Darlington 11 - 19 Partnership

10. Transport Protocol

A duty of care exists for all institutions that are sending their students to other providers.

Travel Insurance

It is in the interest of students, parents / carers and staff that institutions provide the appropriate information on travel arrangements, check the insurance position and obtain the appropriate consent from parents / carers for such travel. Staff transporting students in their cars must be sure that they carry appropriate car insurance for such journeys.

Travel to and from the school at the start and end of the school day is the responsibility of the parent / carer and relies upon the public liability of the carrier (taxi, coach or bus company). Where students use transport provided by the Local Authority, the company's public liability insurance will cover those journeys. For journeys at times other than the start or end of school days, providers will need to ensure that the company has appropriate public liability insurance.

Organisation of Transport

All travel arrangements require approval by the home school or other nominated person. There should be clarity about who is organising transport i.e. school or other provider and ensure that:

- there is a named person with responsibility for the transport arrangements
- there is due cognisance of travel times
- there is clarity regarding payment (where applicable)
- in the event that students will arrive home later than on a normal school day, that parents / carers been informed of the time of return
- all parties have been informed of the arrangements in the case of travel problems to and from a provider, i.e. who is responsible for contacting parents / carers, who is responsible for ensuring that students get home safely and that students been briefed about:
  - expected behaviour during travel
  - health and safety. i.e. seatbelts, safe methods of alighting, not leaving seat until vehicle has stopped etc.
  - what to do in the case of an accident

- what to do in the case of bad weather

Bad behaviour will normally be dealt with under the normal disciplinary procedures of the home school.

Safeguarding

The institution providing the transport must ensure that:

- DBS checks are in place for drivers / supervisors (unless public transport is being used)
- risk assessments have been completed for transport and travel
- any necessary permits have been obtained
- parental / carer permission has been obtained (and for any subsequent changes of plan). Please see Appendix 1
- Permission of the school and parent/carer has been obtained (and for any subsequent changes of plan)
- clear arrangements are in place for supervising students: getting on the bus, while on the bus, getting off the bus and during the journey where applicable
- appropriate contact numbers have been left with the institution, the parent / carer, the provider, the student.
- students been informed not to accept lifts home from employees of the provider (other than by the designated travel arrangements)
- arrangements been made to escort students who are at risk when travelling alone e.g. students with learning needs, physical disabilities
- arrangements have been made for students who receive travel assistance to and from school in normal circumstances to receive such assistance when travelling to an alternative placement

(This protocol is one within a series of protocols and should not be considered in isolation. Protocols may be reviewed and are subject to change)
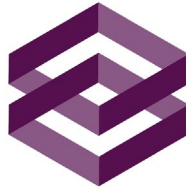
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Appendix 1
Parent / Carer Consent Form

Travel

I hereby consent for my son / daughter (name) _____

to travel to the learning provider by the following means (please tick as appropriate):

Public transport ☐

Transport provided by the home school or learning provider ☐

(providing the correct insurance is in place and has been checked by the appropriate home school's Educational Visits Co-ordinator)

Private arrangement ☐

(The home school / learning provider cannot be responsible for students travelling by private arrangement)

Signed (Parent / Carer) _____

Print name _____ Date _____

This form should be returned to:

_____

Version 2