

Transporting Children and Young People

Some children and young people are subject to formal transport arrangements between your education setting and their home, e.g. school buses and transport for those with a disability or learning difficulty.

However there are occasions when staff may be asked to provide transport for children & young people to attend trips, appointments, etc.

These guidelines are designed for anyone who transports a child or young person whether it is in their own vehicle or in transport provided by the organisation e.g. a minibus.

Before agreeing that a journey can be made, a risk assessment must be undertaken, in consultation with a member of the management team, considering whether:

- The journey is necessary and appropriate
- The child/young person's behaviour is likely to be difficult or inappropriate
- The child/young person requires medication or has complex health or mobility needs, and that these needs can be met during the journey
- What safeguards can be put in place to reduce any risks identified

Any organisation or individual who carries other people's children or young people has a legal duty to ensure they carry them safely, called their 'Duty of Care'.

Organisations must:

1. Declare in writing to their insurers that their staff carry children or young people in their vehicles or other transport provided by the organisation.
2. Check:
 - The driving licenses of all drivers in accordance with council policy & make a judgement about their suitability to drive if they have any offences e.g. drink driving
 - The vehicle insurance is current, fully comprehensive and insured for business use
 - The vehicle has a current MOT certificate and ensure that the vehicle is in a road worthy condition (see guidance links below for DVLA) and is appropriate to transport children and young people
3. Keep a copy of the above documents with their insurance paperwork and complete and update annual checks.
4. Ensure that all staff members who drive and escort have had:
 - Appropriate training in e.g. safeguarding and behaviour management
 - A current enhanced CRB check that has been checked appropriately.

If it is agreed that the journey should go ahead, the organisation must ensure that:

- The risk assessment and any behaviour management or health plan for each child/young person is shared fully with the staff members who are driving and escorting prior to the journey
- All children and young people travel with a minimum of 2 appropriate staff members whether travelling in a car or minibus, to ensure there is sufficient support in e.g. a medical or other emergency, car accident etc
- No child or young person travels with only a driver unless it's an emergency and cannot be avoided, i.e. all other options have been considered
- Appropriate seating and seat restraints are in place
- The journey is pre-planned and the written plan is copied and left with a member of the management team at the setting
- A contingency plan is included which considers e.g. adverse weather, breakdown, accident and other possible situations

Useful links/resources:

- HSE Five Steps to Risk Assessment at: <http://www.hse.gov.uk/pubns/indg163.pdf>
- DVLA — Medical Rules for Drivers at: www.dvla.gov.uk/medical.aspx
- Royal Society for the Prevention of Accidents at: www.rospa.com/drivertraining/index.htm

The staff members who are driving and escorting must ensure that:

- They carry the following documents on the journey:
- An accurate list of all children, young people and adults included in the planned journey
- The emergency contact details for all children and young people involved in the journey
- The child or young person's health and behaviour plans
- They carry a fully charged mobile phone for emergency contact
- They do not carry people or engage in activity that is not work related
- They are fit and competent to drive or escort children and young people at the time of the journey
- The vehicle is safe and suitable at the time of the journey
- Appropriate seating and seat restraints are used at all times
- The setting is fully aware of the journey, and has appropriate copies of all documentation
- The setting is aware and monitoring your expected time of return
- You report in to your setting when the journey has ended

Top tips:

- Risk assess the journey
- Ensure that you are suitable to make the journey
- Ensure the vehicle is suitable for the journey
- Ensure all health and safety requirements are in place