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Cysgod Y Coed

Transport of Pupils Policy – Use of Staff Vehicles

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Version	**Date**	**Reviewer**	**Note of revisions**
2	Sep 2026	JP	Change of name Rewording and rephasing throughout

Associated documents
Safeguarding Policy Lone Working Policy

Introduction
This policy provides a clear framework for staff and volunteers who transport young people in their own vehicles on behalf of Cysgod y Coed.

Transportation may occur for a variety of reasons, including:
- Travel to and from centres.
- Travel between centres.
- Off-site educational activities.
- Work experience placements.
- Community-based learning.
- Educational visits and enrichment activities.
- Safeguarding and welfare-related purposes.
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The safety and welfare of young people is paramount. Any transportation arrangement must be lawful, proportionate, appropriate to the needs of the young person and carried out in accordance with safeguarding, health and safety, lone-working and data protection requirements
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All staff have a duty of care towards young people and fellow employees. Any decision to transport a young person must be capable of being justified and evidenced as being in the best interests of the young person, with appropriate safeguards in place to protect both the young person and the member of staff.
This policy should be read alongside:
- Safeguarding Policy
- Lone Working Policy
- Health and Safety Policy

Drivers
Transporting young people has formed part of all relevant job descriptions from June 2025 onward.
As part of recruitment and induction processes, staff are required to provide:
- A valid driving licence.
- Evidence of vehicle insurance.
- MOT certificate (where applicable).
- Evidence of business use insurance where required.

The recruitment process also requires staff to declare any driving convictions, endorsements or disqualifications that may affect their suitability to transport young people.
Staff must immediately notify their line manager if:
- They receive penalty points.

- Their licence is suspended or revoked.
- Their insurance arrangements change.
- They become involved in a road traffic collision whilst undertaking work-related duties.
- They are no longer willing or able to transport young people.

Failure to disclose relevant information may lead to disciplinary action.

Principles of Transportation

Staff should only transport young people when there is a clear educational, welfare or safeguarding rationale. Staff should only transport young people to and from their home address and an educational centre or agreed trip. They must not drop off pupils or pick them up from other addresses or to public locations such as a park of high street.

Prior to any planned journey, the member of staff should ensure that:

- The journey has been authorised by a manager where required.
- Appropriate consent has been obtained.
- A risk assessment has been completed.
- Relevant staff know where they are travelling.
- Any medical, behavioural or safeguarding risks have been considered.

Where operationally possible, journey details should be recorded, including:

- Date and time of departure.
- Expected arrival time.
- Destination.
- Young people travelling.
- Staff accompanying the journey.

Transportation Arrangements

Members of staff should discuss proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements before the journey takes place.

A risk assessment template is available in Appendix 1 and must be completed where required.

Wherever possible, staff should consider whether another responsible adult can accompany the journey. This helps reduce:

- The risk of distraction whilst driving.
- Risks associated with lone working.
- Risks to staff from allegations.
- Risks to young people.
- Risks associated with managing challenging behaviour.

Where a second adult cannot reasonably accompany the journey, staff must ensure that appropriate safeguards are in place and documented within the risk assessment.

Safeguarding and Professional Conduct

Staff must always maintain professional boundaries whilst transporting young people.

Staff must:

- Act professionally.
- Ensure conversations remain appropriate and professional.

- Protect confidential information.
- Avoid discussing other pupils, families or staff.
- Not share personal information unnecessarily.
- Not transport pupils to unauthorised locations.
- Avoid unnecessary detours or stops.
- Report and record safeguarding disclosures in line with safeguarding procedures.

Where there are known safeguarding concerns, previous allegations, behavioural risks or vulnerabilities, these should be reflected in the risk assessment and appropriate control measures implemented.

Seating arrangements should be considered carefully, particularly when transporting vulnerable pupils or pupils presenting additional safeguarding risks.

