



## **Safe Transportation of Children Procedure**

The Indigo Group takes the safety of children and young people seriously. These procedures should be followed without any negotiation.

### **Procedures and Practice including responsible person(s)**

- All childcare staff will ensure appropriate restraints are used for each child (see appendix 1 for details).
- The maximum number of children to be transported on the minibus at any one time is 12
- On pickups if more than 12 children and 2 staff are present then the front seat will be used but only those above 1.35m in height and how have provided consent will be allowed to travel short distance from school to OOSC base.
- Childcare staff will be situated at one or both of the exits (i.e. main and back door) of the minibus to ensure maximum safety and supervision of children.
- Children refusing to wear a safety belt / use a safety seat are in breach of legislation and will not be allowed to travel. Staff will inform parents/emergency contact to collect the child immediately

### **Driver and Vehicle Requirements**

- Only drivers authorised by insurance will drive company vehicles
- Drivers will be responsible for maintaining the safety of the vehicle and passengers
- Drivers will ensure all passengers are wearing the correct seating restraints.
- Drivers will check any safety / booster seats prior to travel to ensure good order and compliance with legislation. New requirements should be flagged up to the line manager immediately
- On a quarterly basis drivers will provide line manager with both counterpart and photo card licence for checks.
- Drivers will adhere to all traffic regulations
- Drivers will carry out daily safety checks of minibus, if any faults are found these will be reported directly to line manager immediately
- Drivers will familiarise and plan routes ahead of departure

### Child Restraint Safety Requirements

	Front seat	Rear Seat	Who Is Responsible
Driver	Seat belt must be worn if fitted		Driver
Adult passenger i.e. 14 years or over	Seat belt must be worn if an available seat in the front or rear is fitted with a seat belt	Seat belt must be worn if an available seat in the front or rear is fitted with a seat belt	Passenger
Child under 4 years of age	Correct child restraint must be worn in coaches, goods vehicles and minibuses (A rear facing child restraint must not be used in a seat protected by a frontal airbag unless the airbag has been deactivated)	Correct child restraint must be worn in goods vehicles and minibuses (A rear facing child restraint must not be used in a seat protected by a frontal airbag unless the airbag has been de-activated)	Driver
Child from 4th birthday who is under the age of 12 years and under a height of 1.35 metres (4 ft 5 ins)	Correct child restraint must be worn in coaches, goods vehicles and minibuses	(a) Correct child restraint must be used in goods vehicles and minibuses unless paragraph (b) or (c) applies (b) If no correct child restraint is available in the front or rear of a light goods vehicle (3500kg max gross weight), an adult seat belt may be worn if the driver can prove that the child, because of an unexpected necessity, is being carried a distance of 5 miles or less (c) A child is wearing an adult belt in a minibus	Driver
Child at or over 1.35 metres (4ft 5ins) or 12 or 13 years	Correct child restraint or adult belt must be worn in coaches, goods vehicles and minibuses	Correct child restraint or adult belt must be worn in goods vehicles and minibuses	Driver

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