

Outdoor Education

Parent driving young people on behalf of the school.

In order to minimise the cost for school visits, parents may offer the use of their car when assisting with school activities. This could be for an educational visit or a sports fixture. There is a need for the school to make a distinction between informal arrangements, solely organised by the parents without any school involvement and formal arrangements whereby the school is involved in the organisation.

Process for Formal Arrangements

1. The school has seen the insurance certificate for the vehicle. *Please note the parent should check that their insurance cover allows for these activities as some may regard this as official business and require business insurance. – Fully comprehensive insurance is recommended.*
2. The vehicle has a valid MOT, TAX and Vehicle Excise Licence. These can be checked www.vehicleenquiry.service.gov.uk
3. The driver views their own licence online and generates a sharing code so the school can check convictions via www.gov.uk/view-driving-licence A driver should not be allowed to transport children if they have convictions for serious offences e.g. drink driving, dangerous driving or have 6 or more points on their licence.
4. If the activity is deemed a Regulated Activity with a frequency of 1 or more times in a week, or 4 or more days in a 30 day period, then a DBS will be required.
5. The driver is 21 or over and has 3 years driving experience.

Please ensure:

- Parents are informed of the arrangements and explicit parental consent given
- Seatbelts/ correct child restraints are worn by all the child passengers.
- The vehicle should not carry more passengers than there are seats with working seatbelts and in any event not carry more than 8 passengers
- Unless due to an emergency situation, or where there is a specific job requirement, a staff member or volunteer should not be in a position where they are alone with young people.
- A signed statement from the parents using their cars for school activities (See App A)
- Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

Important note: This section should be used in conjunction with the child protection procedures. Some parents may not want their child(ren) to travel with other parents, or particular parents. They should have the opportunity to make their views known. It is recommended that any parent who has contact with the group of children at the school or on a school trip (non-residential) for a single occasion are issued with guidance about appropriate contact with children. If regulated activity i.e. every week for 6 weeks then a DBS check would be required. Regardless of whether a DBS check is carried out it is recommended that:

- All parents and volunteers are issued with guidance about appropriate contact with children.
- The departure and collection point is the school for those visits taking place during the school day.
- The vehicles travel in convoy.

Private Car Use: Staff and Leaders

Process for staff to use their own vehicle

1. The head of establishment has agreed this as part of their overall policy
2. They have business insurance – fully comprehensive is recommended.
3. The vehicle is taxed and has a valid MOT. www.vehicleenquiry.service.gov.uk
4. The insurance certificate should be checked by the line manager and a copied retained and signed, this should be checked annually, or an auditable record kept.
5. The Employee enables their line manager to check their driving licence online via a sharing Code www.gov.uk/view-driving-licence this would need to be checked annually. A signed copy of the driving licence should be retained on file. Any convictions for dangerous driving, drink driving or the driver has 6 or more points on their licence, they should not be allowed to transport young people.

Please ensure:

- No money for reward or hire is paid, only payment for running costs.
- Parents have been informed of the arrangements.
- Seatbelts or correct child restraints must be worn by all children.
- The vehicle cannot carry more than 8 passengers.
- Careful consideration is given to the behaviour and needs of the group travelling in cars as the driver cannot supervise the child whilst driving.

NOTE: Insurance of private Motor vehicles for county council business

Before employees are allowed to use their private vehicles on County Council business, they must sign the Claimant Authorisation Document, Trav 10, to confirm their vehicle is insured for business use, including travelling to attend training courses. This is subsequently confirmed on each Business Mileage and Expenses Claim Form, Trav2, where the claimant signs a declaration confirming their motor insurance cover.

APPENDIX A

Sample letter

Dear Headteacher

I confirm that I do have a motor vehicle insurance policy for the vehicle in which I intend to drive.

Name of Insurance Company:.....

Policy Number:.....

I understand that I am not indemnified by the Council in the use of my vehicle.

I have checked with my insurance company and confirm that the activity is covered by them.

I can confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax Disc) and that the vehicle is in good condition.

Signed.....

Dated.....

A checklist has been developed to assist schools in the checks to be made.

Checklist for the use of parents' cars

Destination:

Date:

Yes No

1.

Insurance certificate is valid and has been seen.

The driving licence has been checked and seen.

The vehicle has a current MOT and VEL.

DBS is in place if required

Driver is 21 or older and has 3 years driving experience.

Parents have been informed of the use of parents' cars for this offsite activity.

The vehicle cannot carry more than eight passengers.

A signed statement from parents using their cars for school activities.

All parents and volunteers are issued with guidance about appropriate contact with children.

It may be advisable for schools, in order to reduce the level of checks to be carried out, to advertise at the beginning of the school year for parents to assist in the transportation of pupils on off-site visits during the school year and operate a pool car scheme. The checklist can be completed along with a DBS check if this will be a regular activity.

