



## **Holy Trinity CofE Academy**

### **Policy on Staff and Parents Transporting Children**

#### **Need**

Whenever possible and financially proportionate, the academy will use the services of a transport company. At least one member of academy staff will also travel with the children.

Occasionally it is necessary to transport children in an emergency. At other times small groups travel between schools for sports matches and other events; it is not financially viable to book transport for these trips. The rest of this policy deals with these situations. It applies to school staff and to parents, who may also transport children.

#### **Permission**

Children are never transported without a parent or guardian's permission. Usually this will be obtained in writing in advance, but if this is not possible it may be obtained verbally.

#### **Precautions.**

Only adults for whom we hold an enhanced DBS check will transport children.

Children should never be transported individually, unless there is an urgent medical need (which is communicated to a member of the SMT). The academy discourages the transportation of individual children –this is in line with our Child Protection Policy

Staff and parents transporting children in their own vehicles are insured under the school's policy so long as they also have a current valid insurance policy for the car.

All children must use a booster seat until they reach a height of 135 cm.

Rear seat lap belts may be used. The tallest child should use this belt.

If the back seats are full then children may travel in the front seat of a car. In this situation the tallest child should be in the front and the next tallest should use any lap belt. If there is a passenger airbag then the front seat should be put back as far as possible.

Before adults transport children the school must have sight of and keep a copy of the following documents:

- The person's driving licence
- A current MOT certificate (if applicable)
- A current insurance certificate

These are required in order to protect the school's liability under new manslaughter regulations introduced in 2012.

Graham Shore

Written and reviewed: November 2018

Review date: November 2021