



# Emergency Transporting of Pupils Policy

Written by:	Ratified by:	Committee:	Review:
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## Introduction

This policy has been created by Fixby Junior Infant School considering the Department for Education's statutory guidance Keeping Children Safe in Education 2022 and non-statutory guidance Improving School Attendance.

The reason for the policy is to ensure the safety and wellbeing of both staff and pupils are considered when assessing the need to support families with transport to and from school in the event of an emergency.

We are committed to working with families in the event of an emergency. For example, a sudden hospital admission of a parent. If a child is well enough to attend school but cannot physically get to school, the DSL/HT, DSL/DHT will be informed and a plan of action will be formulated with the DSL/Pastoral Manager. This may include:

- Contacting parents/carers to ascertain the scope of the emergency.
- Assessing resources to collect the pupil and/or drop the pupil off at home.
- Create a risk assessment for staff to transport/ accompany children to or from home.
- Contact Education Safeguarding to notify them of pupils temporarily staying with anyone without parental responsibility.
- Consider a referral to Social Care for further support and/or guidance.
- Explore avenues for support with Transport to School if a child temporarily moves outside the area.

## Support

In extreme circumstances a member of staff maybe tasked with collecting/dropping off pupils. This would only take place following a comprehensive risk assessment (Appendix A) in line with guidance from the Department for Education. This would be short term only and reviewed regularly by the Safeguarding Team.

The Fixby Attendance Support WhatsApp group is for staff use only. This is to ensure safe pick up, drop off and arrival of staff and pupils being transported in an emergency. The group consists of DSL/HT, DSL/DHT, Pastoral Manager, School Business Manager, Office Manager and Attendance Administrator. The rules of the group are to share the registration of the vehicle travelling in, the address travelling to, estimated time of arrival followed up by time pupils are safely dropped off. No reference to pupil's name, parents, or any other identifying factors are permitted to be shared within the group in line with our Data Protection Policy and the General Data Protection Regulation (UK GDPR) 2018. Once a journey is complete, or as soon as is feasibly possible, the Attendance Administrator will upload the contents of the WhatsApp journey tracker to the pupil's records and delete them from the group. This ensures data is not stored for longer than is required in line with GDPR.

The following process will be carried out by the staff member transporting pupils:

- DSL/HT and/or DSL/DHT to assign staff member(s) to transport pupil after assessing competency and vehicle's roadworthy condition.
- Staff member to ensure vehicle has enough fuel for journey, mobile phone is fully charged for journey & address is programmed into any Sat Nav before setting off.
- Staff member to familiarise self with Risk Assessment - Emergency Transporting of Pupils.
- Staff member to gather any information on pupils' medical conditions.
- Staff member to ensure policy followed for Fixby Attendance Support WhatsApp group.

## Financial Support

In the event of all other avenues being exhausted, occasionally, the DSL/HT and/or DSL/DHT may make the decision to financially support the transporting of a pupil in a taxi. If this is agreed the following process should be taken:

- DSL/HT and/or DSL/DHT confirm arrangements with parent verbally.
- Parent contacts taxi firm to collect pupil.
- Parent contacts school office on 01484 226650 to confirm name of taxi firm, cost, and registration number of taxi which will be transporting the child.
- DSL/HT and/or DSL/DHT make arrangements to pay taxi driver upon arrival agreed amount.
- If child is leaving school a member of the school office team will physically take the child to their taxi and confirm the details.

This process is for emergency use only and at the discretion of the Headteacher in each individual case and occurrence.

## Staff

Staff must ensure the School Business Manager has a copy of their driving licence, insurance (transporting pupils is covered by Kirklees Occasional Business Use Insurance, but evidence must be provided of a staff member's individual insurance to drive the vehicle), tax and MOT certificate. These must be updated annually.

Staff using their own cars to transport pupils to or from school have the right to claim any personal costs for fuel/mileage incurred. Support on this process should be sought from the School Business Manager who will be able to guide them through the current Kirklees Payroll Policies.

Staff are not expected to transport pupils outside of their working hours unless absolutely necessary. Staff have the right to claim additional hours pay at the current rate if this happens. Further information can be obtained from the School Business Manager.

Staff have the right to refuse to transport pupils and reasons for this should be discussed in confidence with the DSL/HT and/or DSL/DHT.

## Review

This policy will be reviewed in line with our three-year cycle or sooner if statutory guidance changes.

## Associated Documents

This policy should be read in conjunction with Emergency Transporting of Pupils Risk Assessment.