



# Transporting Pupils/Students

Some children and young people are subject to formal transport arrangements between education settings and their home, e.g. school buses or escorted transport for students with a disability or learning difficulty.

However, there are also occasions when staff (and exceptionally, volunteers) may be asked to provide transport for children & young people to attend trips and appointments as part of their employment duties.

**These guidelines are designed for occasions when the child or young person is transported by staff in their own vehicle or in transport provided by the organisation.**

**Before agreeing that a journey can be made, a risk assessment must be undertaken with a member of the senior management team and the Designated Safeguarding Lead or Deputy, to consider whether:**

- The journey is necessary and appropriate
- The pupil has behaviour, safeguarding, health or mobility issues or
- The pupil may require medication during the journey
- The number of adults required for a safe journey (usually, minimum 2)
- The adults have had appropriate:
  - Safeguarding and behaviour management training
  - Recruitment checks for 'regulated activity'
- Whether the adults are fit to carry out the journey e.g. have any health issues that may put them or the pupil at risk
- Safeguards can be put in place to reduce any risks identified

**Volunteers who transport pupils unsupervised are considered to be in 'regulated activity' and will need appropriate DBS and other checks before they do the transporting.**

## Education settings must:

- Declare in writing to their insurers that their staff carry pupils in their cars or in transport provided by the setting
- Check:
  - Staff driving licenses in accordance with council policy
  - A driver's suitability if they have any offences e.g. for drink driving
  - That the vehicle insurance is current, fully comprehensive and insured for business use
  - The vehicle has a current MOT certificate, is in a road worthy condition & is appropriate to transport pupils
- Keep a copy of the above documents with their insurance paperwork and complete and update annual checks
- Ensure that only appropriate staff members drive and escort pupils

## Top tips:

- **Risk-assess all journeys**
- **Ensure that the vehicle is in a suitable condition to make the journey**
- **Ensure that you are fit and well to make the journey**
- **Ensure all health and safety requirements are in place**
- **If you have any doubts, consult your manager**
- **Never take a child/young person out without letting a member of the senior management team know**

**Any organisation or individual who provides transport to children or young people has a legal duty to ensure they carry them safely, called their 'Duty of Care'.**



### If it is agreed that the journey should go ahead, the organisation must ensure that:

- A risk assessment and any behaviour management or health/care plan is completed for each child/young person
- The risk assessment, behaviour and/or health/care plan are shared fully with the staff members who are driving and escorting **prior** to the journey
- Children/young people should usually travel with a minimum of 2 appropriate adults whether travelling in a car or minibus, to ensure there is sufficient support in e.g. a medical or other emergency, car accident etc.
- No child/young person should travel with only the driver unless it's an emergency and/or cannot be avoided, i.e. all other options have been considered
- Age appropriate seating and seat restraints are in place
- The journey is pre-planned and the written plan is copied and left with a member of the senior management team at the setting
- A contingency plan is included which considers, for example: adverse weather, breakdown, accident and other possible situations

### Providing transport for children under 5 years old:

- Staff need to seek medical advice about any medication they are taking to ensure their ability to care for children is not affected.
- If staff might be in sole charge of the children they must hold a current paediatric first aid certificate
- Risk assessments must consider hazards that may arise and identify steps to remove, minimise and manage these risks. The assessment must include consideration of adult to child ratios.
- Vehicles (and their drivers) in which children are being transported must be adequately insured

**For further information go to:**  
[Early Years Foundation Stage, DfE 2014](#)

### The staff members who are driving and escorting must ensure that:

- They carry the following up-to-date documents on the journey:
  - An accurate list of all children, young people and adults included in the planned journey
  - The emergency contact details for all children and young people involved in the journey
  - The child or young person's health/care and/or behaviour plans if applicable
- They carry a fully charged mobile phone, provided by the setting, for emergency contact
- They do not carry people or engage in activity that is not work related during the journey
- They are fit and competent to drive or escort children and young people at the time of the journey
- The vehicle is safe and suitable at the time of the journey
- Age appropriate seating and seat restraints are used at all times
- The setting is fully aware of the journey, and has appropriate copies of all documentation
- The setting is aware of and monitoring their expected time of return & they report in to their setting when the journey has ended
- They do not smoke in the vehicle whilst children/young people are present

**If you have concerns about the transportation of a pupil you should discuss them with the Designated Safeguarding Lead or Deputy at your setting**

### Useful links/resources:

- [Children in Cars, RoSPA](#),
- [DVLA – Health conditions and driving](#)
- [Driver Training, RoSPA](#)
- [Smoking in Vehicles, DoH 2015](#)