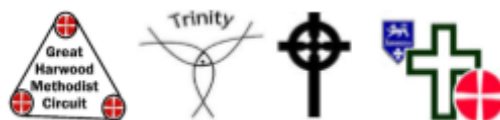


# Great Harwood Circuit Transport Policy

“Committed to CREATING SAFER PLACES  
for our church and community”



## Statement of principles

The safety of people being transported to and from church activities is the responsibility of whoever makes the transport arrangements. If parents make those arrangements for their children or adults make them for themselves then they are responsible for ensuring the safety of those being transported. However, if the church makes the transport arrangements, it becomes the responsibility of the church to ensure the safety of those being transported. Transport or travel between church activities will usually be the responsibility of the church. It should be clearly understood at which point responsibility for the child is passed from parent to church worker and at which point it is returned.

### Drivers

- All those who drive children/adults on church-organised activities should have held a clean driving licence for more than two years.
- Drivers who are not children's/adult's workers should be recruited for the task through the safer recruitment process.
- Any driver who has an endorsement of six points or more on their licence should inform the group leader and the church/circuit safeguarding officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children/adults for the church.
- Drivers must always be in a fit state (i.e. not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicines that may induce drowsiness).
- Drivers of church-owned vehicles should provide a copy of their driving licence annually.

### Private Cars

- All cars that carry children/adults on behalf of the church should be comprehensively insured.
- The insured person should be covered for the giving of lifts relating to church sponsored activities on a voluntary basis. It is the responsibility of the insured person to check this with their provider.
- All cars should be in a roadworthy condition.
- All children/passengers, including the driver, must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional passengers should not be carried. If drivers are using their own cars, the church should see the insurance and MOT certificates if appropriate.
- The Transport declaration and checklist (FM0012) must be completed and signed. Please note that this only needs to be completed if the arrangements have been made by the church. If this is an arrangement where lifts are being given between friends (friendly lifts) then a declaration does not need to be signed.

### When transporting children

Children should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity. At no time should the number of children

in a car exceed the usual passenger number. There should be a non-driving adult escort as well as the driver. If, in an emergency, a driver has to transport one child on his or her own, the child must sit in the back of the car.

### **When transporting adults**

Care should be taken in assisting adults to board or leave vehicles and putting on seat belts, taking account of the guidance on touch. Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids. If lifts are also provided to a GP or hospital appointments or adult's social care facilities, this is regulated activity and attracts a DBS check.

### **Minibuses/coaches**

**At the moment the church does not own a minibus but if the situation arose where it was appropriate to hire a minibus/coach.**

Workers/helpers should sit amongst the group and not together. If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored. Before using a minibus, ensure you know the most up to date regulations for its use and have had a trial drive.

### **The law re child seats**

The law requires all children travelling in the front or rear seat of any car, van or goods vehicle must use the correct child car seat until they are either 135cm in height or 12 years old (whichever they reach first) After this they must use an adults seat belt. It is the driver's responsibility to make sure that children under the age of 14 are restrained correctly in accordance with the law.

**This policy will be reviewed annually by the Church Council. The date of the next review is: May 2021**

Dated – May 2019

Signed – Rev G Hays - Chair of Church Council

Signed – C Talbot - Church Safeguarding Officer