



Transporting Pupils for Educational Visits

Introduction:

This purpose of this policy is to details the procedure that the school will follow when considering how children will be transported to and from school organised trips and visits.

Aim:

This policy will:

Ensure that due consideration has been given to the health and safety requirements for all pupils who are being transported to or from a school trip or visit.

Responsibilities:

It is the responsibility of the Governing Body to approve, monitor and review this policy. The policy will be reviewed every two years as part of the regular policy review cycle.

It is the responsibility of the headteacher to ensure that the staff action the policy when organising and leading school trips and visits. The headteacher will also be responsible for making make a judgement on the likely behaviour and individual needs of the passengers and appoint another adult to travel in the vehicle if any of the pupils require close supervision, so that the driver is not distracted or compromised.

It is the responsibility of all staff to read this policy and the responsibility of the Lead Teacher for the individual trip or visit to action the policy as detailed below.

Planning and organisation:

When a school trip or visit is being organised, the lead teacher should consider a range of options in order to select the best mode of transport for getting to and from the event. These could include:

- Walking – For each child taking part in the trip or visit, the school must hold the necessary signed annual consent forms for local walks and out of school activities.
- Hire of coach or minibus. All costs incurred through such hiring must be included in the calculation of the voluntary charge to parents. Staff opting for this mode of transport must refer to the National Guidance Document Transport: General Considerations.
- Use of public transport – Staff opting for this mode of transport must refer to the National Guidance Document Transport: General Considerations.
- A member of staff transporting pupils in their private vehicle.
- Parents transporting pupils in their private vehicle

Documentation:

The lead teacher is responsible for undertaking the necessary checks and ensuring that a log of evidence is maintained in the school as proof of the checks undertaken. These checks will differ depending on the mode of transport chosen but for the following groups, this includes:

- A member of staff transporting pupils in the Abel minibus:

Only verified members of staff can drive the Abel minibus, this must be approved by the headteacher (A. Harris)

Before any pupils travel in the Abel minibus the bus must undergo a safety check list (available in the minibus glove box) if any faults are found this must be report to the headteacher (A. Harris) before anyone drives the bus.

Any staff member driving the Abel minibus will not do so for hire or reward

The school is not responsible for the tax, MOT or insurance of the Abel minibus.

- Parents transporting pupils in their private vehicle:

Evidence that the vehicle to be used has a valid Tax and MOT certificate and that the driver is insured with, as a minimum, third party motor insurance. All these checks must be achieved through sight of the original documentation which should also be photocopied and retained.

Signed confirmation from the driver that they possess all the above, that their vehicle is roadworthy in accordance with the Road Traffic Act 1988 and that they have conducted a recent safety check on their vehicle. Confirmation by the driver that they understand their duty of care and the responsibility that they have as drivers for the children travelling in their car.

If the parent is not an employee, then they must be engaged as a volunteer at the school and the school's normal safeguarding procedures must be followed in liaison with the head teacher. The volunteers should also confirm that they have read RoSPA's Volunteer Driver's Handbook.

In all cases parents and carers of those taking part in the school trip or visit must be informed about the transport arrangements and consent for a child to be transported in the car of another must be given before the pupil partakes in the event.

Parents must provide the necessary car seats or booster cushions according to their child's needs and those transporting pupils must conform with the requirements.

Review:

This policy was reviewed by the schools Governing Body on 03/09/2024 and will be reviewed every other year.