



Transporting Pupils Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Introduction

The Positive Impact Academy recognises and takes seriously its responsibility to safeguard and promote the welfare of children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We recognise that all adults within the Positive Impact Group have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils' welfare is our paramount concern.

The issue of transporting children/young people in cars, particularly in members of staff's own cars, is one which causes concern to some staff. It is, however, a necessary part of the work that some staff carry out. These guidelines aim to give advice to those staff who undertake this task to keep themselves and the pupils they are transporting safe.

Principles

The guiding principle should be that transporting children/young people in staff cars should be the exception to the rule, rather than the norm, unless it is an accepted part of a member of staff's role and included in their job description. Any journeys undertaken should always be planned and necessary.

In certain circumstances, children/young people may need to be transported in an emergency where management cannot be contacted to approve this. It is anticipated that these by the nature of them being emergencies would be very rare.

This guidance, however, still needs to be followed to ensure the safety of staff and young people. Services should therefore put plans in place for such situations that will allow workers to carry out such transport functions with delegated management approval to ensure we act in the best interests of the child/young person.

In situations that have not been planned for or where a section has not agreed on its procedures, staff will act in the best interest of young people. If this means they must be transported in a car, then, as long as the worker is acting in accordance with their job role, is following this guidance and associated risk assessment and is not breaking any road traffic legislation, then they will be covered by the local authority for this action.

Drivers and Their Vehicles

Drivers are responsible for their own vehicle's roadworthiness and appropriateness for the task to be undertaken, and their fitness to drive. Managers are responsible for monitoring and verifying this. All staff who drive as part of their role and their managers must be fully familiar with the Council's Management of Occupational Road Risk Policy and Guidelines and ensure that these are complied with.

Key features of this document include that drivers must ensure that they:

- Have an appropriate, valid driving license
- Are insured for the journey (Business Use)
- Have a valid MOT certificate
- Have a valid Excise licence (TAX)
- Have checked that 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 always be worn
- Have no medical condition, including the taking of medication or infirmity, that may affect their ability to drive safely.

Additionally, all drivers should ensure that they have regular eye tests to ensure that their eyesight remains within the minimum standards for driving.

Drivers should also ensure that if their health changes and this could affect their ability to drive, then they inform their manager of this immediately.

Drivers are also obliged to notify their manager of any driving convictions, endorsements, or disqualifications immediately.

Managers

Managers of those who transport children/young people in their cars must ensure that the staff being asked to carry out this role have the necessary competence and experience. Whilst defining driver competence is always a subjective decision, drivers will not normally be deemed competent unless they are between the ages of 18 and 70 and have at least 1 year of 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/young people should be recorded.

In making any such decision, the needs of the service need to be balanced against the safety of the children/young people and members of staff, and where there is any doubt, the safety of the children/young people and staff should take priority.

Managers should check the documentation of their drivers and vehicles before they have staff driving for them in the first instance and then periodically at an interval relevant to the service after that, for the staff who regularly transport children/young people as part of their role, an annual check may well be appropriate and for staff who only carry this out very infrequently a check each time this happens may be more appropriate.

Children and Young People

Before children and young people are transported in staff cars, the need and reasons for this method of transportation should be clearly established. Once this has been established, a full picture of the needs of the child/young person (including physical, emotional, behavioural, and medical) and the risks that this may present to them, or the staff involved when transporting them, needs to be established. This should involve 103 gathering and sharing information with all agencies involved in supporting the child/young person. This information is required to inform a specific risk assessment for transporting the child/young person. The information will need to be reviewed regularly to ensure it remains valid.

Risk Assessment

The Positive Impact Academy should produce a risk assessment for transporting children/young people based on their circumstances and way of working. The generic risk assessment for this activity can be adapted and used for this. Over and above this, where information gathered on a child/young person or staff member's safety poses a significant risk to the child/young person or staff member's safety during transportation, then a specific risk assessment relating to this activity must be carried out. It is not

possible to give full detailed control measures for such risk assessments as they will relate to the needs of the individual and the specific circumstances involved.

