

POLICIES AND PROCEDURES

Transport Policy

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Purpose of this document

In order to facilitate safe practice in transporting children/young people (CYP) and on occasion's parents/carers in connection with all Aspired Futures (AF) activities, including transport required for external outings.

Details of Policy

Principles

- All CYP will normally be transported to and from all provision by AF core team members in the AF leased vehicle and core team member's personal vehicles.
- Transporting of CYP; parents/carers are only allowed to transport their own CYP in and from the provision. Arrangements for transport to and from the provision, whether this be by the AF staff or parents/carers of CYP will be made with the parents/carers when they fill in their CYP paperwork prior to them starting with AF. AF also has a number of CYP that have prearrangements with schools for education transport to drop off.
- On the occasions when staff members are asked to transport CYP in their own vehicles they are responsible for the safety and roadworthiness of the vehicle in question. There must always be a First Aid Kit, tissues and wipes in any vehicle used to transport CYP.
- For the staff members who are asked to drive it is compulsory that all specified driver documentation is up to date and details logged and stored in the AF main office electronically – documents include MOT, Insurance (*showing vehicle insured for work use*) and Drivers Licence. These must be provided for checking every twelve months, without this documentation they will not be allowed, under any circumstances, to transport CYP.
- All documentation for the AF lease vehicle including the insurance policy and breakdown contact number are held in the glove compartment. The First Aid kit is stored in the boot of the car. Service checks are carried out on the vehicle as specified within the lease agreement.
- The CYP Manager or Head of Services must ensure that parents/carers of the CYP to be transported have understood and signed the Transportation of Children Parent/Carers Agreement form as part of the AF provision (Appendix 1) and where appropriate complete a Multiple Address Confirmation Record (Appendix 2).
- Parents/carers who refuse to sign the agreement or when CYP behaviour is deemed unacceptable during a journey may be refused transportation in the future. This decision may be reviewed where well-being could be affected by the decision not to transport that CYP. Individual staff members will always be able to exercise a choice about whether or not to transport CYP in their own vehicles.

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- All CYP transported by AF will be asked to sign the CYP Transport Agreement (Appendix 3), a copy will be kept in a separate transport agreement folders. AF also has a Local Working Instruction for staff members for transporting CYP.

Person transporting CYP and parent/carers

- Only staff members who are known or working for AF are authorised under the terms of this policy to transport CYP and parents/carers
- Only staff members with a current Enhanced DBS check are eligible to transport CYP and parents/carers or will be designated Transport Assistance (TA).
- All staff members must ensure they adhere to the requirements of this policy and the Transporting Children and Young People Local Working Instruction to ensure the appropriate checks are undertaken to for the safe transport of all.
- All transport in the AF leased vehicle or staff member's personal vehicle must have 1 designated member of staff/volunteer (TA's) at all time.
- In the case of an incident/accident all staff members responsible on the journey must take the following measures;
 - TA Check the well-being of all passengers. Follow first aid procedures if appropriate. Inform emergency services if appropriate.
 - Transport Facilitator to take name and address of drivers of any other vehicles involved. Note down registration numbers of all vehicles involved.
 - Move vehicle if safe to do so – unless police have been called or until a photograph has been taken – and park safely whilst dealing with incident.
 - Take names and contact details of any witnesses present.
 - Contact AF staff/manager.
 - AF staff will deploy another vehicle to come and collect passengers and return home.
 - Complete incident form ASAP

Car Seats

- Only child seats/booster cushions that comply with the UK Government standards can be used. All staff members who wish to transport CYP must familiarise themselves with these standards.
- The current legal government requirements can be read at www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat
- Drivers must ensure compliance with these requirements when transporting CYP. If child seat, booster cushions or booster seats are needed it is your responsibility to ensure you ask to use the AF seat/cushions which are at the staff or volunteer disposal. There is a height chart on the wall for all staff members to measure the CYP when transporting.



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Appendix 1

Aspired Futures Transportation of Children

Parent / Carers Agreement

I (Parent/Carer) give permission for my child(ren) to be transported to and from the Aspired Futures project by the Aspired Futures lease vehicle or on occasion minibus.

Child Name:

.....

The project your child attends is:.....

This session is held on:.....

The session is held at:.....

My child will be picked up atAM/PM. And Drop off at Home by:.....AM/PM.

In order to ensure the Health and Safety of your child and staff and/or volunteer, we require all parents to sign the agreement below. Refusal to do so will unfortunately mean we are unable to transport your child to and from the session, which may result in your child being unable to attend.

- You understand that if your child misbehaves in any vehicle it may result in your child not being able to attend the session.
- Aspired Futures staff member and/or volunteer will ensure that your child(ren) wears the correct seat belt and/or child restraint throughout the journey in accordance with Government requirements. If your child refuses to use the required equipment the mini bus/car will be stopped, and the child/young person may not be able to be transported again in the future.
- I will ensure that your child is aware of the above restrictions and I give my authorisation for the driver, staff member or volunteer to enforce the importance of how to behave whilst being transported.
- If your child continues to misbehave whilst being transported the staff member and/or volunteer will automatically bring your child home resulting in them not being able to attend the session. Possibly jeopardising their future attendants.
- Your child(ren) will only be transported after the session to their home address, if you know you will not be at the home address on the day or at the time stated above, unless pre-arranged by Head of Services, SV Manger or CYP manager and a multi address form has been filled in, then your child(ren) will not be able to attend the session. Aspired Futures will not be able to change these arrangements unless it is an emergency situation. If, when the Aspired Futures staff member and/or volunteer arrives to drop your child off after the Aspired Futures session and either you their parent/carer or another pre organised appropriate adult (not anyone under the age of 16 years) are not at home your child will not be left, the transport person will try to contact you to see where you are and if there is no answer they will be brought back to Aspired Futures, where contact will tried to be made again, if they are not able to contact you then this may result in Aspired Futures having to follow their Child Protection and Safeguarding Policy & Procedure.

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Signed Parent/Carer:.....

Print Name:.....

Date:.....

Appendix 2

Aspired Futures Multiple Address Confirmation Record

| Name of child / young person | | Date | |
|--|-------------------------------------|------|--|
| Address 1 (this should be the child's home address) Including postcode | | | |
| Address 2 (please include postcode) | | | |
| Name of responsible adult at Address 2 and their relationship to the CYP | Name: Relationship to child: | | |

I, the parent /carer of the child named above, give permission for my child to be returned to either of the addresses detailed above. I understand that a responsible adult needs to be present at the address whenever my child is returned by Aspired Futures.



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I understand that Aspired Futures will only collect / return my child at the addresses shown above and that if I need to amend either or both of these addresses, I must complete a new Multiple Address Confirmation record form in order for the request to be honoured.

Signed.....(parent/carer) Date.....

Appendix 3

Children and Young People Transport Agreement

- The transport facilitator and TA will place children in the seats
- Children must wear a seat belt/safety restraint at all times whilst in the vehicle
- All children are not to eat or drink in the vehicle
- Children are not to try to open the windows of the vehicle. Children must ask the transport facilitator to do this for them
- Children must treat the vehicle with the up most care, refraining from pulling on the car door handles, pulling seatbelts, putting feet on the chairs
- It is unacceptable for children to use verbal or physical abuse
- Transport facilitator to ensure music is kept to a level where everyone can communicate

Misbehaviour in any vehicle may result in the child being taken home or missing the following session.

Signed.....

Date.....