



TRANSPORTING PUPILS IN OWN CAR

As part of the fellowship policy for behaviour management the sanction of an after-school detention is prescribed as a strategy to be used in certain circumstances. There are also other circumstances when a pupil may need to be taken home later than the normal end of school time, such as after extended visits away from school or after evening activities in school. Parents/Carers are not always in a position to provide the transport themselves. In normal circumstances there is no County Council mechanism for varying the times of transport home and it therefore falls to members of staff to provide the transport in their own private vehicles.

Fellowship staff may provide transport in their own vehicles with the following conditions:

Parents/Carers must have previously given their consent for staff to transport their child home.

In most circumstances two staff members will transport any pupil, however there may be exceptional circumstances whereby this is not necessary, in these instances SLT will make this decision, and individual staff will not be expected to transport any pupil alone unless they have agreed to do so.

Staff members who provide transport must be able to verify that they hold a full and valid driving licence and fully comprehensive car insurance.

Staff must phone the pupils parent/carer when leaving school, and contact the SLT when a pupil has been dropped off at their home location, and inform SLT when they arrive back from the journey.

Staff provide transport on a purely voluntary basis but can claim their mileage.



It is recommended, depending on the knowledge of the child, that a single pupil is sat in the back of the car on the left hand side (behind front passengers' seat).

Pupils need to be checked for height/age to ensure that regulations relating to the use of booster seats are complied with.