



## **Transportation of Children by Parents & Staff in Private Vehicles**

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**Next review date: March 2026**

We recognise that there are occasions when parents/carers will need to transport their children and potentially other parents/carers to and from visits for our out of school activities. This raises issues around competence of drivers, legal requirements for road vehicles, safety whilst travelling, safeguarding of children and emergency situations which may occur during the journey.

With these aspects in mind:

1. When parents/carers transport their own children or agree with other parents and carers to take their children too, this constitutes a private arrangement between the families of the children involved. The health and safety of the children being transported is the responsibility of the parents and carers involved and not the academy.

This is the case when parents/carers arrange to take the children to and from sporting events such as football, netball matches etc., such arrangements are organised directly between the parents and are not the responsibility of the academy. Parents/carers who have children in school sporting teams will sign a form to this effect at the beginning of the sporting season, acknowledging that transport assistance from other parents/carers is on this basis.

It may also be the case for adhoc events such as the athletics competition or tag rugby tournament. Whilst parents may not have signed a form beforehand confirming that this is a private arrangement between parents, it will be considered to be such an arrangement.

2. As some members of our community do not drive, staff from the academy may transport children to and from events where they are representing the school. Parents will be made aware of the arrangement and ensure a safe handover of their child will take place on return.

The academy will ask members of staff to confirm their driving licence are clean, check their car insurance covers business use annually and copies of MOT certificates requiring no immediate action.

3. Parents/carers will advise in writing all such travel arrangements before the due date of any event where they are required to take / pick up the children.

4. If a child requires emergency transportation during school hours, e.g., to Urgent Care, then the academy will facilitate this on the following basis:

a) The transportation will be in a member of staffs' vehicle who holds the relevant business insurance to cover this.

b) The academy will ask members of staff to confirm their driving licence are clean, check their car insurance covers business use annually and if required, retain copies of MOT certificates.

c) This member will transport the child if parents/carers are in excess of 30 minutes away and the child needs medical attention which is not deemed serious enough to require an ambulance. This assessment will be made in conjunction with academy staff who are first aid trained.

d) Two members of staff will travel with the child.

e) At least one member of staff will take a mobile phone.

f) Children will not travel in the front of the car.

g) If under 135cms the child will be provided with a booster seat by the parent. Some high backed booster seats are retained by the academy.

h) If it is felt that the child being transported could not be driven safely in this way, for whatever reason, then the school will wait for a parent/carer to arrive. If the injury was extremely serious, an ambulance would be called.

5. If a child's parent/carer does not turn up to collect a child after a sporting or other event, contact should be made with the parent by the member of staff at an event using the contact details taken in the letter of consent or contact the school-based contact to check ScholarPack for contact details. Should the child's parent/carer be uncontactable, all contacts for that child should then be called. If contact still can't be made, a call should be placed to the academy's safeguarding lead as to what action should be taken. The non-collection of children policy is to be followed.

