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# SAFETY AND SUPERVISION ON SCHOOL JOURNEYS Policy Document



High Close School

## **TRANSPORT AND USE OF SCHOOL VEHICLES**

It is our responsibility to ensure that there are appropriate arrangements in place for the safeguarding and promotion of the health, safety and welfare of the pupils registered at the school in every part of the school's land and buildings. This includes ensuring the safety of young people when being transported in school's vehicles.

Staff should ensure that they are familiar with and adhere to the Barnardo's [Driving at Work guidance](#) , [Barnardo's Driver Responsibilities Policy](#), [Barnardo's Policy on Person Responsible for Vehicle](#) and [\(Minibus and Car Safety checklists and risk assessments.\)](#)

### **Expectations of staff (drivers / escorts):**

Staff must ensure that they are fully aware of and adhere to the Risk assessment relevant to the activity/journey planned. Staff can also refer to the [HSE school trips and outdoor learning activities](#)

Drivers should not use vehicles they deem not to be roadworthy. They must complete the visual checks required by Barnardo's. Staff must ensure that any serious damage/faults to the vehicle are reported immediately to the Main Office, minor faults should be reported to the maintenance team via the maintenance electronic reporting system. Further advice and guidance can be found on content server; [Minibus and Cars Safety Checklists and Generic Risk Assessments.](#)

Each vehicle contains a Log Book. It is the driver's responsibility to check the log book at the start of every journey to ensure the current mileage displayed on the vehicles instrument display matches that in the log book. Any discrepancies should be reported to the Office Manager as soon as possible.

The Log Book should be completed at the end of the journey, indicating; date, name of driver, start place, destination, odometer start, odometer finish, total miles of trip and reason for journey. Staff

should also ensure, the mileage in the vehicle matches the millage in the log book, at the beginning of the journey.

The vehicle should not be left with less than half a tank of fuel. If the vehicle was found in this situation, staff should report this to the main office and ensure they return the vehicle with more than half a tank of fuel. Staff should therefore ensure that when collecting car keys, the correct fuel card (indicated by registration plate) is also collected.

Staff should be aware that the driver/escorts are jointly liable for ensuring that the vehicle is left in an acceptable condition, with litter removed.

Vehicles must be booked in advance via the book in the Main Office, and individual vehicles, keys and fuel cards signed in and out. Staff must ensure they check the book before taking any keys, and ensure they collect the correct keys, to avoid unnecessary delays for staff who have pre-booked vehicles.

Staff should check that there is a fully stocked first aid kit in the vehicle, and if not, then this should be reported to the Caretaker via the maintenance electronic reporting form.

Vehicle keys will be collected from the residential units by the Caretaker in the morning (before 7.30am) and signed back in to the main office. Unit staff should therefore ensure that vehicle keys are left in the main unit staff office in an easily identifiable location.

Staff are required to provide the Office Manager with a copy of their driving licence and a licence check code from the DVLA (which can be obtained on gov.uk) for auditing / insurance purposes.

Staff should ensure that they immediately inform their Line Manager of any driving cautions and/or convictions.

Staff must inform their Line Manager of any other relevant information that may impact on their ability to drive safely, i.e. prescribed medication, recent alcohol or substance use and/or illness.

Staff must ensure they are fit to drive in accordance with Barnardo's Occupational Driving Guidance. Staff should refer to the Transport policy and procedures & [Who can drive a Barnardo's vehicle](#) guidance.

On return to work from sickness/absence, staff must confirm to their Line Manager that they are fit to drive.

Whilst driving in school vehicles, staff must ensure that the safety and welfare of the young people/other staff is paramount. Therefore they must drive safely and in accordance with the Highway Code and local traffic laws.

Staff must ensure that they are familiar with young people's Individual Behaviour Support Plan and Risk Assessment, Individual Health Plan, any specific risk assessment/s pertaining to particular health issues and young people's ability to be transported in vehicles (such as a tendency to travel sickness, chronic/acute health issues) for the young people they are transporting.

Staff should ensure that they have sufficient monies to cover any unexpected expenditure/emergencies that may arise during the journey.

It is the responsibility of the driver to ensure that any congestion charges or low emission charges are paid prior to the journey. In circumstances where they enter a congestion charge area or a low emissions charge area and it has not been paid in advance they must notify the main school office as soon as possible (the same day). If staff do not ensure that the congestion charge is reported and paid on the same day they will be personally responsible for any charges that are incurred.

Staff who park illegally, enter restricted areas, incur parking fines or incur any speeding fines are personally responsible for payment of any fines and points incurred.

### **Positioning of young people and escorts within school vehicles**

It is generally accepted that the safest place for a child is in the rear of a car, but some sources do suggest that if there is just a driver and one child in the car, it might be best to sit the child in the front if this leads to less driver distraction, and when this enables more effective safeguarding, this would be deemed acceptable. (This is at the driver's discretion and drivers should take into account the young person's age and height and potential risks). If a driver is transporting one young person and they choose to sit in the back of the vehicle, the preferred seating location is behind the front passenger seat.

The role of the escort in school vehicles is to ensure that the driver is able to fully concentrate and drive safely. Escorts in vehicles should always sit in the back seats to position themselves between young people so as to be as effective as possible in supervising the young people, safeguarding and managing behaviour and thus supporting the driver. Staff should use child locks if there are any concerns about young people opening doors whilst the car is moving.

## Child Car Seats

Staff should ensure that high backed booster seats are used where appropriate, a summary of the mandatory requirements being:

Children must [normally use a child car seat](#) until they're 12 years old or 135 centimetres tall, whichever comes first.

