



TRANSPORTING CHILDREN IN CARS POLICY 2025



Approved by: Mica Coleman Jones

Date: 02.09.2024

Next review due by: 02.09.2025

Approved by trustees: 25.11.2026

**Signed by Chair of
Trustees**

DM Costley

FOREWORD

Lilya's Clarendon School and Lilya's Goldsmith School are both sites for Alternative Provision. Whilst neither site holds school status, they are often referred to as schools for the benefit of students.

1. POLICY AIMS

These guidelines aim to give advice to those staff who undertake this task in order to keep themselves and the people they are transporting safe. This policy will be reviewed at least every two years by the head of provision.

2. GUIDING PRINCIPLES

The guiding principle should be that transporting children in staff cars should only happen in emergency situations. It is anticipated that these by the nature of them being emergencies would be very rare.

A range of alternative options should be considered where a child needs to be transported including:

- Contacting the commissioner to inform them
- Contact the parents/carers for them to transport the child
- Contact the parents/carers for them to arrange a taxi to transport the child
- Arrange for a taxi with escort to transport the child from an approved list of taxi operators

Only where none of these options is appropriate or viable should children be transported in a staff car.

Parents/carers must give their permission for children to be transported in a staff member's vehicle. Every effort should be made to gain written consent, but where this is not practically possible details of the verbal consent should be recorded.

3. ROLES AND RESPONSIBILITIES

3.1 DRIVERS

Drivers are responsible for their own vehicle's roadworthiness and appropriateness for the task to be undertaken and their fitness to drive.

Drivers must ensure that they:

- Have an appropriate valid driving licence
- Are insured for the journey (business use)
- Have a valid MOT certificate
- Have a valid Excise licence
- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times.
- Have no medical condition including the taking of medication or infirmity that may affect the ability to drive safely.
- Ensure that children wear an appropriate seatbelt. If a passenger refuses to wear a seatbelt then the journey is ceased until a solution is found.
- Drivers should also ensure that if their health changes and this could affect their ability to drive then they inform the head of provision of this immediately.
- Drivers are also obliged to notify the head of provision of any driving convictions, endorsements or disqualifications immediately.
- Drivers should notify the head of provision when they have arrived at a destination and that the journey has been complete.
- Secure all loads in the boot where possible.

Drivers must not use mobile phones, drink, or smoke while driving on school business. They should be aware of the highway code and drive appropriately and within speed limits.

If the child has a medical condition that is likely to require additional support/medication, a copy of their medical plan plus appropriate medication must be available. A parent/carer or member of staff who has received appropriate training in administering support/medication should accompany the child in the vehicle.

3.2 HEAD OF PROVISION

The head of provision must ensure that the staff being asked to carry out this role have the necessary competence and experience. Whilst defining driver competence is a subjective

decision drivers will not normally be deemed competent unless they are between the ages of 21 and 70 and have at least 1 years driving experience after passing their driving test.

Managers deeming staff competent to drive outside their parameters will need to fully justify and record the reasons for this decision.

Equally where a member of staff meets the criteria, but the manager has concerns regarding their competence to drive the reasons a member of staff is not deemed competent and therefore not allowed to transport children, should be recorded. In making any such decision the needs of the service need to be balanced against the safety of the children and members of staff, and where there is any doubt the safety of the children and staff should take priority.

3.3 STUDENTS

Students must:

- Wear an appropriate seatbelt for the entire car journey
- Behave appropriately while travelling in the vehicle

4. ACCIDENTS/INCIDENTS

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

5. LINKS WITH OTHER POLICIES

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Understanding and Supporting Behaviours Policy
- Medical Policy