

Using Private Vehicles to Transport Students

We recognise that there may be occasions where a member of staff, a volunteer or a parent, needs to transport a student for example during an out of school activity, visit or sporting event. Such events will therefore prompt consideration of potential issues such as competence of drivers, legal requirements for road vehicles, safety whilst travelling, safeguarding of children and emergency situation's which may occur during the journey. With this in mind the following will apply:

1. Staff will refer to the Educational Visits Policy (including risk assessments) when planning an event and will carry out the required actions. Help and guidance can be sought, if required, from the academy's visits coordinator, Deborah Lagdon. Transport arrangements will be communicated clearly with parents/carers in the correspondence about the event.
2. If a parent/carer transports their own child or agrees with other parents/carers to take their child/ren, this constitutes a private arrangement between the families of the children involved. The health and safety of the children being transported is the responsibility of the parents/carers involved and not the academy. Whilst parents/carers may not have signed a form beforehand confirming that this is a private arrangement, it will be considered by the academy to be such an arrangement.
3. Parents/carers will be asked to confirm in advance the travel arrangements for any event where they are required to take/pick up their child.
4. If a child requires emergency transportation during school hours, for example in a medical emergency, the academy will facilitate this on the following basis:
 - a. All other options have been exhausted, such as calling emergency services if appropriate and necessary, contacting parents/carers or additional emergency contacts. An assessment will be made in conjunction with academy staff who are first aid trained and with the site manager who can help to advise on other relevant risk assessments which may need to be considered.
 - b. Two members of staff must be present when transporting a student. If this is not possible advice must be sought from the designated safeguarding lead.
 - c. The academy will ask to see, check and may take a copy of the driver's licence, insurance and check vehicle tax and MOT status [online](#).
 - d. At least one member of staff will take a mobile phone, either an academy trip phone or one which has the academy's phone application installed (3CX).
 - e. Students will not travel in the front seat of the vehicle.

- f. If the student is under 135cms, a booster seat should be used. If it is felt that the student being transported could not be driven safely in this way, for whatever reason, then the academy will wait for a parent/carer to arrive. If the situation is serious, an ambulance should be called.
5. If a child's parent/carer does not turn up to collect them after a sporting or other event, contact should be made with the parent using the contact details taken in the event pack. Should the parent/carer be uncontactable, an alternative contact for the student should be called. This may require contacting the academy for additional details. If contact still cannot be made, the member of staff should contact one of the safeguarding leads to discuss what action should be taken.

Other associated documents include (this list is not exhaustive):

- Child Protection and Safeguarding Policy
- Code of Conduct for Staff and Volunteers
- Communication Protocol
- Critical Incident Policy
- Education Visits Policy
- Emergency Plan
- First Aid Policy
- Health and Safety Policy

This document will be reviewed by the academy annually.