LOW PORT OUT OF SCHOOL CLUB SCIO

TRANSPORT POLICY

Lowport Out Of School Club SCIO (the Club) will ensure that when transporting children, all legal requirements and health and safety aspects are considered, including:

- It is the manager's responsibility to ensure that all drivers providing private transportation are members of the PVG scheme.
- It is the manager's responsibility to ensure all trips and journeys are carefully planned and risk assessed.

This will be adhered to by the following being undertaken:

- The provision of transport will only be undertaken by recognised companies who have been assessed and approved by the manager.
- All vehicles must comply with all legal and insurance requirements.
- Vehicles must not carry more than the legally allowed number of passengers.
- All vehicles must be fitted with driver and passenger seatbelts. It is also the manager's responsibility to ensure all staff and children wear these.
- Ensuring ramps/belts are available for children who may require extra assistance

Public Transport:

- Staff will ensure safe entry and exit of the vehicle
- Ensure all children are seated securely
- Staff are spread out to cover all areas children are seated in

In the event of a medical incident, it may be necessary for a staff member to transport a child to the doctor's surgery in their car. This will only be in the event of the child requiring further medical care.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Emma Donaldson	Updated
02 December 2021	Emma Donaldson	Updated
03 March 2022	Chloe Wells	Reviewed