623 Out of School Club

**Transport Policy**

The safety of children at 623 is paramount therefore i have put together the following procedures regarding the transpiration of the children. Risk assessments will be done for each mode of transport.

Walking

* Children will make a line at the school. No more than two wide.
* They will be reminded to stay behind a member of staff and walk sensibly.
* One member of staff will lead them to the Scout hut. keeping younger children closest to them. On busy days two members of staff will walk across one at the front one at the back.
* When crossing the road staff and children will check for cars, Staff will give the ok for the children to cross.
* Staff will lead the way, when two members of staff are present one will stand in the road while children cross.
* In winter Staff have high visibility vests to wear.

Car Safety

* Any members of staff collecting children in their car will have a full clean driving license.
* Their car will be road worthy, with an MOT certificate and road tax. We will keep a copy of their MOT certificate.
* They will have the right insurance which covers them to transport children for work. We will keep a copy of their insurance certificate.
* Children will never be left unattended in staff cars.
* Staff will use appropriate car seats. <https://www.gov.uk/child-car-seats-the-rules>
* The maximum number of passengers in a car will not be exceeded.
* Staff will always carry a mobile phone on them in case of emergencies but it will not be used whilst driving.

Bus

* All bus drivers from Bakewell and Eyam Community transport hold a DBS, if we were travelling with a different bus company staff would travel with the children on the bus.
* The bus driver will be informed how many children are being collected at each school.
* Children will be spoken to regularly about how to be safe on and around the bus.
* Once the children has arrived a member of staff will greet them off the bus ensuring they are all present.
* If your child suffers from travel sickness please let us know.

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| This policy was by: Emma Collins | Date: 7/1/23 |
| To be reviewed: 7/1/24 | Signed: |