



Totterdown Preschool

Transportation Policy

Statement of Intent

We aim to give advice to staff who undertake the task of transporting children and parents of those children, in order to keep themselves and the people they are transporting safe. This should be read in conjunction with Totterdown Preschools Transporting Children Risk Assessment.

Procedures

The guiding principle should be that transporting children in staff cars should be an accepted part of that member of staff's role. Any journeys undertaken should always be planned, and may sometimes be undertaken on an ad hoc basis with the authorisation of the manager/owners.

On most occasions transporting children will be on a regular basis from a designated pick up point to Preschool and back again at the completion of the session. Pick up points will be pre-designated at an agreed time and a child should always be there with an adult. If the child has not arrived 15 minutes after the allotted time, no message has been received and the parent hasn't been able to be contacted, then the transport will leave without the child. Once at Preschool, attempts will again be made to contact the parents/emergency contacts and if this is still not possible then a welfare check may be requested. When picking up the child from the pick up point, the parent/nominated person must be present. Only adults that have been named and introduced prior to the pick up will be allowed to take the child, and no person under the age of 18 will be permitted to leave with the child. All parents will be required to have read a copy of this policy and sign a consent form agreeing to the conditions set out.

Emergency situations

In an emergency situation where no cars are available, the manager/owner will try and seek alternative transportation, in the event where this is not possible then an alternative session will be arranged, ratio permitting or as a last resort the child's session will be cancelled and any refunds necessary given.

In the event that the car breaks down on route to collecting the children, the member of staff acting as the escort will ring the parents and inform them and the manager/owners will then follow the procedure above. If the car breaks down with the children in it. The priority will always be the safety of the children. The members of staff will ensure that the children are safe and away from the vehicle and then their parents will be informed. The staff will then ring for a taxi and accompany the children back to the designated pick up point.

If the car is involved in an accident, 999 will be called immediately and then as soon as it is safe to do so the parents and management will be informed using the transportation mobile. Children will not

be moved from the car unless their lives are in danger. A register and contact sheet will be kept in the car, along with the relevant numbers of parents and contacts programmed into the phone.

If a child is taken ill during the journey, then the child's parents will be informed and the child will immediately be returned to the parents at the designated drop off point. If the child is seriously ill or involved in an accident ie choking etc, 999 will be immediately called and emergency first aid given. To reduce the risks of accidents such as choking, the children will not be permitted to eat or drink during the journey to and from preschool.

In extreme weather conditions, including snow, ice, torrential rain, fog etc, a decision will be made by the owners of Totterdown Preschool as to whether it is deemed safe to transport the children and the parents notified.

Vehicle specification

Insurance

All staff that undertake the transportation of children are required to have Fully Comprehensive Insurance and Business use and to be insured to carry children. Their drivers licence is also required to be clean and have no points or previous convictions associated with it, and they should have been driving for at least one year.

State of car

The vehicle is required to have an up to date MOT and be clear of any defects. The owner should perform a visual check on the tyres and test the brakes and lights prior to travelling.

Restraint

All children travelling in the car are required to be restrained in an age, weight and height appropriate child seat. No child is permitted to travel in the front seat. All adults are required to wear a seat belt.

Escort

Along with the driver, there will be a member of staff, who is familiar to the children, to act as an escort. This person's sole responsibility will be the safety of the children in transit and will enable the driver to stay distraction free. They will stay with the children at all times until they are handed over to their parents/nominated adult.

Child locks

The car transporting the children will be fitted with child locks and these will be activated during the journey.

Loose objects

All loose objects in the car are required to be kept in the boot, securely out of reach of the children.

Date: 5th October 2019

Reviewed: April 2020

Agreed by Claire Childs and Shamira Lumsden

Review on August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: