

## OEAP EG: Transport in Private Cars

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.

As a minimum, recorded procedures must address the following:

- Seeking evidence that the vehicle is roadworthy. e.g. MOT certificate where relevant.
- Seeking evidence that there is a valid insurance policy covering the intended use. This requires that staff have “business use” covered.
- Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- Ensuring that drivers properly understand their duty of care in this situation.

In addition, establishments who wish to use volunteer helpers or other young people to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the young people being transported.

Other than in an emergency situation, or where there is a specific job requirement as a day-to-day duty, staff or volunteer adult helpers transporting young people should not be put in a position where they are alone with a young person.

The publication “**Childminding: National Standards for under 8s Day Care and Childminding**” (DFES 2003), states the required standard as follows:

“Any vehicle used to transport children is properly maintained, conforms to legal requirements and drivers have a valid licence and appropriate insurance. Parents give written permission for the child to be transported in a vehicle. All children are restrained in an appropriate car seat or seat belt. Children are not left unattended on outings or in a vehicle.”

Early Years settings are subject to “**Childminding: Guidance to the National Standards**” (Ofsted/DfES 2001). In the context of outings and going out in a vehicle, the registered person should make sure:

- Children have appropriate use of harnesses, seat belts, child seats or booster seats;
- Maximum seating is never exceeded.

Inspectors of Early Years setting should be instructed to look for records of vehicles and drivers.