insurers that the vehicle may be used for the transportation of young people on employer's business. It is also the driver's responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT.

Drivers must ensure that the number of passengers carried safely is in accordance with –

- manufacturer's recommendations or specifications
- the number of available seat belts

Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

Vehicle and Driver Documentation

Managers should check to ensure that staff who will be carrying young people in their vehicles have the following documentation, at the commencement of employment and then annually.

- Current MOT certificate (if vehicle is over 3 years old)
- Valid road fund licence (tax)
- Appropriate insurance to cover transporting young people on employer's business
- Driving licence – any queries regarding endorsements should be discussed with the IWC Insurance Team

Accidents/Incidents

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

All accidents/incidents that occur during working hours must be recorded on the school Accident Reporting System.

Child Restraints

When staff are transporting 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 Regulation 44.03 (or subsequent) type approval standard and be marked with a label showing an 'E' and 44.03 or .03 and the weight range of child, for which it is designed. These are approved for use in forward-facing or rear-facing seats.

From 18th September, 2006, legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt.

Three exceptions allow children 3 years to 135 cm 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.

A rear facing child restraint (baby seat) must not be used in the front of vehicles where a passenger airbag is fitted.

Seat belt adjusters are comfort devices and not safety devices, check what the manufacturer says about them and their intended use.

The table on the following page shows the requirements of the regulations -

* Children under 3 years must use the child restraint appropriate for their weight in all cars and vans, with the single exception for the rear of taxis. This means for example that they may not travel in cars, vans which do not have seat belts installed.

** Example – A seven-year-old who is 140 cm tall is over the height for a child restraint and may use an adult seat belt. A twelve-year-old who is 130 cm tall is over the age threshold and therefore may use an adult belt.

*** If no seat belts are fitted in the front, then children under 135 cm tall (also under 12 years) cannot travel in the front.

For more detailed information on child restraints visit www.roadsafety.gov.uk click on Think! – Children – Child Car Seats.

This policy should be read alongside our policies and procedures on:

- Safeguarding Policy and procedures
- Child Protection Policy
- Code of conduct for staff and volunteers
- Managing allegations against staff and volunteers
- Recording and information sharing
- Complaints
- Safer Recruitment
- E-safety
- Whistleblowing



- Anti-bullying
- Health and Safety
- Role of Designated Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



Child Restraint Requirements as from 18th September 2006, for cars, vans and goods vehicles

	Front Seat	Rear Seat	Responsibility
Driver	Seat belt must be worn if available		Driver
Child up to 3 years *	Correct child restraint must be used *	Correct child restraint must be used * If not available in a taxi, may travel unrestrained	Driver
Child from 3rd birthday up to 135 cm in height (approx. 4'5" or 12th birthday, whichever is reached first) **	Correct child restraint must be used ***	Where seat belts fitted, correct child restraint must be used. Must use adult belt if the correct child restraint is unavailable: <ul style="list-style-type: none"> - in a licensed taxi/private hire vehicle - for a short distance of unexpected need - two occupied child restraints prevent fitment of a third A child 3 and over may travel unrestrained in the rear seat of an older vehicle where seat belts are not available	Driver
Child over 135 cm (approx. 4'5") or 12 or 13 years	Seat belt must be worn if available	Seat belt must be worn if available	Driver
Adult passengers (14 years or over)	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

Appendix B

**Staff Transportation
Parental Consent Form**

Dear Parent/Guardian/Carer

Please sign below to give your permission for your son/daughter to be a passenger in a vehicle that is owned, maintained and driven by a member of staff employed by Dover Park Primary School. All staff are issued with guidelines for transporting children and young people safely (a copy is available on request).

Date/s of journey _____

Destination _____

I give permission for my son/daughter (name) _____
to travel in a vehicle driven by a member of staff employed by Dover Park Primary School on the date and to the destination shown above.

Print Name _____ Signature _____

Note: Every effort should be made to obtain written consent but where this is not practically possible verbal consent must be given and details recorded below.

Name of person giving consent _____

Date consent given _____

Information taken and recorded by _____
(Name of staff member)

Appendix A

Volunteer Driver's Form

To Headteacher/Manager of _____ (school/team etc.)

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Headteacher/Manager.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I also confirm that I have a valid driving licence.
- I confirm that I have read the Transporting Children and Young People Safely Guidelines.
- I accept that, on request I will supply copies of any relevant documentation (e.g. registration document, MOT certificate, driving licence, insurance certificate)

Signature _____ Date _____