



Travel and Transport Policy and Practice

09/26

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1 **INTRODUCTION**

In the operation of Castle Farm CFCC there will be a range of travel and transport issues to consider. They may involve our staff, or other adults or both.

Journeys may be short or long (e.g. the local swimming pool or out of county travel) The vast majority of journeys will be via road transport and more often than not by car, however variations may include taxis, staff vehicles, or other operators vehicles (e.g. coach or minibus). Some journeys may involve vehicles driven by others e.g. tour operators or public transport

1.1 LONE WORKING STAFF AND STUDENTS

Castle Farm Countryside Classroom recognises that lone working and one to one working can provide significant benefits for both staff and students. Individual working can provide a calmer and more focused environment, reduce distractions and peer conflict, support positive relationships, and enable activities and learning to be tailored to the individual needs, abilities and interests of the young person. Lone working may be appropriate where it forms part of a student's individual programme or risk management plan. However, safeguarding must remain the

priority at all times. Lone working arrangements must be planned, proportionate and supported by appropriate control measures.

Before lone working takes place:

- The individual student's risk assessment must be reviewed and must identify any risks associated with one to one or lone working.
- Staff must have access to relevant information regarding the student's needs, behaviour, vulnerabilities and any known safeguarding concerns.
- A Director must know where the staff member is working, the location they are attending, the student they are working with and the expected duration of the session.
- Where staff are travelling with a student, the planned destination and, where appropriate, the route and expected return time should be known to a Director.
- Staff must have a fully charged mobile phone with them at all times and ensure that it is accessible in an emergency.
- Staff must know how to contact a Director and emergency services if required.
- The location and environment must be considered as part of the risk assessment, including access, privacy, emergency exits and the ability to summon assistance.
- Staff should maintain appropriate professional boundaries at all times and follow CFCC safeguarding procedures.
- Any significant change in circumstances, unexpected delay, incident or safeguarding concern must be reported to a Director as soon as reasonably practicable.
- Lone working arrangements should be reviewed following any incident, significant change in behaviour or circumstances, or where the existing control measures are no longer considered adequate.

Where the risk assessment identifies that lone working is not appropriate or cannot be safely managed, alternative arrangements must be made, such as working with another member of staff or changing the location or activity.

The purpose of these measures is not to prevent appropriate one to one work, but to ensure that the benefits of individualised support can be provided while maintaining effective safeguarding, staff safety and appropriate management oversight.

2 ACCOUNTABILITY

CFCC must satisfy itself that all travel arrangements are suitable for the nature of the visit. This responsibility is delegated to the CFCC Directors. All must, comply with all the guidance in this document.

3 PLANNING TRANSPORT

When considering the journey element of any visit or activity, there are certain constraints that will determine the kind of transport to be used, the planned breaks and whether more than one driver will be required.

- passenger safety
- passenger tolerance

- the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- number of driving hours required for the journey and length of the driver's day (including non-driving hours)
- capacity and experience of driver to maintain concentration – whether more than one driver is required to avoid driver fatigue
- traffic conditions and the route to be taken
- contingency funds and arrangements in case of breakdown
- distance
- cost
- seasonal conditions
- appropriate insurance cover
- stopping points on journey for toilet, comfort breaks and refreshments

RISK ASSESSMENT

There is reference to car travel written into the Generic Risk Assessment within the visits and activities section. This is sound generic procedure but each journey is different and each young person may be very different in respect of their responses to travel and the issues this presents.

Each young person has their own full and comprehensive risk assessment that relates to a range of issues and behaviours. Implications regarding risks during travel and transport should be overtly clear within this and where necessary a full management plan should be in place. These plans are reviewed on a Termly basis or immediately in the light of significant events.

Each visit other than those classified as 'day to day' routine visits will have an accompanying visits form completed by the Visit Leader. This form refers to specific risk assessments related to the journey/trip. Although there are specific formats for risk assessment, it must be understood that the totality of risk assessment is actually the full planning process prior to the trip and the ongoing dynamic assessment during the trip/journey in the light of emerging events, unforeseen and otherwise.

The Driver is responsible for the vehicle and its condition throughout the visit.

The level of supervision necessary should form part of the risk assessment for the journey. The Visit Leader is responsible for the party at all times, including maintaining good discipline. Directors must be confident that the approved Visit Leader is competent to achieve this.

All group members should be made aware of the position of the exit doors and first aid kit on the transport.

The Visit Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation. These should also have been risk assessed as part of the alternative arrangement/contingency plans at the planning stage.

