

**CHRIST CHURCH CE (VC) PRIMARY SCHOOL
POLICY NUMBER: A1 HEALTH AND SAFETY POLICY
APPENDIX R: TRANSPORTATION OF PUILS**

Procedures for the Transportation of pupils

By staff:

On rare occasions it may be necessary to transport children.

- Children may only travel with staff who have 'work use' car insurance.
- If a child should need to be transported to hospital then an ambulance should be called.
- If a child's injury is not deemed serious enough for an ambulance to be called or a parent is unable to get to the school quickly, then two members of staff may transport the child to hospital and meet the parents there.

By parents:

- On some occasions such as sports events or school trips, it may be necessary to ask parents to transport children other than their own. (More detailed information together with forms that must be completed can be found with the Educational Visits Procedures (Appendix E of the H&S Policy).
- No parent will be allowed to transport other children without the prior permission of the other parent/carer.
- All transporting parents will:
 - Fill in 'Transport Verification Form' which checks Driving Licence, MOT and insurance.
 - Have a current valid DBS.
 - Ensure that children who require a booster seat have one.
 - Act responsibly and drive within the law.
- Any unlawful incidents which are reported to the school, e.g. using a mobile phone whilst driving, will be passed on to the police.

Smoking:

- Any adult (be it parents/carers or staff) transporting pupils in their cars must not smoke whilst so doing and this includes 'E' cigarettes.

Updated on:	02/10/15
Renewal date:	02/10/16