Transporting children policy

St Mary's Catholic Voluntary Academy

Approved by:	St Mary's Catholic Voluntary Academy	**Date:** December 2024
Last reviewed on:	November 2026	
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1. INTRODUCTION

1.1 The majority of schools will, from time to time, have the need to use some form of transport to enable children, staff and other accompanying adults to go on educational visits, sports competitions and to other events not held on the school premises. The 'vehicle' may be owned by the school, privately hired, on loan, driven by a member of staff or a volunteer, or come with a professional driver. Statistics tell us that travelling to an activity can present a greater risk than engaging in the activity and so transporting young people requires careful consideration.

2. TRANSPORTING CHILDREN IN COACHES OR MINIBUSES

2.1 The Headteacher is responsible for ensuring that the choice of vehicle is suitable for the intended use and the needs of the passengers, and that its design meets appropriate current standards. Only vehicles with seat belts fitted should be used and all children should be required to wear seat belts for the duration of the journey. If necessary, appropriate booster seats must be used.

2.2 Where the vehicle is being used on a self-drive basis (usually a minibus), members of staff and adult volunteers must be appropriately licensed and certified to drive the vehicle and their total hours of work properly controlled.

2.3 Parents should be advised in advance of the transport arrangements proposed and any issues raised by them must be taken into account in finalising the school's plans.

2.4 A minimum of two members of staff should accompany children on a coach or minibus and must be contactable by mobile phone during the trip.

2.5 Children should be seated at all times and should not travel in the front seats of coaches or minibuses or in seats adjacent to the exit doors.

NB: for further advice regarding additional sports fixtures across Stockport please contact Russ Boaler, Consultant for P.E., Sport and Physical Activity
Tel: 0161 474 3941 or email: russ.boaler@stockport.go.uk

3. TRANSPORTING CHILDREN IN PRIVATE CARS

3.1 On occasion parents/carers or staff are kind enough to volunteer their help with the task of transporting children to visits and off-site activities arranged by the school. In this instance drivers should be engaged as volunteers and the considerations below should apply. This is separate to any informal arrangements made directly between parents, in which case the establishment should make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

3.2 In managing the volunteer driver arrangements the school must put in place reasonable and sensible measures to ensure the safety and welfare of children transported in volunteers' cars. This applies equally to parents/carers or school staff using their cars on school business.

3.3 All volunteers, whether staff or parents/carers, should read this guidance and sign the Transport Policy Compliance Declaration (see Appendix). Drivers must inform the school if circumstances change and they can no longer comply with the school's policy.

3.4 The Headteacher or visit leader responsible for the trip should ensure that travel arrangements are made clear to parents, including arrangements for the collection/ return of children at the end of the event. For those children that may be transported in in private cars, explicit parental consent must be sought.

3.5 The Headteacher or visit leader must ensure that parents/ carers/ staff volunteering to transport children other than their own are notified of their responsibilities:

- For the safety of children
- To maintain suitable insurance cover
- To ensure the vehicle is roadworthy

3.6 The Headteacher or visit leader must consider the suitability of volunteers to carry children in their car and whether vetting is necessary. Judgement will also be required about the likely behaviour and individual needs of the children being transported.

3.7 Best practice highlights that children should preferably be accompanied by at least two identified adults, and there should be more than one child being transported at any one time so that an adult and child are not alone. An exception to this would be where the volunteer driver is transporting solely their own child. If, however, a volunteer driver is transporting more than one child including their own, a minimum of three children in total is strongly recommended.

3.8 **All drivers must:**

- Have a clean and valid driving licence for the class/ type of vehicle to be used, and have held this for a minimum of three years;
- Be fit to drive and have no medical condition that affects their ability to drive;
- Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school;
- Inform the school of any material changes to their licence conditions since the copy was submitted during the course of the year;

3.9 Parent/ carer and staff volunteers must declare any endorsements and be willing to present their driving licence for inspection if requested;

3.10 All volunteer drivers must adhere to the Highway Code and to any speed limits;

3.11 Maintain appropriate insurance cover when transporting children, as a minimum for third party liability. Staff must possess business use cover;

3.12 Ensure children are seated in the back of the vehicle; See also 3.10

3.13 Ensure that all seat belts are in working order and worn by everybody in the vehicle;

3.14 Ensure that the car does not contain any materials that may be deemed as inappropriate or unsuitable for children including choice of music if played during the journey. Care should be taken to recognise how differing cultures may perceive certain musical choices.

3.15 **All vehicles must:**

- Have a valid MOT Test Certificate (if over three years old);
- Have current Road Tax,
- Be roadworthy, and;
- Conform to all legal requirements.
- Tax and MOT status can be checked at www.vehiclenquiry.service.gov.uk
- Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check note (from www.gov.uk/view-driving-licence).
- It is advisable for establishments to keep evidence of these checks having been carried out.

3.16 Every child must be restrained by a seat or lap belt. If necessary, given the height of the child, an appropriate booster seat should be used. Child-proof locks should be used where they are fitted. No child should be transported in the front passenger seat, with the exception of the volunteer driver's own child at their discretion.

3.17 The volunteer driver should carry a mobile phone that should be kept on silent and out of sight whilst driving, and only used when safely parked.

3.18 The visit leader or member of staff responsible for the trip should carry a list of contact details for all participating volunteer drivers together with details of the children travelling in each vehicle.

3.19 The visit leader should ensure that all volunteer drivers know the route to get to the destination and that drivers are given an emergency plan to follow in the event of breakdown or road traffic accident. Best practice would support the use of a 'convoy' system where more than one vehicle is being used.

4. CHARGING FOR SCHOOL TRIPS

4.1 Where costs are incurred directly by the school in arranging transport for school trips and events, the principles set out in the Charging and Remissions policy will apply.

4.2 Schools should not charge for transporting children in private cars owned by volunteer drivers.

4.3 Schools should not reimburse costs incurred by volunteer drivers.

4.4 This guidance should be read in conjunction with the guidance concerning:

- Visits and Journeys on school trips and Outdoor and Adventurous Activities;
- Health and Safety;

- Safeguarding Children in Education
- Lone working

DECLARATION FOR VOLUNTEER DRIVERS

Name of Volunteer Driver	
Address	
Home Telephone No	
Mobile Contact No. ***(to be used if necessary to make contact when transporting children)***	
Make/ Model and Registration Number of vehicle to be used	
Details of any Endorsements or Penalties	

Declarations

	I confirm that the vehicle(s) that I will use to transport children conforms to legal requirements for road tax and road worthiness. If older than three years, the vehicle has a valid MOT certificate
	The vehicle will be well maintained and safe to transport children
	I have checked with my insurance company and the vehicle and driver are covered by appropriate insurance for journeys undertaken for the school. The name of the insurance company *(not the Broker*) with which the vehicle is insured is ***(insert details here)***
	I have a full and valid driving licence for the class of vehicle that I will use to transport children. I have held this licence for a minimum of three years.
	I have a clean and valid driver's licence without points for speeding, drink/drug driving, talking on a mobile whilst driving, careless driving and have not been convicted or have a prosecution pending for any motor offence, or received a fine for any offence other than a fixed penalty speeding.
	I am not restricted in any way by the DVLA from driving due to a medical condition.
	I have read and agree to abide by the school's policy on transporting children

Signed	
Date	

FOR SCHOOL USE ONLY	Reviewed by	Signed:	Date