# The King's C of E Primary Academy

# Transportation of Children by Parents & Staff in Private Vehicles

# Autumn 2026 review date Autumn 2028

**The King's C of E Primary Academy**

**Written in conjunction with Risk Assessment for Transporting Pupils by Private Vehicles and Child Protection Policy and BUSK Guidelines**

## Transportation of Children by Parents and Staff in Private Vehicles

We recognise that there are occasions when parents/ carers will need to transport their children and potentially other parents/carers children to and from visits or for out of school activities.

This raises issues around competence of drivers, legal requirements for road vehicles, safety whilst travelling, safeguarding of children and emergency situation's which may occur during the journey.

With these aspects in mind:

1. When parents/ carers transport their own children or agree with other parents and carers to take their children too, **this constitutes a private arrangement between the families of the children involved**. The health and safety of the children being transported is the responsibility of the parents and carers involved and not the academy.

   This is the case when parents / carers arrange to take children to and from sporting events such as football, netball matches etc. Such arrangements are organised directly between the parents and are not the responsibility of the academy. Parents/carers who have children in school sporting teams will sign a form to this effect at the beginning of the sporting season, acknowledging that transport assistance from other parents / carers is on this basis.

   It may also be the case for adhoc events such as the athletics competition or tag rugby tournament. Whilst parents may not have signed a form beforehand confirming that this is a private arrangement between parents, it will be considered to be such an arrangement.

2. The school mini bus will be used to transport children for sporting events and trips. Parents will be advised of these events and give permission for this.

3. Parents / carers will advise in writing all such travel arrangements before the due date of any event where they are required to take / pick up their children.

4. If a child requires emergency transportation during school hours, e.g. to Urgent Care, then the academy will facilitate this on the following basis:
   a. The transportation will be by a member of the Senior Leadership Team.
   b. The academy will take regular copies of these two members of staff driving licences to ensure they are clean, check their business insurance annually and if required, retain copies of MOT certificates.
   c. These staff will transport the child if parents/carers are in excess of 30 minutes away and the child needs medical attention which is not deemed serious enough to require an ambulance. This assessment will be made in conjunction with academy staff who are first aid trained.
   d. Two members of staff will travel with the child
   e. At least one member of staff will take a mobile phone
   f. Children will not travel in the front of the car
   g. If under 135cms the child will be provided with a booster seat
   h. If it is felt that the child being transported could not be driven safely in this way, for whatever reason, then the school will wait for a parent / carer to arrive. If the injury was extremely serious, an ambulance would be called.

5. If a child's parent/ carer does not turn up to collect a child after a sporting or other event, contact should be made with the parent by the members of staff at an event using the contact details taken in the event pack. Should the child's parent/carer be uncontactable, all contacts for that child should

then be called. This may require calling the school for additional details. If contact still can't be made, a call should be placed to the academy's safeguarding lead as to what action should then be taken.