Emergency Transportation of Young People
Occasionally circumstances may arise where not transporting a young person presents a greater risk than doing so.
Examples may include:
- A pupil who has no safe means of getting home.
- A pupil who is stranded due to transport failure.
- A pupil requiring urgent but non-emergency medical attention.
- A safeguarding situation where immediate transportation reduces risk.
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In such circumstances, staff must:
- Undertake a dynamic risk assessment.
- Notify a manager wherever possible.
- Inform parents/carers where appropriate.
- Record the reasons for the decision.
- Complete any required incident or safeguarding documentation following the journey.

Any decision to transport a young person during an emergency must be based upon their immediate welfare and safety needs.

Parent / Carer Permission
Parents/carers must provide consent for young people to be transported in a staff member's vehicle. Where possible, this should be obtained in writing.
Where written consent is not reasonably practicable, verbal consent may be accepted, provided that:
- The name of the person providing consent is recorded.
- The date and time are recorded.
- The staff member obtaining consent records the details.

Unless there is an overriding safeguarding emergency, transportation should not take place without parental consent.

Risk Assessment and Management

A risk assessment can be found in the appendices for planned trips. Risk assessments may need to be amended and strengthened for some learners based upon::

- Behavioural risks.
- Medical needs.
- Emotional wellbeing.
- Known safeguarding concerns.
- Risks of absconding.
- Communication needs.
- History of allegations.
- The distance and duration of the journey.
- The need for additional staffing.
- Lone transportation arrangements.

Prior to travel, staff must clearly explain:

- Expected standards of behaviour.
- Safety requirements.
- Use of seat belts.
- Consequences of unsafe behaviour.

If concerns arise during a journey, a dynamic risk assessment must be undertaken.
The driver must never continue driving if behaviour is compromising the safe operation of the vehicle.
Young people must never be left unattended in a vehicle.
The driver is responsible for ensuring that:

- All passengers use appropriate restraints.
- The vehicle remains safe and roadworthy.
- The journey proceeds safely.

A charged mobile telephone should be available for emergency use when the vehicle is stationary.

Unsafe Behaviour During Transport

If a young person's behaviour presents a significant risk to themselves, other passengers or the driver, the member of staff should:

- Pull over at the earliest safe location.
- Remain calm and follow de-escalation strategies.
- Undertake a dynamic risk assessment.
- Seek support from a manager where necessary.
- Contact parents/carers, emergency services or other agencies if required.

Staff must never continue driving where safety cannot be maintained.

Communication During Journeys

Staff should carry a charged mobile phone during journeys for emergency purposes.
Mobile phones must not be used whilst driving except through lawful hands-free systems where this does not create distraction.
Staff must not:

- Use personal social media accounts to communicate with pupils.
- Exchange inappropriate messages.
- Communicate outside established professional boundaries.

All communication must comply with organisational policies and safeguarding procedures.

Pupils with Medical Needs
Where a pupil has a known medical condition requiring support or medication, appropriate arrangements must be in place before travel.
This may include:
- Access to medication.
- Access to an Individual Healthcare Plan.
- Availability of emergency medication.
- A trained member of staff accompanying the journey.

The associated risks and required controls must be reflected within the risk assessment.

Vehicles
The driver is responsible for ensuring that their vehicle:
- Is roadworthy.
- Is properly maintained.
- Is appropriately insured.
- Has a valid MOT certificate (where applicable).
- Has valid vehicle tax.
- Is suitable for the number of passengers being transported.

The vehicle must be fitted with sufficient seat belts for all occupants. Passenger numbers must never exceed the manufacturer's recommendations. Failure to comply may invalidate insurance and create unacceptable risks for passengers.

Vehicle and Driver Documentation
Cysgod y Coed is required to check the following documentation at the commencement of employment and annually thereafter:
- Current MOT certificate (where required).
- Valid vehicle tax.
- Appropriate insurance including business use.
- Full driving licence.

Documentation will be checked annually by a member of the Senior Leadership Team.
The service reserves the right to undertake additional checks where necessary**.**

Vehicle Breakdown or Road Traffic Collision
In the event of a breakdown, collision or emergency:
- The safety of passengers is the immediate priority.
- Emergency services should be contacted where appropriate.

