

Si Sports

Transport

Policy

Approved by: Simon Seal	Date: 01/09/21
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Next Review October 2025	<u>Amended October 2024 Simon Seal & Simon Seal</u>

TRANSPORT POLICY STATEMENT

1. Si Sports Ltd is required to provide home to school transport for certain children of statutory schoolage. These responsibilities are set out in the Education Act 1996 and the Education and Inspections Act 2006.

For children attending our After care

2. This policy explains the transport entitlement for children and young people attending the Si sports Academy. The policy sets out the criteria for eligibility to Si Sports transport.

CHILDREN AND YOUNG PEOPLE COVERED BY THIS POLICY

3. This policy applies to all children and young people of statutory school age who are on or accessing our educational program and for children in the care of Leicester City/Leicestershire County Council. The policy relates to children attending our academy or Si-Sports activities.

TRANSPORT RULINGS FOR SI SPORTS LTD

- All staff transporting Children MUST have an Enhanced DBS completed by Si Sports.
- All staff transporting Children must be First Aid trained.
- All staff transporting learners must have business insurance on their private policies – this must be checked and authorized by Si Sports Ltd. A copy of the business insurance should be given to Simon Seal to file in the employees personal file.
- All journeys made and venues visited, whether schools, colleges, library's etc. must all be approved by Si Sports
- In the event of an accident or emergency staff should contact emergency services if required. Staff should then contact Simon or Tracey immediately. Simon or Tracey will then contact all relevant parties (parents/carers, learners' school etc.). Children should be supported by staff in any way required throughout the accident or emergency.
- Under no circumstances are staff allowed to take students to their residential addresses.
- Staff should not stop off anywhere when transporting a Children, going directly between the destinations set by Si Sports The agreed collection route should always be adhered to by staff, using direct routes only.
- There should be interaction with the learners talking about sessions / School know personal questioning about family history whilst children are in the staff vehicles.
- In a 4-seater car the ratio of staff to students is 1 -4. In a 7 seater car the ratio of staff to students is 2-5
- If 1 to 1 with learners in the vehicle, students must be in the back as a passenger.
- Seat belts must be worn all times by staff and learners.
- Booster will be available to the younger children if needed.
- In the instance where an additional staff member is needed for transport then both cars will transport simultaneously, and convoy together.
- First aid kits will be kept in the glove department or boot of any vehicles used to transport learners. This will be checked by Si Sports.
- All drivers must have a full and valid driving license for the class of vehicle they own and be free of any motoring convictions and be willing to present their driving license for inspection if requested.
- All cars used to transport Children should be maintained, have a valid MOT and are fully taxed (as referenced in SI Sports Risk assessment). This should be checked by Si Sports before staff transport students.

All drivers must adhere to the Highway Code.

- All vehicles must conform to all legal requirements.
- The staff in charge (Simon Seal) will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.
- If a member of staff has more than one student in the vehicle and one is the opposite sex, the member of staff must drop the different sex student before the student that is the same sex as the member of staff.
- Any incidents must be reported immediately and followed up in writing on an incident form.
- All staff transporting learners must declare any medical conditions or prescription drugs that may affect their driving.
- Si Sports has the right to object to transporting the young person if He / she fails threatened and not confident / uncomfortable with that child behaviour staff member to contact a member of SLT within the school & Simon or Tracey also parents or carers to explain the situation.

Step by step procedures to picking children up.

- Staff should complete visible checks to their car (no flat tyres, all lights are in working etc) before leaving to pick up a Child.
- Making sure children understand the rules of you and your car and all safety measures are repeated daily to the Children
- Staff members must not move off until all seatbelts I've been checked.
- Simon or Tracey will call the parents/carers/guardians if any issues relating to any transport problems.
- All windows to be kept closed whilst children are being transported.

When transporting Children that is the opposite sex if they are in 1-1 position with the member of staff the student should **ALWAYS** be sat in the back of the vehicle horizontal to the driver's seat. If there are more than one student, the student of the same sex as the staff member should be sat in the front next to the driver. When dropping a child off that is of the opposite sex you should always try to drop the student off first to prevent being left 1-1 with the opposite member of sex.

For any further information regarding incidents, these will be dealt with in accordance to our Incident / Appeals section in the Si Sports Ltd Policy Pack