

# MY OASIS

Therapeutic Alternative Provision

## Transporting Students and Travelling for Work Policy

**2024/2025**

Date of Last review: June 2024

Date of Next review: June 2025



CHARLOTTE LOWE  
PSYCHOLOGICAL SERVICES LTD



[www.charlottelowepsychologicalservices.co.uk](http://www.charlottelowepsychologicalservices.co.uk)

[www.my-oasis.uk](http://www.my-oasis.uk)

My Oasis staff will regularly collect students from home and drop them off at the end of the day. However, this usually would be carried out by staff using the company vehicles.

On occasion, it is necessary for members of staff to use their own vehicles to transport students, for example when parents/carers or the mainstream school are unable to provide transport, on educational visits, in an emergency, or when there are too many young people to travel on one coach.

## Transporting Students

This policy has therefore been created to support and promote safe and sustainable travel of students, to highlight good practices and to provide equal opportunities for all students. This policy ensures that the adults taking part in such activities, and the students in their care, are safe in respect of the checks taken to ensure that all drivers are covered to undertake such activities.

This policy should be adhered to by all staff members, students, parents/carers and volunteers who are transporting students.

### **Staff at My Oasis must ensure:**

- That their car insurance covers them for taking children, other than their own, to and from venues. This is usually considered business insurance and staff will be asked to provide a copy of this along with a valid MOT certificate for us to keep on file should they ever transport students in their own vehicles.
  - Their driving licence covers them to drive the category of vehicle they are driving.
  - The vehicle is fully taxed and insured.
  - The vehicle has met all required standards and has passed the MOT inspection.
- There are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the students carried.

- That any specialist seating or booster seats are securely installed to the regulatory standards.

Although ideally there would be two adults travelling in the car, on occasion there might be incidents where this isn't possible – However, we would ensure this would never impose any risk to the staff member driving.

The provision will, through the V4 form and other precautions, ensure that the above checks are correct and:

- That the driving licence is valid in date, name and endorsements.
  - That all staff members have had DBS checks.
  - That a first aid kit is stored within the vehicle.
- That a risk assessment has been completed for travelling in the car including risk assessments for the students being transported.
- We have returned parental permission slips from all students that are travelling by a staff member's car/a people carrier etc, in advance of the journey.
- Parents/carers are fully aware of the timing of the day/visit/trip, its purpose and that the students will be transported in a private vehicle.
- That all My Oasis staff transporting students will complete a Validation Form (V4) for use of a private vehicle and retain the original for our records and a copy for themselves.

## Late collection

Staff and parents/carers must work together to ensure students are safe. My Oasis should be notified immediately should it become apparent the person collecting will be late or not present at the transport destination address.

Contact details for all staff who are designated drivers will be provided to parents during their child's induction.

Although we will try to accommodate students being late whenever possible, we will not always be able to if other students are in the car and if they have lessons or activities to get to. Parents/carers are welcome to bring a student over later if needed.

In the event of late collection or a responsible person not being available, the individual who has been made aware should make the situation known to a member of staff and the student should continue to be supervised. We will allow a 15-minute window for late arrival. Following this, we will attempt to contact the parents/carers on the phone numbers provided to the provision. If this is unsuccessful, we will attempt to contact the emergency contacts.

The provision will keep a record of incidents where students are late/unavailable with no explanation or good reason, or where there are repeated incidents.

## Non-collection

In the event of a student not being collected by an authorised adult or available for handover when being dropped off, My Oasis staff will follow our safeguarding procedures.

Under no circumstances will staff go to look for the parent or take the child home with them. During induction, plans with parents/carers are arranged for transport arrangements however, when required, changes to existing arrangements can be discussed. It is important that the provision and parents/carers do everything possible to avoid a recurrence of the situation.

## Private Arrangements

At My Oasis Therapeutic Alternative Provision (TAP) we do not ask parents/carers to transport other students to and from My Oasis, activities or events, however parents/carers are free to make their own private arrangements if they wish.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, My Oasis staff must be informed in writing either by email or letter. In an emergency, verbal consent may be given for an agreed person to take their child home/or to an alternative known address. A password may be requested to be used by both parties and/or an identification document to ensure the identity of the person.

## Travelling for Work

Staff must be aware that ANY travel which is not to their usual place of work is deemed as travelling for work i.e. training courses, meetings etc. In the event of an accident, insurance companies will not pay claims unless the driver is insured for the purpose of "travelling for work". This is deemed business use therefore it is recommended for all staff to purchase this.

