Safeguarding Children
Transporting Children in Private Cars

Policy Statement

From time to time we organise trips to local venues – theatre, farm parks etc, and in order to keep costs down and also to encourage parent participation in our outings, staff/parents might use their own vehicles for transportation. We always ask for the opinions of parents while organising trips and take these into account when arranging transport, and we also obtain permission from parents to transport their children by private car. All staff transporting children must comply with the following procedures.

If, as a member of staff you are asked to transport children on an outing, we will require you to provide:
- A copy of your MOT certificate
- Driving license
- Insurance certificate
- Tax disc

These will be filed and kept at Preschool, but will need to be kept up to date.

In return you will receive 40p per mile travel costs.

Members of staff need to be insured for business use to be able to transport children.

Please follow Preschool’s guidance to safe transportation
- Always wear a seat belt.
- Never fit a rear facing child restraint in a passenger seat protected by an airbag – the seat will be too close to the rapidly inflating airbag and the child is likely to be seriously injured.
- Sit upright and as far back as possible from the dashboard.
- Do not drive while under the influence of medications which may cause drowsiness or otherwise impair judgement or reaction times.
- If possible, please use the child locks on car doors.

Generally children are safer restrained in rear seats. In deciding where children should travel in your car you should always follow the vehicles and child restraint manufacturer’s advice. If you do carry children facing forward in the front seat, they should be properly restrained and the seat latched back as far as possible.

If individual parents show concern over their child being transported on an outing by a non-staff member, we do our best to ensure that these children take priority to travel with a member of staff.

Seat Belts and the Law
- Children under 3 years of age must use an appropriate child restraint when travelling in the front or rear of the vehicle.
- Children aged 3 years to 135cm in height must use an appropriate restraint when travelling in the front seat of a car and when travelling in the rear if seat belts are fitted.
Exceptions
Unexpected necessity
When someone has to carry a child due to an unexpected necessity or emergency over a short distance, children over 3 may travel in the rear using an adult seatbelt if an appropriate restraint is not available. This does not apply to trips that have been planned, or long journeys only when not transporting the child might leave them at risk.

Please refer to information attached to the policy if you have any concerns/queries.

This policy was adopted at a meeting of Staunton-on-Wye Pre-school

Held on:

Signed on behalf of the pre-school

Updated: June 2014
Review date: June 2015

Staff Acknowledgement

I have read and understood this policy and adhere to it in future practice
Appendix 1

Use of Parents or Volunteers cars to assist with transporting children on Preschool Activities

All Drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no known medical condition that affects their ability to drive
- Have a valid Mot for any vehicle older than 3 years
- Ensure that any vehicle to the best of your knowledge is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors etc.
- Ensure that any vehicle has current road tax

Insurance

- Maintain valid insurance, as a minimum third party liability.
- Check with your insurance company and inform them that the driver occasionally conveys children on Preschool activities. (this is unlikely to effect the cost of your insurance premium)

Safety

- Be familiar with and drive in accordance with the highway code at all times
- Before driving do not consume alcohol or drugs that may impair your ability to drive
- Ensure that all passengers are wearing a seatbelt as appropriate at all times.
- Drive safely without undue hurrying
- Use child proof locks on rear doors where necessary.

Child protection

- The preschool require parents or volunteers who have regular unsupervised (4 or more days out of 30 days) access to Children to be checked through arrangements with the Disclosure and Barring Service.

I have read and understood the above requirements and agree to comply with them. I agree to inform the preschool if circumstances change and I can no longer comply with these arrangements.

Signed

Date
Transportation Permission Slip

I am happy for my child/children ____________________________
To be transported by volunteer parent drivers

I understand that the drivers have ensured that their vehicles are road worthy to the best of their knowledge.

I will provide a car seat where necessary for any journeys that my child makes with a parent volunteer

I hereby agree that as long as Staunton on Wye Preschool, its employees and volunteers act in a reasonable and responsible manner, my child and I will not hold them responsible for any consequences that may arise related to that transportation.

Signed ____________________________

Date ____________________________