

Cam Hopton Church of England Primary School (Voluntary Aided)

Life in all its fullness

Transporting Pupils for Educational Visits Policy

Document held at:	School, Editor & Clerk to Governors		
Committee Responsible:	Finance and Resources		
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This policy is to be reviewed every two years in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

Transporting Pupils for Educational Visits

Introduction:

This purpose of this policy is to detail the procedure that the school will follow when considering how children will be transported to and from school organised trips and visits.

Aim:

This policy will:

- Enhance the offer for all pupils by facilitating attendance at sporting events
- Enhance the offer for our more able pupils by facilitating attendance at locality workshops in specific subjects
- Enhance the offer for our disadvantaged pupils by facilitating attendance at events that provide a wide and varied curriculum
- Underpin achievement of the school's vision for our pupils to become confident learners and to embrace all opportunities.
- Ensure that due consideration has been given to the health and safety requirements for all pupils who are being transported to or from a school trip or visit.

Responsibilities:

It is the responsibility of the **Finances and Resources Committee** to approve, monitor and review this policy. The policy will be reviewed every two years as part of the regular policy review cycle.

It is the responsibility of the headteacher as **Educational Visits Coordinator (EVC)** to ensure that the staff action the policy when organising and leading school trips and visits. The headteacher will also be responsible for making a judgement on the likely behaviour and individual needs of the passengers and appoint another adult to travel in the vehicle if any of the pupils require close supervision, so that the driver is not distracted or compromised.

It is the responsibility of **all staff** to read this policy and the responsibility of the **Lead Teacher** for the individual trip or visit to action the policy as detailed below.

Planning and organisation:

When a school trip or visit is being organised, the lead teacher should consider a range of options in order to select the best mode of transport for getting to and from the event. These could include:

- **Walking** – For each child taking part in the trip or visit, the school must hold the necessary signed annual consent forms for *local walks and out of school activities*.
- **Hire of coach or mini bus** – this must be booked in accordance with the guidelines stated on E-Visit and Gloucestershire County Council Regulations and Notes of Guidance for Learning Outside the Classroom and Visits. All costs incurred through such hiring must be included in the calculation of the voluntary charge to parents. Staff opting for this mode of transport must refer to the National Guidance Document **Transport: General Considerations OEAP**.
- **Use of public transport** – Staff opting for this mode of transport must refer to the National Guidance Document **Transport: General Considerations OEAP**.
- **A member of staff transporting pupils in their private vehicle** – Staff opting for this mode of transport must refer to the National Guidance Document **Transport in Private Cars OEAP**.

- **Parents transporting pupils in their private vehicle** – Staff opting for this mode of transport must refer to the National Guidance Document **Transport in Private Cars OEAP**.
- **Parents being asked to organise transport.** This may involve some parents providing lifts for children other than their own – Staff opting for this mode of transport must make it clear that the school will not be involved in making these arrangements and will not have any responsibility for them. However, the school must:
 - inform parents about the arrangements that have been made and implement a clear handover of supervision from and to parents at the venue
 - determine how delays or 'no shows' will be managed
 - outline the school's provision of transport for any pupil whose parents are unable to make arrangements for transportation.

In all cases, very careful consideration must be given before allowing a driver to be alone with a pupil, as this could leave both of them vulnerable. An emergency or other unforeseen circumstance, where the pupil would otherwise be at greater risk it might make this acceptable, however, this should be authorised by a member of the senior leadership team.

Documentation:

The lead teacher is responsible for asking the School Administrator to undertake the necessary checks and ensure that a log of evidence is maintained in the school as proof of the checks undertaken. These checks will differ depending on the mode of transport chosen but for the following groups, this includes:

- **A member of staff transporting pupils in their private vehicle:**
 - Staff must have completed the **Letter to Drivers Transporting Young People** and the associate documents must be held by the school office
 - Ensuring that the individual member of staff is included on the School Occasional Business Use Motor Policy which provides motor insurance cover for trips undertaken by school employees, in their own motor vehicles, for and on behalf of the school.
- **Parents transporting pupils in their private vehicle:**
The School Administrator will check:
 - Tax and MOT status at www.vehicleenquiry.service.gov.uk.
 - Driver licence details at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).
 - Evidence that the driver is insured with, as a minimum, third party motor insurance must be provided by the driver and a copy kept in the school office.
 - Signed confirmation from the driver that they possess all of the above, that their vehicle is roadworthy in accordance to the Road Traffic Act 1988 and that they have conducted a recent safety check on their vehicle.
 - Confirmation by the driver that they understand their duty of care and the responsibility that they have as drivers for the children travelling in their car.

If the parent is not an employee, then they must be engaged as a volunteer at the school and the school's normal safeguarding procedures must be followed in liaison with the school business manager. The volunteers should also confirm that they have read **RoSPA's Volunteer Driver's Handbook**

In all cases parents and carers of those taking part in the school trip or visit must be informed about the transport arrangements and consent for a child to be transported in the car of another must be given before the pupil partakes in the event.

Parents must provide the necessary car seats or booster cushions according to their child's needs and those transporting pupils must conform with the requirements laid out in Appendix A.

Child Car Seat Regulations:

	Front Seat	Rear Seat	Who is responsible?
Driver	Seat belt must be worn if available		Driver
Child up to 3 yrs.	Correct child restraint must be used	Correct child restraint must be used. If one is unavailable in a taxi, may travel unrestrained	Driver
Child from 3 rd birthday up to 135cms in height or 12 th birthday whichever they reach first	Correct child restraint must be used	Where seat belts fitted, correct child restraint must be used. *Must use adult belt if the correct child restraint is not available.	Driver
Child over 135 cms or 12 or 13 years	Seat belt must be worn if available	Seat belt must be worn if available	Driver
Adult passengers (ie 14 years and over)	Seat belt must be worn if available	Seat belt must be worn if available	Passenger

Cam Hopton CE Primary School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to serve the community by providing high quality education and promoting Christian Values.