

Caban Y Faenol CYF

Transporting and Transferring Children Policy

Aim

Caban Y Faenol believes that offering activities including trips and visits outside the setting is advantageous to children as it enhances their learning experiences.

Caban Y Faenol recognises the importance of ensuring the safety of children and staff as they travel to and from these activities.

Where Caban Y Faenol offers a wrap-around Service with a local education provider, we recognise the importance of ensuring the safety of children and staff as they travel to and from these settings.

The Rights of the Child

Safety during trips and outings is part of ensuring that Caban Y Faenol respects the rights of the child, as noted in the United Nations Convention on the Rights of the Child, specifically:

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| Article 19 | Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them. |
| Article 28 | Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. |
| Article 31 | All children have a right to relax and play, and to join in a wide range of activities. |

Code of Practice

Caban Y Faenol will:

- ensure that it has carried out an appropriate risk assessment for all trips and visits.
- get written consent from the parent/carer/guardian before taking the children on a trip/visit.
- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years
- ensure that at least one person who is caring for the children has a current qualification in first aid appropriate for the age of the children being cared for, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years.
- ensure that a clear procedure is in place to ensure the safe conduct of any outings.
- carefully plan the outing / visit, noting who is responsible for each aspect.

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- ensure that all members of staff who are participating in the outing / visit are aware of the schedule and any procedures to follow in an emergency.
- make a list of all children taking part in the outing / visit, including the children's emergency contact details.
- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that the staff can be identified by others, e.g. by ensuring that they are wearing their uniform.
- ensure that a mobile phone is carried during every outing / visit.
- ensure that a portable First Aid kit is carried during every outing / visit.

Where transport is used, Caban Y Faenol will:

- ensure that at least one member of staff, in addition to the driver, is present. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles (e.g. car) to ensure that the vehicle is insured for business purposes which includes transporting children. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles to use a vehicle (e.g. car) which meets required standards (vehicle duty, MOT etc.) and which is appropriately insured for work purposes.
- keep records of which vehicles are used to transport children, including insurance details and a list of named drivers where appropriate (e.g. mini bus).
- ensure that car seats appropriate to the age, weight or height of the child are used when transporting children. Current child car seat legislation will be followed.
- ensure that all children wear an appropriate harness or safety belt, in accordance with current child car seat legislation.
- ensure that best practice guidelines are followed when using appropriate car seats, e.g. removing coats before fastening the harness or safety belt.
- record the precise route of the journey, e.g. written description or shown on a map, where practicable.
- ensure that a copy of the above is available to staff participating in the journey.
- ensure that a copy of the above is available for consultation by a member of staff and/or **a member of staff/the committee/registered person** not participating in the journey should the need arise e.g. in case of an emergency.

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- identify a safe area at the beginning and end of the journey to enter and leave the vehicle.
- ensure that children are counted as they enter and leave the vehicle.
- ensure that no child is left unsupervised in the vehicle.

Where a journey is organised on foot, Caban Y Faenol will:

- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years
- record the precise route of the journey, e.g. written description or shown on a map, where practicable.
- ensure that a copy of the above is available to staff participating in the journey.
- ensure that a copy of the above is available for consultation by a member of staff and/or a member of the committee/registered person not participating in the journey should the need arise e.g. in case of an emergency.
- make a list of all children taking part in the outing / visit, including emergency contact details.
- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that both children and staff are appropriately dressed for the journey and the weather.
- ensure that the staff can be identified by others, e.g. by ensuring that they are wearing their uniform.
- ensure that children and staff wear 'high-vis' jackets for the journey.

Where Caban Y Faenol offers a wrap-around service with a local education provider, we will:

- ensure that a clear procedure is in place to ensure the safety of children and staff as they move between the childcare and education settings.
- make and maintain a list of the children who move between the childcare and education settings, and share this list with the local education setting.
- make and maintain a list of the staff who transport children between the childcare and education settings, and share this list with the local education setting.

If a child is found to be missing during any outing or visit, Caban Y Faenol will:

- check the list of all the children participating in the outing/journey.
- ensure appropriate supervision of the other children on the outing/journey whilst a search is in progress.
- conduct a thorough search in the area where the child is found to be missing.

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- ask the other children in a sensitive manner to find out whether they have seen where the child in question has wandered.

If the child is not found after following this procedure, the following steps should be taken at once:

- contact the Police.
- contact the parents/carers/guardians.
- contact CIW.

Following the incident the **Manager** should prepare a written report of the incident and also review the risk assessment.

Associated Policies

Preventing Children from Wandering / Lost Child Policy

Further Information and Useful Links

The following publications and websites provide additional information:

The National Minimum Standards for Regulated Childcare for Children up to the age of 12 years (Updated April 2016): [National Minimum Standards for Regulated Childcare for children up to the age of 12 years \(careinspectorate.wales\)](https://www.careinspectorate.wales.gov.uk/national-minimum-standards-for-regulated-childcare-for-children-up-to-the-age-of-12-years/)

ROSPA 'Minibus Safety: A Code of Practice' :
<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Department of Transport, Child Car Seat Rules: <https://www.gov.uk/child-car-seats-the-rules>

Brake, the road safety charity 'Trips on Foot' <http://www.brake.org.uk/top-level/21-facts-a-resources/resources/313-foottrips>