Factors that the Visit Leader should consider when planning field trips:

- Level of supervision that will be necessary (e.g. differences between single child to group)).
- Safety when crossing roads. Pedestrian crossings, traffic lights and footbridges should be used to cross roads whenever possible.
- Safety, The Visit Leader should make clear to young persons how much or how little freedom they have to 'roam'. This should have been agreed with the Visits Co-ordinator prior to departure.
- Misbehaviour is a main cause of accidents to young persons on transport. Appropriate levels of adult supervision and good discipline should be maintained at all times.
- Young persons should, as their age and maturity permits, be made aware of what to do in an emergency and what emergency procedures are.
- Seating arrangements on any form of transport should be considered and where appropriate and possible should be booked well in advance
- Safety of young persons whilst waiting at pick-up and drop-off points and when getting on and off transport
- Safety while on stops or rests during the journey – Visit Leaders should plan with the Driver sufficient stops at suitable areas to ensure the safety of all group members, including the Driver.
- Safety of the group in the event of an accident or breakdown – the group should remain under the direct supervision of the Visit Leader or other staff, wherever possible.
- Head counts, by the Visit Leader or another delegated adult, should always be carried out when the group is getting off or onto transport. It is good practice to double-check this to ensure the accuracy and reliability of the initial check.
- The Visit Leader has responsibility to check that all seat belts are fastened and adjusted appropriately

5 **USE OF PRIVATE CARS**

All staff are required to have personal transport (i.e. a car) available for business use whilst on direct duty with children.

An annual check of driving record and vehicle documentation is completed for all staff in January each year. The following documents are required:

- DVLA Licence check printout
- Vehicle insurance certificate
- Current MOT and Tax check printout

The Admin Manager will oversee this process. Copies of the above documents should be presented to the Administrator by new staff at their soonest convenience.

Any change of status in any of these documents should be reported to the administrator immediately and new copies provided.

All road users have a duty to maintain their vehicles in a roadworthy and safe condition. Staff are reminded of this and appropriate checks should be undertaken prior to use and at regular intervals.

It is important to note that adult behaviour behind the wheel of any vehicle is a useful role modelling opportunity for staff as is courtesy to other road users whilst driving.

6 SEAT BELTS, SEATING ARRANGEMENTS AND THE LAW

6.1 WHAT DOES THE LAW SAY ABOUT SEAT BELTS?

You **MUST** wear a seat belt in cars, vans and other goods vehicles if one is fitted (see table below). Adults, and children aged 14 years and over, **MUST** use a seat belt or child restraint, where fitted, when seated in minibuses, buses and coaches. Exemptions are allowed for the holders of medical exemption certificates and those making deliveries or collections in goods vehicles when travelling less than 50 metres (approx 162 feet).

The table overleaf summarises the main legal requirements for wearing seat belts in cars, vans and other goods vehicles.

We are in loco parentis and our own policy states that the driver is responsible for ensuring all children, including those over 14 yrs are wearing seat belts. The law stating that it is the passenger's responsibility would not be considered a defence in any disciplinary proceedings involving any negligence in respect of this duty.

With regard to the age and height criteria, (12yr old and 1.35 metres), it is clear that wherever a child sits they require the correct booster seat. Information on admission and ongoing monitoring of height will inform the correct purchase and use of booster/restraint seats

Seat Belt Requirements	Front seat	Rear seat	Who is responsible ?
Driver	Seat belt MUST be worn if fitted		Driver
Child under 3 years of age	Correct child restraint MUST be used	Correct child restraint MUST be used. If one is not available in a taxi, may travel unrestrained.	Driver

Child from 3rd birthday up to 1.35 metres in height (or 12th birthday, whichever they reach first)	Correct child restraint MUST be used	Correct child restraint MUST be used where seat belts fitted. MUST use adult belt if correct child restraint is not available in a licensed taxi or private hire vehicle, or for reasons of unexpected necessity over a short distance, or if two occupied restraints prevent fitment of a third.	Driver
Child over 1.35 metres (approx 4ft 5ins) in height or 12 or 13 years	Adult seat belt MUST be worn if available	Adult seat belt MUST be worn if available	Driver
Adult passengers aged 14 and over	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Passenger

6.2 WHERE SHOULD CHILDREN SIT?

Firstly, there is no fixed rule to this and there are a number of factors and variables to consider:

- The Law in respect of age and height
- Age, maturity (size and behaviour)
- The number of children
- The mix of children and their relationships with each other and with respective adults
- Individual children's Risk Assessments and Daily Care
- The size and nature of the vehicle
- Adult confidence and authority

All advice and safety guidance in the event of an accident is consistent and suggests the rear is the safest place for children:

“Children are best carried in the rear. The most common type of accident involves an impact to the front of the car, which means that the back seat is a safer place to travel.

The centre rear seat is the safest place of all - assuming the child is properly restrained in a suitable child seat - because here they are less likely to hit or be hit by deforming, intruding structures in the most common frontal and side impacts.”
(AA Website August 2014)

However, in respect of **one adult and one child** being in the car the AA also state:

"Having said that the back is the safest, if it's just you and one child in the car then it might be best for the child to ride up-front - as long as they use an appropriate child restraint. The closer contact may be more reassuring for the child and less distracting for you, therefore reducing the risk of an accident."

