

# Orchard Saturday Club

## Transport Policy

Outings are an integral part of the childcare provided by Orchard Saturday Club and we take great pride in the number and variety of outings we. Transport for these trips and outings is varied and is an important part the experience for everyone.

### **Minibus**

Where possible the group will be transported in a specialist minibus hired from a local contractor. One staff car will accompany the trip in case of emergency. The bus and driver will remain with the group for the duration of the trip unless alternative arrangements are previously organised. Drivers will have employer's DBS clearance but not Club specific DBS clearance, and will never be left alone with a child or young person.

Parents and carers will confirm that they are happy for their child to be carried in minibuses for outings and will have signed a risk assessment form, detailing any possible risks, to enable Orchard Saturday Club to consider all possibilities when planning activities.

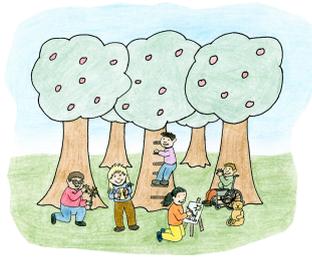
Children requiring car seats to for minibus journeys will use either their own seat, provided by their parents on arrival, or Orchard Saturday Club's 'spare' car seat. These will be fitted by staff into the bus appropriately. Otherwise, children will be secured by the bus seat belts. Where a medical condition prevents a child from wearing a belt or travelling in a seat, parents and carers are required to get an Exemption from Seat Belts Certificate from their GP.

Wheelchairs that requiring clamping will be clamped by the bus driver and checked by competent members of the Orchard Saturday Club staff team, usually the manager or deputy.

If the radio is used, staff will ensure that the broadcast is suitable for our children.

Management will prepare a seating plan, taking into account the location within the bus and who is seated near one another and thus reducing the likelihood for children to become upset or distressed during the journey. Children will be supported in entering and exiting the minibus safely and children will not be allowed to 'ride' the wheelchair ramps unless they are securely strapped into their own wheelchair.

New drivers will be warned of the potential for our children to become distressed and alerted to the possibility that the bus may need to make emergency stops to allow staff members to handle potentially volatile situations.



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## **Cars**

Occasionally Orchard Saturday Club management team may choose to make excursions and outings using a number of staff cars rather than hiring a minibus.

Staff members are required to provide the following documents should they wish to drive their private vehicle for club business:

- Copies of their photo card driving licence, showing that there are no active or pending endorsements;
- Copies of the vehicle's current MOT certificate;
- Copies of the vehicle's insurance policy, showing that it is insured on a fully comprehensive basis for personal and business use.

Parents will have signed a consent document if they are happy for their child to be carried in staff vehicles for outings and will have signed a risk assessment form, detailing any possible risks, to enable Orchard Saturday Club to consider all possibilities when planning activities. Children requiring car seats will use either their own seat, provided by their parents on arrival, or Orchard Saturday Club's 'spare' car seat. These will be fitted by Orchard Saturday Club into the cars appropriately.

## **Car seats**

Car seats are a legal requirement for all children under 12 years of age or less than 135cm in height, Orchard Saturday Club implements this rule in private hire minibuses and staff members' personal cars. We ask that families provide a car seat that is an appropriate size and structure for their child's individual needs; we have two spare 'booster' seats which can be lent to families that have forgotten theirs but only if a 'booster' seat is an appropriate system for that child. Children should be safely seated in minibuses and staff cars and it is the responsibility of the manager and deputy to ensure that children have an appropriate seating system to ensure their safety in the vehicle.

## **Walking**

On occasions, the management of Orchard Saturday Club will choose to organise outings that are within walking distance of the Club. On these occasions, staff members will be responsible for the safety of their allocated child for that day. Children's hands should be held at all times unless it is agreed by the manager or deputy that the child is capable of understanding the principles of road safety, in which case they will be carefully monitored.



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If a child wears any manual handling supports (handling belts, wrist straps etc) these should be used at all times to ensure the safety of the child and carer. Children requiring additional support when walking and those who pose significant risk will be supported by either the manager or deputy, in addition their own one-to-one carer to reduce the risk of anyone in the group coming to any harm.

Parents will have signed a consent document if they are happy for their child to be walked by Orchard Saturday Club staff members for outings and will have signed a risk assessment form, detailing any possible risks, to enable Orchard Saturday Club to consider all possibilities when planning activities.

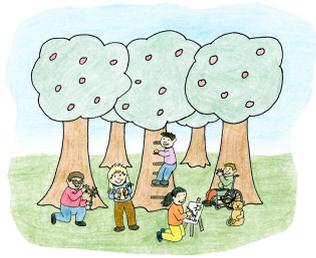
## **Trains and public transport**

Sometimes the management at Orchard Saturday Club will organise activities that involve travelling on public transport. These modes of transport will be carefully risk assessed by management to ensure that children are kept safe and enabled to make these outings with the support necessary. Parents will have signed a consent document if they are happy for their child to use public transport with Orchard Saturday Club staff members for outings and will have signed a risk assessment form, detailing any possible risks, to enable Orchard Saturday Club to consider all possibilities when planning activities.

On these occasions, staff members will be responsible for the safety of their allocated child for that day. Children's hands should be held at all times unless it is agreed by the manager or deputy that the child is capable of understanding the principles of personal safety, in which case they will be carefully monitored. If a child wears any manual handling supports (handling belts, wrist straps etc) these should be used at all times to ensure the safety of the child and carer.

For all forms of transport and for walking outings routes will be planned by the manager or deputy, using a good understanding of the needs of the group and taking into consideration anything that cause potential distress to any child or young person (passing a favourite place, entering a school building etc.). Children requiring additional support when walking or whilst using public transport and those who pose significant risk will be supported by either the manager or deputy in addition to their own one to one carer to reduce the risk of anyone in the group coming to any harm.

**January 2018**



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