



Policy Name	Transport of Pupils
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Old Farm School

Mission

Learning is for everyone is our pledge and through working together to teach children and young people in a safe, orderly, and supportively challenging environment, inspiring them to learn, excel and grow to be proud of their achievements

Vision

Old Farm School aims to provide a transparent and consistent approach to supporting pupils identified as having additional educational needs.

Values

- A safe and orderly school environment for all
- A focus on all children and young people
- The offer of a curriculum to engage, stimulate, support and challenge
- Empowering Leadership all levels and permeate the need for Teamwork throughout OLD FARM SCHOOL and all partner schools we work with
- All Our partners Satisfaction and Support

Guiding Principles

1. The safety, education, and welfare of our children, young people and our staff, are our priorities, and this must be reflected in our actions and our facilities.
2. A safe, supportive environment nurtures teaching and learning and understand the holistic approach of positive outcomes.
3. Excellent teachers and support, quality advice and support are the foundation to positive outcomes. All educators are accountable for the quality of work provided to children and young people and they must be committed to the continuous improvement of that work.
4. All educators and staff must be continuous learners. They must be disciplined people, with disciplined thought and disciplined action.
5. The purpose of the OLD FARM SCHOOL is to ensure that each child or young person develops the capacity to think, reason and accept each other. All children and young people must develop those understandings, skills, and habits of the mind which make it possible to participate fully in the life of a diverse society and culture.
6. The focus of all OLD FARM SCHOOL' activities must be on providing children and young people with quality experiences which engages them in meaningful learning.
7. Every child and young person must be understood, encouraged and supported to surpass their current level of learning for life. Differentiation is to include all children and young people therefore every attempt has to be made to match the diverse style of learning and varying levels.

8.All resources (time, people, space, information, budget, and technology) must be used effectively, efficiently, and continuously evaluated to improve the quality of education provided for our children and young people

9.A home/school/community partnership with open communication is essential in providing each child and young person the support needed to be successful.

10.Each parent or carer is a welcomed partner with the OLD FARM SCHOOL in providing a quality education to his/her child. Partnership input into every aspect of what we do as OLD FARM SCHOOL is absolutely essential to everyone's success.

Introduction

This policy provides a clear framework for staff or volunteers when transporting young people, in their own vehicles. This can be for the purposes of offsite education or other education related activities.

Note: When minibuses are being used, "The Policy on the Use of Minibus" 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 not specifically required 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.

It is the responsibility of the member of staff/volunteer to hold the appropriate licence and ensure that their vehicle is road worthy. Staff transporting pupils must notify their manager of any impending disqualification or conviction.

Drivers must ensure that their insurance stipulates use of car for work purposes and transportation of pupils.

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". (See Appendix B)

NB: Soft tops on cars must be kept down at all times when pupils are travelling in the car.

Transportation

Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements

It is advised 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. Consider travelling in convoy where appropriate.

Emergency transportation of pupils

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 or where the pupil is unwell and requires medical attention at a level below the threshold for an ambulance callout.

Risk assessment and management.

A risk assessment must be completed for all journeys except where there is an emergency, where a standard risk assessment is available. Risk assessments should consider individual pupil needs such as known tendency to abscond and/or increased risk of allegations.

Staff must take time to explain to pupils the risks posed by unsafe behaviour whilst travelling in a moving vehicle prior to embarking upon any journey

Clear behavioural expectations must be provided before any journey together with an understanding of actions that will be incurred by failure to comply.

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.

Young people should never be left in the vehicle unattended.

The driver is responsible for ensuring that all passengers are wearing suitable restraints at all times. (See Child Restraint Section).

A mobile phone should be available for use when stationary, in the event of an emergency and drivers should be aware of the Schools’s Use of Mobile Phones Policy.

Pupils with Medical Needs.

If a pupil has a known 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. The risk assessment should reflect medical needs.

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

Old Farm School is required to check that staff who have agreed to transport pupils in their own 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 disc)
- Appropriate insurance to cover transporting young people on employer's business
- Full driving licence

Accidents/Incidents

In the case of a road traffic accident, these must be reported by the driver to their own insurance company.

All accidents/incidents that occur during working hours must be recorded in line with the Schools's Accident Reporting

Child Restraints

When staff are transporting pupils they should ensure that the correct type of restraint/seat belt 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.

Use of Booster Seats

Old Farm School provides booster seats for use when transporting pupils under the age of 12 or under 135cm tall. Booster seats must be fitted in accordance with the manufacturer's instructions.

Seat belt adjusters are comfort devices and not safety devices.

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

** 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.

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

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	Seat belt must be worn	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 <p>A child 3 and over may travel unrestrained in the rear seat of an older vehicle where seat belts are not available</p>	Driver
Child over 135 cm (approx. 4'5") or 12 or 13 years	Seat belt must be worn	Seat belt must be worn	Driver
14 years or over	Seat belt must be worn	Seat belt must be worn	Driver

Appendix A

**Transportation of Pupils using Staff Cars.
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 Old Farm School. All staff are issued with guidelines for transporting children and young people safely (a copy is available on request).

I give permission for my son/daughter (name) _____ to travel in a vehicle driven by a member of staff employed by Old farm School.

Print Name _____ Signature _____

Appendix B

Volunteer Driver's Form

To the Headteacher of Old Farm School

Name of driver _____

Address _____

_____ Postcode _____

Vehicle Make _____ Model _____

Registration _____

- 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 confirm that I have a valid driving license.
- I confirm that I have read the Policy on the Safe Transportation of Pupils (use of staff cars to transport pupils).
- I accept that, on request I will supply copies of required documentation (e.g., MOT certificate, full driving licence, insurance certificate)

Signature _____ Date _____