



### Statement of Intent

Staff at St Mary's Catholic High School are encouraged to organise a variety of activities away from the school to provide a wide range of educational experiences. When transporting children to these activities the health, safety and welfare of everyone are paramount.

### Objectives

- 1) To put into place excellent, effective and safe procedures and contingency plans for the health and safety of learners and staff on educational visits and other activities away from school.
- 2) To ensure that staff and other adults are trained/briefed to carry out their duties on educational visits.
- 3) To ensure that sufficient trained First Aiders accompany school visits.
- 4) To ensure that children participating in visits are fully briefed on rules, expectations, procedures etc.

### Strategies

- 1) All staff will follow the established procedures for educational visits and other activities away from school.
- 2) Risk Assessments will be completed before educational visits.
- 3) Educational Visits must be approved by the school's EVC, Headteacher, governors and LA, as appropriate, as set out in the Educational Visit Policy.
- 4) Coaches, buses and mini-buses must only be hired from reputable companies, copies of their insurance should be obtained.
- 5) For self-drive mini-buses (whether hired or borrowed) the driver must hold a D1 driver's licence and preferably hold a MIDAS certificate or higher qualification.
- 6) Children must travel one child per seat with fitted seatbelts. Booster cushions must be used if required.

- 7) Members of staff who carry children in their own cars must have appropriate insurance for carrying children; a full, valid UK driving licence (or equivalent) and their car must have a valid MOT certificate if it is more than 3 years old. A list of staff that are eligible will have signed Appendix A to state their car is suitable as stated above.
- 8) If the school arranges for parents to transport children to off-site activities (e.g. sports events) school will ensure that permission slips have been received from participants allowing them to travel in another parents' car.
- 9) Charging for transport will be in line with the school's Charging Policy.
- 10) Appropriate levels of supervision must always be maintained (see educational Visits Policy). As a minimum there must always be an additional adult to the driver on coaches, buses and mini-buses when learners are on board.
- 11) Staff should never carry an unaccompanied child in their own car except in an emergency.

## **Outcomes**

St Mary's Catholic High School will do all it can to ensure that pupils, staff and other adults will be transported safely for activities away from the school site.

This Policy should be used in conjunction with the H&S Policy, Education Visits Policy and Charging Policy.

**APPENDIX A**

**Staff Members that have Insurance to transport Children**

On signing below I am stating that I have the correct insurance to transport children, my car is taxed and has a valid MOT certificate and is in good working order.

I understand that it is my responsibility to issue the school with a copy of my insurance policy upon renewal

Name	Signature	Date	Renewal Date 1	Renewal Date 2

**\*\* A copy of your insurance policy should be held on your personnel file\*\***