In order to ensure the safety of all employees and students, staff must comply with the above as well as the following:

- All staff must complete the V4 and the additional section for employees. The original is to be retained by the provision and the staff member is to keep a copy.
- Inform the Head of the Provision if there are circumstances which change regarding a staff member's diving ability during the period of one year from completion to the next form.
  - Ensure students wear seat belts and travel safely.
- Inform the SLT of any incidents which may result in the need to assess whether a student is safe to be transported as well as keep a record of any incidents within the incident book.

This policy does not cover every eventuality that may occur, but it is considered good practice to:

- Always have the contact number of the provision in case support is required as well as contact details for all staff insured to transport the student.
  - For parents/carers to inform My Oasis of any student illness which is known in advance.

## Relevant policies:

This policy should be read and reviewed in conjunction with our Safeguarding and Child Protection Policy to ensure that all related Safeguarding implications are taken into account in both policy and practice.

Other relevant policies are listed below:

- Educational Visits Policy.
- Health and Safety Policy.
  - First Aid Policy.
  - Behaviour Policy.
- Administering Medication Policy.
- Special Educational Needs and Disabilities Policy.
  - Positive Handling Policy.
- Accident and Incident Policy.
  - Code of Conduct.
- Risk Assessment Policy.

# VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by Charlotte Lowe Psychological Services Ltd / My Oasis Therapeutic Alternative Provision is greatly appreciated.

To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Managers/ The Head of Provision can then use this information to assess the suitability of drivers and vehicles for transporting young people.

*(N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but managers need to be aware of all relevant issues to make informed decisions).*

Thank you for your assistance and support.

Name of driver	Make and model of the vehicle(s)	Registration number(s)

The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old).	
The vehicle is regularly serviced and kept in a safe roadworthy condition.	
I understand that I am not covered under the establishment's insurance for the use of my vehicle.	
I have current motor vehicle insurance covering the vehicle(s) and myself.	
My motor vehicle insurance includes business cover (employees).	
I am aged 21 years or over.	
I have had my driving licence for three years or over.	
I have a valid full driving licence suitable for the type of vehicle.	
I am an experienced driver who has held a full driving licence for at least 2 years.	

I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving).	
I have no points or endorsements on my driving licence (if yes, please state details below)	
I have no previous convictions or ongoing investigations regarding offences against young people.	
I am healthy and fit to drive and will not drive under the influence of alcohol or drugs.	
I shall ensure that all passengers wear correctly fastened seatbelts.	
I am aware that any formal payment for petrol or mileage cost could invalidate my insurance unless it had been previously declared to the insurance company.	
I will not transport a young person on their own (other than my own child) as part of any journey.	
I agree to show supporting documentation of the above to relevant managers if requested.	
Further information provided by the driver (continue on a separate sheet if necessary).	
<p><b>Under the terms of the Data Protection Act 1998, we must inform you of the following:</b></p> <p>By signing this form, you are giving your explicit consent to My Oasis Therapeutic Alternative Provision to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.</p>	
I will immediately notify the Manager/Head of Provision in writing of any changes to the information provided above and will not transport young people until further written approval has been given.	
I consent to My Oasis Therapeutic Alternative Provision processing the information detailed in this form.	
<b>Signed (Driver)</b>	
<b>Date</b>	



# VALIDATION FORM (V4) FOR USE OF PRIVATE VEHICLE

## Recommended checks:

	Date checked	Copy taken?	Signed by
Driving licence			
Vehicle MOT			
Vehicle insurance			
I am satisfied that this driver is suitable to transport young people using their private vehicle.			
Signed (Head of Provision/Manager)			
Date			

## Additionally, for employees (Delete as appropriate or if not applicable):

<p>My insurance includes business use in addition to social, domestic and pleasure. The vehicle I shall be using is/is not insured in my name.</p> <p><i>(N.B. If you are driving as a "named driver" on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.)</i></p> <p>As a named driver and an employee, I confirm that the insurance covers me for business use.</p>	
Signed (Driver)	
Date	
I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle.	
Signed (Head of the Provision)	
Date	

# Parental/Carer Consent form for their child to be transported in another adult's vehicle

There may be occasions in which your child could be transported to an offsite activity or event in the car of a staff member or other adult helper. Similarly, you may have opted for My Oasis staff to collect your child or drop them off at the end of the day. The conditions under which other adults are approved to use their own vehicles are listed within our Transporting Students and Travelling for Work Policy.

I give permission for my child/children to be transported in the vehicle of a staff member or another adult helper provided the driver and vehicle have been assessed as suitable by the Head of Provision/Manager.

<b>Full name of child:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Relation to the child:</b> <b>(Parent/Carer)</b>	
<b>Name and address:</b>	