- Parents/carers should be informed as soon as reasonably practicable.
- The appropriate manager should be notified.
- Relevant records and reports should be completed.

Young people must not be left unsupervised except where directed by emergency services or where maintaining supervision presents a greater risk.

Accidents and Incidents
Any road traffic accident involving staff undertaking work-related duties must be:
- Reported to the driver's insurance company.
- Reported to Cysgod y Coed.
- Reported in accordance with Monmouthshire County Council procedures.

Passengers must be provided with the insurance company's details if required for claim purposes.
All incidents occurring during the course of employment must be recorded and reviewed as appropriate.

Child Restraints
Staff must ensure that all passengers use the correct restraint appropriate to their age, height and weight.
Restraints must:
- Meet current safety standards.
- Be fitted correctly.
- Be maintained in good condition.
- Be checked before use.

Child restraints include:
- Baby seats.
- Child seats.
- Booster seats.
- Booster cushions.

Young people must comply with current legislation regarding child restraints and seat belt use.
Staff should seek advice if they are unsure whether an appropriate restraint is required.
For further information, refer to current UK road safety guidance.

Lone Transportation
Where possible, transportation arrangements should minimise situations in which a member of staff transports a single young person alone. Where lone transportation is unavoidable, staff should consider:
- Informing a manager before departure.
- Informing parents/carers of arrangements.
- Recording journey details.
- Ensuring mobile communication is available.
- Implementing any additional control measures identified within the risk assessment.

The rationale for lone transportation should be capable of being justified as being in the young person's best interests and consistent with safeguarding expectations.

This policy was approved by the Management Committee

Signed: ……L Wilce…… Chair of the Management Committee

Date: ……14th October 2026……

Signed: ……J Parkinson…… Head of Cysgod y Coed

Date: ……14th October 2026……

Appendix 1 Risk Assessment

Hazards Identified	Persons at Risk	Likely Consequences	Evaluation/ Level of Risk			Control Measures (action taken to reduce risk)	Action required What/When/Who	Revised Evaluation/ Level of Risk		
			High	**Med**	**Low**			High	Med	Low
Car being unroadworthy	Pupils Staff	Increased risk of accident	**X**			Cysgod y Coed to ensure that they record information every year regarding staff vehicles • MOT certificate • Confirmation of insurance	Head of Cysgod y Coed to ensure these details are captured annually or appointment to the service if 'in year'			X
Credentials of driver not appropriate	Pupils Staff	Increased risk of accident Insurance issues		**X**		All staff transporting pupils must be over 21 All staff transporting pupils must share their driving license details with the service. This is updated yearly All staff must show proof of business insurance. This is updated yearly Head of Cysgod y Coed ensures staff are trained in lone working or Team Teach where appropriate All staff have safeguarding training	Head of Cysgod y Coed to ensure these details are captured annually or appointment to the service if 'in year' Ensure access to First Aid training for staff who transport pupils regularly			X

Harm to pupils	Pupils	Risk of injury of death	**X**			All pupils must wear seatbelts at all times Consideration must be given to appropriate car seats where necessary (see policy for further details) Pupils should sit in the back of the car, unless discussed with the Head of Cysgod y Coed Child locks should be turned on at all times so that pupils cannot open doors Staff to read pupil risk assessments and discuss with line manager any necessary adjustments needed Staff should carry work mobile phone on their person Staff should never use mobile phones when driving and should ensure they adhere to the Highway Code at all times Staff to call 'buddy' or line manager if there is an issue, when stationary and in a safe place Staff to stop journey in a safe place immediately if behaviours become	In some cases, there will be the need for two staff to transport pupils. This would be agreed on a case-by-case basis in discussion with the Head of the PRS, using risk assessments and previous behaviours as evidence			X

