



A School Partnership In Rural England

Motto : ‘ **We Aspire to Inspire**’

Our Values – using the initials of the names of the schools.

K – Kindness

U – Understanding

P – Patience

H – Honesty

L – Love

B – Boldness

Transportation of Children Procedure

Document History

Original KULB document reviewed for ASPIRE-wide use and approved by EHT March 2020. Approval noted by Fed GB 17 March 2020

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The term ‘school’ refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

NON-STATUTORY PROCEDURE

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds & Broomfield Church of England Primary School

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

"As many hands build a house, so many hearts make a school."

(Matthew Ch 7 24-27)

RESPECT RESILIENCE EMPATHY CURIOSITY HONESTY

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

Ulcombe Church of England Primary School

"Unity and diversity in the body – one body, many members."

(Corinthians Ch 12 12-27)

HOPE RESPECT ENDURANCE TRUST

At Ulcombe Church of England Primary School endurance plays an important role in both our social learning and cultural ethos, where children aspire to be the best they can be. Diversity is the key to our curriculum and opportunities to progress and succeed both academically and as individuals are provided – many members working in unity with respect for each other. Hope is at the heart of our school community and is explicitly shown by both children and adults in our school, regardless of where the path of life leads them. Through God's love and trust each individual learns the skills important for them but also adds value to the community as a whole.

We are Ulcombe Church of England Primary School and each one of us is a part of it!

Transportation of Children Procedure

As a general policy, the Executive Headteacher and governing body support the principal of involving parents in school and extra-curricular activities. There has to be awareness within this procedure that contact needs to be regulated, monitored and as safe as possible. This is so that curriculum work benefits from this support and 'unsafe' contact is screened wherever feasible.

When parents agree to transport children other than their own, on a regular basis to school activities, they will be required to complete a DBS check. If they consider that they will only be able to provide transport occasionally, the school will ensure that every precaution possible has been taken to ensure that the children will be transported safely. This includes the following requirements, which the parent must agree to;

1. On each and every occasion, to sign and return the statement given below;

I am able to transport.....**(number)** children **to/from** *location*, (leaving school at *time* and **returning by** *time*). **I will ensure that seat belts are used to restrain the children in my care and confirm that my vehicle is insured and in a roadworthy condition. I am not aware of any reason, medical or otherwise, which would prevent me from transporting children safely.**

Please insert details / delete items where appropriate.

Signed..... Parent / Guardian

2. Once only, at the beginning of each year;

Use of Parents or Volunteers' Cars to assist with transporting children on school activities

All drivers must:

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

Insurance:

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

NON-STATUTORY
PROCEDURE

Safety:

- Be familiar with, and drive in accordance with the Highway Code at all times
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate at all times
- Drive safely without hurrying unduly
- Use child proof locks on rear doors where necessary
- Use car booster seats as required by law.

Child Protection:

- The school may require parents or volunteers who have regular or unsupervised access to young people to be checked through arrangements with the Disclosure and Barring Service.

To be completed by parent / volunteer:

I have read and understood the above requirements and agree to comply with them.

Signature.....Date.....

Name (Please print).....

Before leaving for the destination, all parents will be asked to ensure that they check the children in their car are using a seat belt and the teacher in charge will check that the children leave with the parent as detailed in the letter. A list of which children are travelling with which adult, will be left with a designated member of staff at the school.

All parents will be required to travel along the same route, with the **teacher in charge of the visit, travelling last. This teacher will also carry the school mobile phone, which will not be used unless the vehicle is stationary.** As there is an increased risk of collision if vehicles travel in close convoy, this method of contact will not be required or advised. On arrival at the destination, the teacher will check the presence of the children. This procedure will be repeated on the return journey. Unless arranged separately, all children will be returned to the school with the same parent / driver.

Parents will be reminded that, in the event of a breakdown, accident, or other emergency, they should stay with the children in their care and await the arrival of the teacher in charge. If they have a mobile phone they should contact either the school, or the school mobile number.

Teachers in charge of the visit should ensure that they carry a portable first aid kit with them.

If the journey involves a long duration, or a difficult route, in which it is possible for drivers to get lost, or require a break, a pre-arranged route will be followed and mobile numbers of **all** drivers will be kept by the lead teacher. All other drivers will be given details of the school mobile phone number. Mobile phones must only be used when the vehicle is stationary and safely parked.