


TRANSPORTING OF CHILDREN	
DATE OF REVIEW: March 2024	
DATE OF NEXT REVIEWED: Autumn 2026	
TO BE REVIEWED BY: Well Being Committee	

Whenever possible the school will transport children using a coach/minibus. However, the Headteacher and governing board support the principle of involving parents in transporting children for school and extra-curricular activities when the hiring of transport is not practical. However, contact needs to be regulated, monitored and as safe as possible.

When parents agree to transport children other than their own, on a regular basis to school activities, they will be required to complete a DBS check. If they consider that they will only be able to provide transport occasionally, the school will ensure that every precaution possible has been taken to ensure that the children will be transported safely. This includes the following requirements, which the parent must agree to;

For each and every trip parents/carers to sign and return Letter 1 **Appendix 1** (where transport is provided by coach)
or Letter 2 **Appendix 2** (where transport is provided by Parents)

Parents/Carers who transport children are also required to complete ***“Use of Parents or Volunteers’ Cars to assist with transporting children on school activities”*** form. **Appendix 3**

It is the school’s responsibility to ensure that children under the regulated height of 1.35m have a booster seat and that parents sign to say that they have checked the height of their children. Please note this is not a legal requirement when transporting by coach or mini bus but all children must wear a seat belt

Before leaving for the destination, all drivers will be asked to ensure that they check the children in their car are using a seat belt/booster seat and the teacher will complete a list of which children are travelling with which adult which will be left with a designated member of staff at the school.

Appendix 4

All parents will be required to travel along the same route, with the **teacher in charge of the visit, travelling last if the route is known by all parents. This teacher will also carry a mobile phone, which will not be used unless the vehicle is stationary.** On arrival at the destination, the teacher will check the presence of the children. This procedure will be repeated on the return journey. Unless arranged separately, all children will be returned to the school with the same driver.

Parents will be reminded that, in the event of a breakdown, accident, or other emergency, they should stay with the children in their care and await the arrival of the teacher in charge or emergency services as appropriate. A mobile should be carried and they should contact either the school or the lead teacher to advise them of the situation.

Teachers in charge of the visit should ensure that they carry a portable first-aid kit with them.

If the journey involves a long duration, or a difficult route, in which it is possible for drivers to get lost, or require a break, a pre-arranged route will be followed and mobile numbers of **all** drivers will be kept by the lead teacher. All other drivers will be given details of the mobile phone number of the lead teacher.

Appendix 1

Letter 1 – Transport provided by coach

Dear Parent/Carer,

Your child has been selected to represent the school, on _____, at
held at _____.

If you would like your child to take part in this activity please complete the form below giving your consent.

Transport will be provided by coach.

Name of Event:

Kit List

Your child will need;

Yours sincerely,

I give permission for _____ to take part in _____ on _____

Signed _____

Appendix 2

Letter 2 – Transport provided by parent drivers

Dear Parent(s)/carers,

Your child has been selected to represent the school, on _____, at
held at _____.

If you would like your child to take part in this activity, please complete the form below giving your consent.

Transport will be provided by private car. Your child will be travelling with

Name of Event:

Kit List

Your child will need;

Yours sincerely,

I give permission for _____ to take part in _____ on

I note that my child is to be taken in a group by a parent, under the supervision of a member of staff.

My child requires a booster seat? (The law requires all children travelling in cars to use the correct child restraint until they are either 135cm in height or the age of 12 (whichever they reach first))
Yes/No

I will provide a booster seat. Yes/No.

Signed _____

Appendix 3

Use of Parents or Volunteers' Cars to assist with transporting children on school activities

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors, etc.
- Ensure that any vehicle used has current road tax
- Hold valid insurance, as a minimum, for third part liability and have check with their insurance company and informed them that the driver occasionally conveys children on school activities.

Safety:

- Be familiar with, and drive in accordance with the Highway Code at all times
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts and use booster seats as appropriate at all times
- Drive safely without hurrying unduly
- Use child proof locks on rear doors where necessary

Child Protection

- A DBS check has been completed where appropriate.

To be completed by parent /volunteer:

I have read and understood the above requirements and agree to comply with them.

Signature.....Date.....

Name (Please print).....

We have no intention of police checking those parents who give us their valuable time to help in transporting children to fixtures. The school will inform parents that their child is to be taken in a group, by a parent, under the supervision of a member of staff. The parents will then be given the option of withdrawing their child from the activity or taking them themselves should they so wish.

Thank you for all your help in the past, without which the curriculum would be less rich and varied for so many children.

Appendix 4

Date of Activity:	
Destination:	
Name of Teacher responsible:	
Contact number of lead teacher:	
Contact telephone number of venue:	

Name of Driver				
List of children				
Mobile Phone No.				
Make and registration no. of vehicle (if known)				