						unsafe, and contact line manager for advice Pre-agreed behaviour expectations explained to all pupils Use known and planned routes. Safety pull over and call buddy or line manager if they will be very late due to traffic etc. Staff never leave pupil/s unattended in a vehicle Staff to ensure they have emergency contacts on work mobile phone In an emergency, contact emergency services and line manager, who will discuss further actions				
Harm to staff	Staff	Risk of injury	**X**			Pupils should sit in the back of the car, unless discussed with the Head of the PRS Child locks should be turned on at all times so that pupils cannot open doors Staff to read pupil risk assessments and discuss with line manager any necessary adjustments needed Staff to ensure they are carrying their work mobile phone	In some cases, there will be the need for two staff to transport pupils. This would be agreed on a case-by-case basis in discussion with the Head of the PRS, using risk assessments and previous behaviours as evidence			X

						Staff to stop journey in a safe place immediately if behaviours become unsafe, and contact line manager for advice All staff ensure transport is agreed in advance with line manager and only takes place to agreed destinations Pre-agreed behaviour expectations explained to all pupils Use known and planned routes. Safety pull over and call buddy or line manager if very late due to traffic etc.				

Likelihood	Severity	Risk Level Likelihood x Severity
5- Certain	5-Multiple Death	1-5 Low- is a low risk but action should still be taken to reduce these risks further within possible reasonable limits
4-Very Likely	4-Single Death	
3-Likely	3-Major Injury	6-12 Medium- is a significant risk and will require an appropriate level of response/ resources
2-Unlikely/Possible	2-Minor Injury	
1-Very Unlikely	1-Work Delay	13-25 High- is a high risk and may require the provision of considerable resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control.

Monitoring and Reviewing Arrangements

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Copy of form and relevant information passed on to appropriate staff

Names of appropriate staff informed re risk assessment_____ _____ Date: Informed_____

Signed: J Parkinson **Designation:** **Head of Cysgod y Coed** **Date: September 2025, updated January 2026**

Appendix 2 Consent Form

Cysgod y Coed

Consent Form for Transporting Pupils in Staff Vehicles

Staff may be required to transport pupils in their own vehicles for the following reasons:

- Attendance at off-site educational provision or appointments
- Emergency situations (e.g. illness, safeguarding concerns)
- Planned activities or interventions
- Transition support between settings
- Attending timetabled sessions

This will only occur when no suitable alternative transport is available and where it is deemed safe and appropriate. To ensure the safety and wellbeing of pupils during transport, the following measures will be strictly adhered to:

Staff Requirements

It is required that staff have/do the following before transporting pupils in their car:

- Have a full driving license with no disqualifications
- Have appropriate business insurance
- Their vehicle has the appropriate MOT certificate

(The service will check the above requirements of staff on a yearly basis)

- Have consent from parent/carers
- They have read and understood the relevant policy/ies
- Individual risk assessments / medical care plans for pupils are adhered to

Vehicle Standards

- Seatbelts must be always worn.
- Child locks will be activated where appropriate.
- No pupil will be seated in the front passenger seat unless risk assessed and agreed.

Safeguarding Protocols

- When practical, two members of staff will be present during transport.
- If a pupil must be transported alone with a staff member, this will be:
  - Risk assessed
  - Logged with the Designated Safeguarding Lead (DSL)
  - Communicated to the parent/carer in advance
- Staff will not make unscheduled stops unless necessary for safety or wellbeing.
- Pupils will not be transported if displaying behaviour that poses a risk to themselves or others.
- Any incidents during transport will be reported immediately to the DSL and recorded in line with safeguarding procedures.

Parent/Carer Consent

I, the undersigned, give permission for staff from the Monmouthshire Pupil Referral Service to transport my child in a staff member's vehicle when necessary and appropriate, in accordance with the safety and safeguarding measures outlined above.

I understand that:

- All reasonable steps will be taken to ensure my child's safety.
- I will be informed in advance of planned journeys where possible.
- This consent remains valid for the duration of my child's placement unless withdrawn in writing.

Child's name:
Name of parent or carer providing permission:
Signature of parent or carer:
Date: