

Transporting Young People

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On occasion, it is necessary for members of staff to use their own vehicles to transport young people, for example on enrichment days or for vocational activities.

This policy ensures that the adults taking part in such activities, and the young people in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

Adults must ensure:

- That their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance.
- Their driving licence covers them to drive the category of vehicle they are driving.
- The vehicle is fully taxed and insured.
- There are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the pupils carried.
- That any special seating is securely installed to the regulatory standards.
- That they do not travel alone with a child, ideally there should be two adults, or there may be more than one child.

The Patch Project will, through online checks and other precautions, ensure that the above checks are correct and:

- That the driving licence is valid in date, name and endorsements.
- We have returned parental permission slips from all young peoples' parents that are travelling by car /people carrier etc; in advance of the journey.
- Parents are fully aware of the timing of the visit / trip, its purpose and that the pupils will be transported in a private vehicle.

This policy does not cover every eventuality that may occur. It is considered good practice to:

- Always have the contact number of the school in case support is required.
- That the correct ratio of adult to pupil is adhered to.
- Any pupil illness is known in advance.

Links to other policies:

This policy should be read and reviewed in conjunction with the Child Protection Policy to ensure that all related Child Protection implications are taken into account in both policy and practice. Other relevant policies are listed below.

Lone workers Policy

Health and Safety Policy