(AA Website August 2014)

Our experience in the work with young children who have severe emotional and social and mental health problems suggests that this issue is even more magnified. Relationships are key, as are messages of trust in relation to minimising risks of poor behaviour, *the front seat is usually more conducive in this respect.*

Any history of challenging behaviour, anxiety and unpredictability with our children will influence driver awareness and risk assessment, therefore it is preferable to have the child in peripheral vision, alongside in the front seat. Also, in the rare event of dangerous behaviour or interference it is easier to control and make safe if the individual is next to you as opposed to behind you.

To be absolutely clear:

One adult one child: child in the front seat, unless the child's individual Risk Assessment states differently. If that child is under 12 yrs old and less than 1.35m in height a correct booster seat must be used PLUS the passenger airbag must be turned off and the seat pushed as far back as it will go.

Two adults one child: If the assessment is that a second adult is required then the second adult occupies the seat directly behind the driver and the child occupies the rear passenger seat.

Two adults two children: This configuration is identical to the one above with the second child in the front seat taking into account the age and height issue.

Considerations and Variations

As always adults are expected to make dynamic risk assessments and common-sense judgements that have a clear rationale and commonsense logic for decisions according to circumstance.

For example, in case of an older child where there is a very low level of concern it might feel much better with the young person in the front and the extra adult in the back.

The adults on duty are best informed to know the children, the dynamic at the time and will therefore make the decisions about seating on that basis, bearing in mind the above guidance.

Preparing Children

Preparation of the children prior to getting into the vehicle is key to the success of the journey. Adults clearly need to be in charge. Individual and peer conflict should be avoided by having clear criteria, expectations and rationale that is explained to

the young people. It is better to have this conversation in the building rather than in the vehicle.

7 PROCEDURES IN THE EVENT OF AN ACCIDENT

The law requires that you stop if there is injury or damage to any person or vehicle, property or certain animals, including dogs and horses. You must give your name, address and insurance details to anyone with reasonable grounds for asking – whether there is injury or not.

If the vehicle does not belong to you, you must give the registration number and the name and address of the owner.

If an accident involves injury to people or certain animals or causes damage to property you must report it to the police as soon as possible and certainly within 24 hours.

The following appendices will help you deal with things more effectively in the event of an accident:

Appendix A: Ten Simple Rules to Help You After an Accident

Appendix B: Vehicle Accident Sheet

8 INSURANCE

The Directors and Visit Leader must ensure, well before the group departs, that adequate insurance arrangements are in place. The Directors can only check against the details and plans forwarded for approval; therefore it is important that the visit leader keeps the Directors fully informed of any changes to itinerary and/or travel arrangements and updates the field file accordingly.

TEN SIMPLE RULES TO HELP YOU AFTER AN ACCIDENT

**In an accident most people freeze or panic.
This guide gives you clear things to do to ensure you respond effectively.**

- 1 Switch off the engine.**
- 2 Don't let anyone at the scene smoke – *there may be a fuel leak.***
- 3 Unless they are seriously injured, get all passengers to leave the car and go to a place of safety.**

CFCC: Travel and Transport Policy and Practice: 0925

- 4** **If anyone is injured, call an ambulance and the police.**
- 5** **Do not move a seriously injured person.** *Loosen any tight clothing and cover the person with a coat or rug.*
- 6** **Do not move vehicles (unless there is a danger to traffic) until police arrive.** *If the police are not attending, do not move vehicles until an independent person has noted their positions.*
- 7** **Take steps to warn other traffic of an obstruction** – *use hazard warning lights or warning triangle. At night, ensure that no one stands near the car – it is dangerous and they could cover up the lights.*
- 8** **Record the important information in the accident record sheet** (*see below*)
- 9** **Do not apologise or admit to any fault.** *Who is to blame will be decided later.*
- 10** **Call CFCC Director** *to inform them and get advice.*

CFCC: Vehicle Accident Record Sheet

Did anyone see the accident?

Ask for bystanders' details, particularly anyone who was not involved in the accident.

Name:

Address:

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Tel. No.

Were there other vehicles involved?

Record registration numbers first (owners can be traced if they leave without giving information)

Reg. No.

Vehicle Type:

Driver's Name:

Address:

.....

Tel. No.

Damage:

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Insurers:

Was anyone injured?

Try to get their details if possible.

Name: Name:

Address: Address:

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Tel. No. Tel. No.

Where seated? What injuries? Where seated? What injuries?

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Was there any property damage?

Include street lights, bollards, trees, fences, etc.

Type and Nature of Damage:

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What happened?

Make brief notes. Include street and place names.

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What did the accident scene look like?

Draw a rough map of the scene showing the relative placement of vehicles on the road, and clearly showing where vehicles came from and ended up. Show any lane markings.

Where and when was the accident?

Date:

Time (24 hr clock): Daylight Twilight Dark

Visibility:

Place:

Nearest Town:

Weather conditions:

Road conditions:

Road width:

Speed limits:

Street lights: None On Off Good Poor

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Did police attend? Yes No

Was the accident reported? Yes No