However, when considering children/young people with medical conditions, their transport and any control measures required during transport, if this is to be a regular occurrence, should be included in their individual care/treatment plan. This should be used to inform any risk assessment. A second person, trained in administering medication or the relevant medical procedure, should always be provided where necessary.

For children/young people who present with behavioural difficulties, a range of control measures could be considered; from not transporting the person if it is felt their behaviour is such that doing so is not safe, providing an escort to ensure the driver can concentrate safely on driving, placing the child/young person so they cannot easily distract the driver (diagonally across from the driver in the back seat) amongst others.

Child locks should be used when transporting children/young people as a control measure.

Travelling

Only pre-planned journeys should be undertaken, and these should always be pre-approved by a manager. All journeys should have a fixed start and finish time, and these should not be altered without authorisation.

Staff must ensure an appropriate response and action is taken in the event of an accident or emergency during transport. All staff who transport children/young people as part of their role should have access to a mobile phone or the appropriate means of communication.

All journeys should only be for named children/young people and their family; if necessary, other people should not be transported with the child/young person if they are not named and part of the arrangement.

The law makes drivers responsible for ensuring those under 14 years of age wear an appropriate seatbelt or child restraint. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects. Where staff are transporting children/young people as part of their job, they will always be responsible for ensuring the children/young people they are transporting are wearing a suitable restraint,

irrespective of their age. As there are very clear dangers to passengers and drivers if restraints are not worn, if a driver becomes aware of this, they should stop the journey as soon as it is safe to do so. If the passenger continues to refuse to wear a seatbelt/restraint, then the journey ceases until a solution is found.

Drivers must not use mobile phones, drink, or smoke while transporting children/young people and should be aware of the highway code and drive appropriately and within speed limits. To facilitate this, when planning a journey, adequate time for the journey must be allowed.

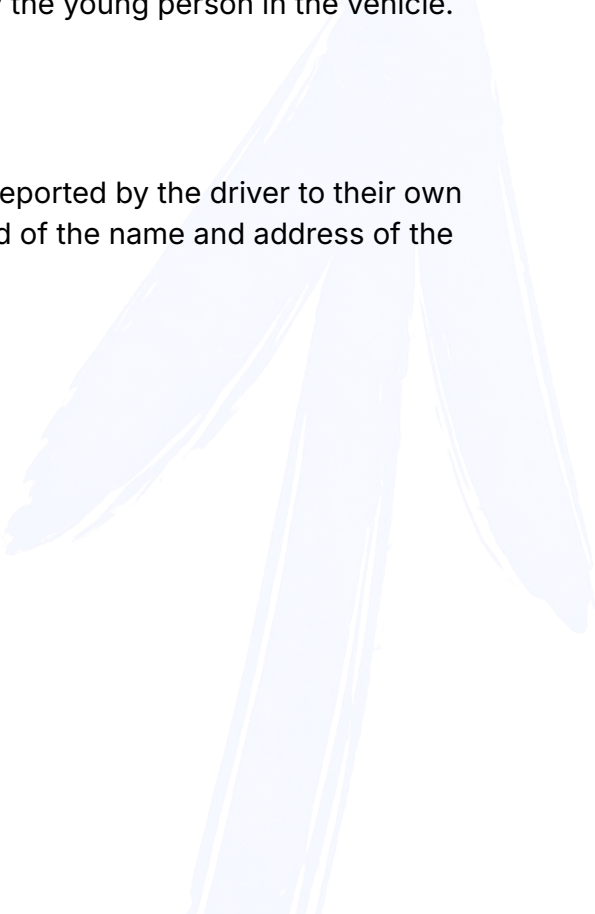
Parents and/or Carers

Parents must give their permission for children/young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent, but where this is not practically possible, details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted.

If the child/young person has a medical condition that is likely to require additional support/medication, a copy of their Education, Health and 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.

Accidents/Incidents

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



This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

