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## The transportation of children policy

### *Why is this important?*

These guidelines are important as the welfare and safety of children is paramount. Staff and volunteers of The Parachute Club have a duty of care towards all children involved in our activities. These guidelines have been introduced to provide practical guidance for transporting children to and from activities on practices to keep children safe and promote a safe operating environment for staff and volunteers.

As sessions take place in many different structures, locations, environments and formats. It is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense.

Ultimately, most practical situations will require a judgement to be made about what is reasonable and practicable in the circumstances.

Breach of these guidelines may be dealt with under our complaints policy, disciplinary procedure and any other policies regarding the incident it may also result in legal proceedings against individuals or organisations involved.

### *Transporting children*

Where it is necessary to transport children, the following good practice should always be adhered to in the interests of safeguarding both children and persons involved in the transportation:

#### *General*

When children are required to be transported, then an appropriately qualified member of staff must carry out a risk assessment on the transport requirements.

1. All staff/ volunteers must have undergone an enhanced Disclosure and barring service check (DBS).
2. For any activity including transportation always ensure appropriate ratios are maintained – Age 3 and over 1:8 if all children are over 8 1:10
3. In the event of an accident or breakdown the group must remain under the direct supervision of the group leader or delegated supervisor
4. Head counts by the group leader or delegated supervisor must always be carried out when the group must always be carried out when the group is getting on or off the transport. This must also be done if the transport is involved in an accident/ incident.
5. Passengers must behave appropriately whilst traveling in the vehicle. If there are any concerns this should be highlighted in the risk assessment to determine the likely risk to the driver or fellow passengers.
6. If any children have a medical condition e.g. epilepsy, a copy of any care plan plus necessary medication available at all times. A member of staff trained in administering the correct support/ medication should accompany the child in the vehicle.
7. A collection policy with parents should be agreed prior to travel, which will include a clear and shared understanding of arrangements for collection at the end of a session.

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### *Drivers*

1. The driver must hold a valid and an appropriate driving licence.
2. Where staff volunteers are responsible for driving, they must notify their manager/ supervisor of existing impending disqualification or convictions
3. Drivers should have at least 1 years previous driving experience
4. Drivers should be in good health and physically capable of driving safely if necessary, medical advice should be obtained
5. Children should never be left In a vehicle unattended
6. The driver and staff are responsible for ensuring all passengers are wearing suitable restraints
7. Drivers should have adequate breaks which comply with legislation covering maximum periods of driving and minimum rest periods

### *Recruiting Drivers*

All staff and volunteers who intend to transport children in their own vehicles should have the following checked at the commencement of recruitment and thereafter annually

1. Vehicle Documentation
  - a. Current MOT certificate (if vehicle is over 3 years old)
  - b. Valid road tax
  - c. Insurance policy (which includes acknowledgement that the employee will be transporting children and includes business use)
2. Driving licence

### *Vehicles*

- Ensuring that all vehicles are correctly insured for the purpose. If it is a personal vehicle it is the responsibility of the driver to notify his/her insurers explaining the purpose of which the vehicle might be used (members of staff must ensure that they have covered themselves by insuring themselves for business use) this will help to ensure that the correct cover is in place.
- All reasonable safety measures are in place i.e. fitted working seatbelts ( a seatbelt is a minimum of a lap belt for children 3 years+)
- The vehicle must be in a roadworthy and serviceable condition including up to date mot and road tax
- When transporting children in private vehicles, wherever possible they should be in the back seat of the car for health and safety reasons

### *Transportation of children on foot*

- Staff/ volunteers must ensure that children know how to observe the safety rules set out in the Highway Code and the green cross code.
- Pedestrian crossings, traffic lights and footbridges must be used where possible to cross roads.
- What crossing roads staff/ volunteers must step out onto the road before the children cross to ensure that both lanes of traffic have stopped

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- Staff volunteers must ensure that children walk sensibly in pairs and escort them by walking at the front and the back of the group staff should walk in the middle of the group where staffing allows.
- Staff – children ratios must take into account the age, maturity and ability of the group; please refer to the section above for ratios.
- Children should wear high visibility clothing where possible.

*Parents:*

Where parents have made arrangements for the transportation of children to and from the activity, it will be the responsibility of parents to satisfy themselves about the appropriateness and safety of the arrangements.

*Emergency Situations:*

- Staff/ volunteers must never take the responsibility of transporting children for whom they have not received written parental consent for and have not arranged transport in advance. If a child cannot get home, for whatever reason their parents/ guardians must be contacted to arrange transportation for them. Staff volunteers must then stay with the child until they have been collected. Staff/ volunteers must ensure that they are never in a position where they are alone with a child.

**Sources of information and further reading:**

**These guidelines compliment and should be read in conjunction with:**

The Dfes guide to good practice: health and safety of pupils on educational visits (HASPEV) section 6, which refers to the transportation of children.

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POLICIES AND PROCEDURES – FILE 2 – SECTION 4 - TRANSPORT