



Transporting Children Policy

In order to develop the children's knowledge and understanding of the world it is important to take them on trips outside the setting. We will always seek parental permission for trips that involve taking the children on transport.

Sometimes we might go on foot, eg to the local shops, park or library. If we are travelling further afield we will need to use transport.

Our priority will be to ensure that the children have a safe, enjoyable and educational trip. We have therefore developed the following procedures.

For all outings children will be escorted by a higher staff ratio than is normal within the setting. Staff will be allocated individual children to be responsible for. (See the [Outings Policy](#) for additional information.)

On Foot

Depending on the age and abilities of the children they will be either in buggies, the setting having ensured that they are correctly strapped in with five-point harnesses, or walking. The setting has a variety of harnesses, wrist straps, etc and is happy to discuss which you would prefer to be used with your child. Older children may hold hands with staff. Children are encouraged to learn about road safety at every opportunity.

By Car

If children are to be transported in staff cars the following procedures will be observed.

- The member of staff will have a full, clean driving licence, which is available for you to see on request.
- The member of staff will ensure that the car is in roadworthy condition by having it regularly serviced by a reputable garage.
- The car will comply with all legislation and its MOT and tax will be up to date.
- The car will be insured for business use and the certificate will be available for you to see.
- Children will not be taken into petrol stations whilst on outings; cars will be filled prior to the trip.
- All car seats will be correctly fitted, and be age- and stage-appropriate for the children using them. The children will be correctly strapped into them.

- Child safety locks will be in use on all the cars.
- Each member of staff will carry a mobile phone in case of emergency, but will not answer it whilst driving.
- Staff will always carry identification for themselves and the children in case of emergency.
- Staff will always carry a first-aid kit in the car in case of emergency.
- Children will never be left unattended in a car.

If your child suffers from travel sickness please let us know immediately.

By Bus or Tram

When using public transport the setting will plan trips outside of rush hours and busy times, as a crowded bus or tram can be intimidating to a young child, and more dangerous if they are unable to have a seat.

Children will not be taken upstairs on double-deck buses, to prevent possible accidents on the stairs.

Routes will be planned in advance and risk-assessed. Timetables of buses will also be checked.

By Train

Children will stand back from the edge of platforms, well behind the safety lines. Staff will ensure that everyone is on/off the train together to ensure that no one is left behind.

If the setting is taking large groups, support will be requested in advance at the railway station. Again, trips will be arranged outside of rush hours to avoid overcrowding.

By Coach

The setting will only hire coaches that are fitted with correct seat belts suitable for young children, and that can also take car seats. The setting always asks to have a copy of the company's insurance and other relevant documents.

The setting welcomes parents to support it when taking children on outings. If you have any concerns regarding this policy please contact us.