

**THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF LITTLE HEATH
(Registered Charity No. 1133045)**

Transport of Children, Young People and Vulnerable Adults

It is important to draw a boundary between organised, formal activity of a group where the PCC is taking responsibility for the transport of the group, as opposed to the arrangements made between parents/carers to share in the transport of children, young people and vulnerable adults as part of everyday life.

When the PCC takes responsibility, children, young people and vulnerable adults will not be transported without the prior consent of the parents/carers. This also applies to giving lifts to and from a church activity by one of the leaders (not as part of an arrangement noted above).

Churches have agreed these guidelines for transporting children, young people and vulnerable adults, as outlined below.

This means that adults should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive;
- be aware that the safety and welfare of the child, young person or vulnerable adult is their responsibility until they are safely passed over to a parent/carer;
- record details of the journey in accordance with agreed procedures;
- ensure that their behaviour is appropriate at all times;
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned;
- never offer lifts to a child, young person or vulnerable adult outside their normal group duties, unless this has been agreed with the parents/carers.

The vehicle

- All cars that carry children, young people and vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. Insurance companies rarely charge extra for this, but have been known to not cover an accident as they had not been informed of this activity.
- All cars that carry children, young people or vulnerable adults should be clean and in a roadworthy condition.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the worker to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. There must be a seat belt for every passenger, and it must be used.
- At no time should the number of children, young people or vulnerable adults in a car exceed the usual passenger number.
- If a child, young person or vulnerable adult is known to have a disability or additional need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child, young person or vulnerable adult in the seat beside him or her.

Emergencies

There may be occasions where the child, young person or vulnerable adult requires transport in an emergency situation or where not to give a lift may place them at risk. Such circumstances must always be recorded and reported to parents/carers.

It is reasonable for the PCC to stipulate that:

- anyone driving children and young people in this context have held a full driving licence for over two years.
- any driver who has a conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children, young people or vulnerable adults.
- Drivers who are not children's/youth workers can be recruited for the task through the normal recruitment process, including obtaining a DBS disclosure.

Transporting children, young people and vulnerable adults by mini-bus

Where adults transport children, young people or vulnerable adults in a vehicle which requires a specialist license/insurance e.g. PCV or LGV11 adults should ensure that they have an appropriate licence and insurance to drive such a vehicle.

- A mini-bus with seat belts must be used.
- Everyone must have a proper seat.
- An escort must always be taken.