THE HUB EDUCATIONAL SERVICES CIC

Transporting Pupils & Travelling for Work Policy

Policy Date: April 2025

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Lead Person: Mrs V. Brooks

Introduction

The Hub Educational Services CIC recognises that, on occasion, staff may need to transport pupils or travel for work purposes using their own private vehicles. This policy ensures that all such travel is conducted safely, lawfully, and in accordance with safeguarding expectations. It sets out clear procedures for staff, parents, and the organisation to follow, ensuring that pupils are protected and staff are compliant with insurance, legal obligations, and professional standards.

This policy should be read alongside the Child Protection Policy, Health and Safety Policy, and SEND Policy to ensure that all safeguarding implications are fully considered.

Transporting Pupils

The Hub does not request or require parents to transport other pupils to Hub events. Parents may make private arrangements if they wish, but these arrangements fall outside the responsibility of The Hub.

There are occasions when staff may need to use their own vehicles to transport pupils. This may occur during educational visits, off-site activities, emergencies, or situations where group sizes exceed the capacity of a single vehicle. When staff transport pupils, they act in loco parentis and must adhere to strict safeguarding, legal, and insurance requirements.

Staff must ensure that their vehicle is fully taxed, insured, and roadworthy. Insurance must include business use, as transporting pupils or travelling for work is not covered under standard social, domestic and pleasure policies. Staff must declare any medical conditions that may affect driving and ensure that their licence covers the category of vehicle being used.

Vehicles must comply with legal requirements for seatbelts and child restraints. Any specialist seating must be securely installed to regulatory standards. Staff must not travel alone with a single child unless unavoidable; where mentoring or unavoidable one-to-one travel occurs, a dashcam with sound must be used throughout the journey. Parents must be informed of this and must consent to its use.

The Hub ensures that all checks are completed through the V4 Validation Form. Driving licences, insurance documents, MOT certificates, and endorsements are verified. Parental permission is obtained in advance of any journey, and parents are informed of the purpose, timing, and nature of the trip.

Risk assessments are completed for all journeys. These include planned routes, emergency procedures, accident protocols, and procedures for missing learners. Staff must use direct routes without stopping unless required by emergencies or unavoidable circumstances such as roadworks. Pupils must always sit in the back of the vehicle.

Staff must maintain professional boundaries during travel. Conversations should remain appropriate, and the dashcam provides safeguarding reassurance for both staff and pupils. Staff transporting pupils must hold paediatric first aid training, and a first aid kit must be carried in the vehicle. All journeys must be smoke-free and vape-free, with clear signage displayed. Pre-site visits should be conducted where possible, and staff must sign risk assessments that include detailed breakdown and accident procedures.

Travelling for Work

Any travel that is not to a staff member’s usual place of work is considered travelling for work. This includes attending training courses, meetings, off-site sessions, or external professional duties. Insurance companies will not cover claims arising from work-related travel unless the driver holds business-use insurance.

Staff must complete the V4 Validation Form, including the additional employee section, and provide copies of relevant documents. The Hub retains the original form, and staff keep a copy for their records. Staff must inform Directors of any changes to their circumstances within the year, including changes to insurance, medical conditions, endorsements, or vehicle details.

It is good practice for staff to carry the contact number of The Hub during all work-related travel. Staff must ensure that appropriate adult-to-pupil ratios are maintained during off-site activities.

Links to Other Policies

This policy must be read alongside:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- SEND Policy

These policies ensure that all safeguarding, welfare, and risk-management considerations are fully integrated into practice.

Validation Form (V4)

The V4 form ensures that all drivers meet legal, insurance, safeguarding, and organisational requirements before transporting pupils. It includes checks on MOT, insurance, business-use cover, licence validity, medical conditions, endorsements, and suitability to drive. It also includes parental consent forms and director sign-off.