



Transportation of Young People Policy

Orchard Education Ltd
1 Sargon Way
Great Grimsby Business Park
GRIMSBY
North East Lincolnshire
DN37 9PH

01472 898498

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1. Introduction

This policy has been produced to provide guidance to Orchard staff members who are involved with the transportation of young people.

As part of daily duties, Orchard provides transport for young people both to aid attendance and to carry out offsite activities as part of the learning curriculum

Due to the behavioral nature of some of our young people, this could potentially produce challenging situations away from the school, in public areas and in particular on public roads.

This policy is produced in addition to the 'Vehicle Policy and Procedure' and all staff members having cause to transport young people will also be expected to adhere to its contents and guidance. This document is available from our Administration Dept.

The Management Team insists that the safety of young people within our care and that of our staff is of paramount importance and will take all measures to minimise risk to any persons involved in the transportation of young people.

Traffic Law requires that all Drivers adhere to legislation in relation to driving vehicles on the road. The Company requires that Employees driving company vehicles have particular attention drawn to the profile of learners we transport and with this in mind, the importance of adhering to traffic rules is made all the more important. Observing speed limits, ensuring that mobile phones are not used, manner of driving and general responsible driving techniques are imperative in a position of being a 'role model'. With this in mind, although legislation may class some breaches as minor (eg slightly speeding, or using a mobile phone), the company may treat a minor offence with a greater gravity in relation to disciplinary procedures. This may even result in dismissal if standards are not adhered to.

2. Responsibilities/Safety of occupants

The driver of a vehicle **MUST** ensure that the vehicle is in a safe and useable condition prior to any use. This is a general legal requirement and is particularly important in relation to the safety of our young learners.

The Road Traffic Act states that the driver of a vehicle is responsible for any person aged under 14 to be wearing a seatbelt when present in a moving vehicle. For the purposes of this policy, Orchard makes the driver responsible for ALL of its passengers to wear seatbelts when transporting our young people. Prior to the commencement of any journey, ALL occupants must be wearing seatbelts and this will be confirmed by staff members verbally and visually checking the occupants of the vehicle. In the event of a young person refusing to wear a seatbelt, see S.3 – Dealing with incidents.

Seatbelts fitted within the vehicle must be 'fit for purpose' and in the event of this or any other equipment being found to be defective, it must not be used. This is included within the 'Vehicle Policy and Procedure' and must be reported to the management team as soon as practicable.

Staff members **MUST** ensure that 'childlocks' are engaged and working correctly prior to use.

When transporting Learners, prior to commencing a journey, Orchard staff must take into consideration the following factors in order to assess the likelihood of an incident occurring during travel –

- Number of learners present.
- General demeanor/mood of learners.
- Distance to be travelled.

If the staff member has any concerns regarding the likelihood of an incident occurring during a journey, they **MUST NOT** commence the journey and bring their concerns to the attention of Management Staff.

In general, journeys are taken with only one staff member present as driver. The Company recognizes however that there are occasions where further support would be necessary and as such, we encourage staff members to give their views when concerns arise. Where needed, the company will provide further staff to support a continued journey or where appropriate, avoid the journey.

Road Traffic Law stipulates the manner in which vehicles are to be driven on roads and public places. The Company will apply these standards to all areas within which vehicles are driven, public or otherwise. The Company enhances these responsibilities even further by the profile of our passengers and our safeguarding responsibilities to them. With this in mind, it is a mandatory requirement that our Staff drive within the definition of safe driving legislation. In the event of any offence having been committed or alleged, regardless of how minor (for example minor speeding offences), once substantiated, the Company **WILL** take a proactive and robust disciplinary approach on these matters. Where circumstances are deemed sufficiently serious, the Company may deal with this as Gross Misconduct and dismiss staff from employment.

3. Dealing with incidents

Staff members must be aware that adequate assessment of risk prior to the use of vehicles will remove/minimise the risk of incident whilst the vehicle is in motion. This forms part of our current 'offsite risk assessment' process. This process caters for student's mood on the day and gives ample opportunity to raise concerns to Management Staff prior to the activity taking place.

Prior to use, in the event of ANY circumstance arising that will put safety at risk, the vehicle **MUST NOT** be driven. An example of this may be the refusal to wear a seatbelt or an occupant causing a distraction to the driver.

Staff members must be aware that the health and safety of occupants of vehicles is of paramount importance, and in the event of any doubt they **MUST** cause the vehicle to halt in order to assess the current situation and take appropriate action.

When the process of halting the vehicle has been initiated, the driver will look to placing the vehicle in a safe place and where possible away from the carriageway. Staff members are reminded that although the incident may only involve one person, there may be other occupants that could be placed in danger whilst dealing with the incident.

Once a safe situation has been established, staff members must then assess the incident and take appropriate action. If circumstances dictate that it would be unsafe to continue a journey, staff members must make contact with a member of the Senior Management Team and take further direction or await assistance.

THE VEHICLE MUST NOT BE USED UNTIL ANY INCIDENT HAS BEEN RESOLVED AND IT IS SAFE TO CONTINUE THE JOURNEY.

The Management Team will adopt a stringent approach to incidents reported whilst using vehicles and will fully support staff members in action taken. This may result in the removal of this facility for particular young persons.

Reporting of incidents will be as per Orchard's existing procedures and particular analysis will be carried out in order to identify patterns of behavior, which from a proactive perspective may further reduce the risk of further incidents occurring whilst transporting young people.

5. Summary

This policy adheres to current legislation, client service level agreements and health and safety requirements. Staff members are strongly advised to ensure they are fully aware of this policy and also to be aware that it is produced in line with Orchard Vehicle Policy and Procedure.

This policy will be reviewed annually by a Director.

	Review 1	Review 2	Review 3	Review 4
Signed	D Melia	D Melia	D Melia	Dave Melia
Position	Director	Director	Director	Director
Date	20/09/2017	01/02/2018	30/08/2018	26/08/19