



Transporting Pupils Policy

Date:	October 2022
Last reviewed on:	October 2022
Next review due by:	October 2025 (3 yearly)



1. Introduction & Purpose of Policy

This Policy is intended to provide clarity around the transporting of pupils to events such as sporting fixtures, trips and off site visits.

Our number one priority is that children are safe while under our care and this includes situations where children need to be transported away from school premises to other locations. When this occurs, it is the school's responsibility to ensure children are transported safely and that no adult is placed in a vulnerable position.

Wherever possible and practicable, children must always be transported with adult supervision using suitable and appropriate transport e.g. using coaches, minibuses (hired or school owned), public transport or taxis rather than in private vehicles.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats / booster seats for younger children.

Staff should ensure that the behaviour of the children is safe. At least one additional adult to the driver will act as an escort. They must also ensure that the transport arrangements and the vehicle meet all legal requirements. The vehicle must be roadworthy, appropriately taxed and insured and that the maximum carrying capacity is not exceeded.

2. Large Groups of Children

Where larger groups of children need transport (e.g. school trips, swimming lessons) then we will arrange for coaches or minibuses to transport children to and from school trips and for swimming lessons.

3. Smaller Groups of Children

Sometimes, children will be asked to participate in activities off site, such as sporting activities, team quizzes, debating and workshops, where smaller groups of children need transport. Again, the school should attempt to use suitable transport and NOT private vehicles to transport children. Members of staff are not insured to transport children from school and should never be asked to give children lifts in their cars to such events.

Where the school cannot provide transport for these events, then parents of the children should be asked to arrange transport for their child. The school should never ask parents to transport other children on behalf of the school.

4. In case of emergencies

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child might be at risk. In these

circumstances, the matter should be recorded and reported to both the Trust's Director of Operations via email at a.russell@everychildtrust.co.uk and the child's parent(s).

5. Discrepancies

Where there is any situation not covered in this policy, it will be the Headteacher's responsibility to complete a risk assessment and devise a suitable solution.

6. Status of Policy and Review

The content and operation of this policy is reviewed as and when deemed necessary by the Trust.

This Policy will be reviewed every 3 years.