Children over 12 or more than 135cm tall [must wear a seat belt](#).

There are various car seats available on the market. High Close has a number of car seats that can be used as required. They conform to Regulation 44.04 as required and can be found in the stationery cupboard in main house if needed.

There are seats that are measured on height or weight, the below tables explain this however the seats used by High close are based on height rather than weight.

Height/age guidance	Weight guidance	Front seat	Rear seat	Who is responsible?
Driver		Seatbelt must be used.		Driver
Child under 3 years of age	0-36 kg	Correct child restraint must be used.	The correct child restraint must be used.	Driver
Child aged 3 to 11 and under 1.35 metres (approx 4ft 5ins) in height	0-36 kg	Correct child restraint must be used.	Correct child restraint must be used.	Driver
Child aged 12 or 13, or over 1.35 metres (approx 4ft 5ins in height)	Over 36 kg	Adult seatbelt must be used.	Adult seatbelt must be used.	Driver
Children aged 14 years or more and adult passengers	Over 36 kg	Adult seatbelt must be used.	Adult seatbelt must be used.	Passenger

## **Behaviour Management on School Journeys**

All relevant staff will undertake Therapeutic Crisis Intervention training, with termly refreshers to support in the appropriate management of challenging behaviour displayed by young people on School journeys. In addition, staff should refer to young people's Behaviour Support Plans/Individual Risk Assessments.

## **Accident and Breakdowns.**

In the event of an accident the vehicle should be moved to a safe place if possible.

In the event of an accident or breakdown, the appropriate agencies or individuals should be contact i.e. emergency breakdown. Staff should inform their line manager/shift leader of their whereabouts and highlight any safety issues. It may be necessary for a replacement vehicle to be brought to the location to either continue the trip or bring the young people back to school.

Please see Appendix A for detailed information, this information will be stored in all school vehicles.

## School campus / parking

- Staff must ensure that they are either registered on the School gates system so they can open this with their phone or that they keep the gate code secure so young people and those not employed by High Close are not aware of the code.
- Staff must use the School one-way system appropriately
- Staff must adhere to the 5mph speed limit at all times
- Staff should only park school vehicles in designated areas, and ensure that they use the marked spaces, where indicated. Parking spaces designated for users with a disability must be left free for their use.
- The turning space between Pinewood and Oak **must** be kept clear at all times as this is for emergency vehicles.
- To promote the safety of the primary pupils based in the Primary Provision, all staff have a responsibility to ensure that the gates are kept closed during the hours these pupils are on the school premises.
- The driveway and emergency exits must not be blocked in any way by vehicles.
- Staff should refer to the [campus grounds risk assessment](#) for further information.



## **Journeys by coach**

On certain occasions we may need to access/hire private coaches for transport on school trips, i.e. activity day.

Staff must ensure that any coaches hired are endorsed by the 'BUSK' organisation [BUSK website](#).

Staff are also required to carry out due diligence checks on companies used and vehicles hired.

Staff should be aware that if an external coach is used that the driver has complete authority of this vehicle and can refuse to transport an individual or a group if they feel safety is an issue. Staff should ensure that they are aware of expectations/guidelines of the escort role in vehicles. If a coach driver refuses to transport a young person/group of young people back from an activity, alternative methods of transportation must be sought as soon as possible and staff should ensure young people are kept safe whilst they wait for alternative transportation.

## **Journeys by Public Transport/Walking**

All staff must be fully aware of the young people's Behaviour Support Plans/Individual Risk Assessment prior to the journey commencing.

Prior to the trip commencing staff must ensure that they have a working mobile phone with sufficient credit on it, as well as contact telephone numbers for colleagues on shift/unit/school telephone numbers.

Staff must ensure that they have and carry on them an in-date Barnardo's staff ID card.

Staff should ensure that they have sufficient monies to cover any unexpected expenditure/emergencies that may arise during the journey.



## Appendix A

### **Driver instructions for Emergency Breakdowns**

#### In the event of a breakdown.

- If possible move the vehicle to a safe place.
- If necessary remove all passengers from vehicle to a safe place i.e. if on the motorway all passengers to leave vehicle and wait behind the protective barrier.
- Inform manager or senior staff on shift of the breakdown.
- Call the 24hr breakdown number **0191 536 9615**. If after 5pm follow the instructions on the answer machine.
- If necessary/possible another school vehicle to be sent out to collect the travelling party to continue to their destination and a staff to wait with the broken down vehicle.

#### In the event of an accident.

- **If it's a major accident and any staff or young people are injured, call 999 for assistance.**
- If possible and safe to do so, move the vehicle to a safe place.
- If possible and safe to do so, remove all passengers from vehicle to a safe place i.e. if on the motorway all passengers to leave vehicle and wait behind the protective barrier.
- Inform manager or senior staff on shift of the accident.
- If necessary/possible another school vehicle to be sent out to collect the travelling party to continue to their destination and a staff is to wait with the vehicle for recovery.

#### In the event of a major accident:

- Call Zurich immediately on **01489 882110** stating the policy number: **01QD02**.
- Wait for recovery assistance.

#### In the event of a minor accident:

- Write down the other party's vehicle details.
- Ask the driver for identification, preferably driver's license, note down their name and drivers license number if given.
- Take a contact telephone number and if asked give school reception number to other party.
- Report the accident to school reception upon return.
- Accident to be reported to Zurich on 01489 882110 within 14 days.