

St Mary Magdalene C of E Primary School

Headteacher: Miss S Robinson

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Transportation of Children by Staff in Private Vehicles

July 2025

Policy:	Transportation of Children by Staff in Private Vehicles
Approved by:	Headteacher/DSL
Date:	10.7.25
Review cycle:	Annual

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
1	10.7.25	E Cave	Creation of policy

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Statement of Intent.

This policy is written in line with our school values:

We choose courage over comfort because we know that 'the Lord our God is with us' (Joshua 1:9).

Courage

We are called to create an environment where both children and staff aspire to be, and give, their best. Everyone is emboldened to take risks, overcome challenges and be courageous in their efforts to achieve their potential. Leaders make bold curriculum choices that enable children to:

- gain knowledge, skills and experiences to navigate life in an evolving world; and
- develop characteristics such as self-belief, ambition, and resilience to overcome life's challenges.

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God is with you." (Joshua 1:9)

Love

Jesus embodies the love and compassion of God for each person, and Christians are called to follow him in this. In our family, love impels us to:

- put others' needs above our own;
- act with humility and without entitlement;
- empower all our community to flourish and succeed;
- provide a haven of compassion and safety, where children and adults know that they are cherished; and
- support those experiencing suffering and sadness – in our community and beyond.

"Let all that you do be done in love." (1 Corinthians 16:14)

Respect

We seek to model to children an ethos of living well together. The flourishing of pupils goes hand in hand with the flourishing of the wider school community: staff, families, governors and friends of the school. Just as Jesus respected people by taking the time to care for them, we endeavor to:

- celebrate the Christian faith;
- foster deep respect for other cultures, faiths and traditions;
- provide an inclusive environment where special provision is afforded to those with disabilities or special educational needs; and
- challenge inequality.

"Whatever you wish that others would do to you, do also to them." (Matthew 7:12)

Forgiveness

Faults, flaws, and mistakes are an unavoidable part of human life. Though Jesus preached the importance of repentance, even in moments of great personal torture, he prayed for forgiveness for his tormentors. Therefore, in our family, we seek to:

- hold ourselves and others accountable for our/their actions;
- have a robust approach to dealing with situations when things go wrong;
- repent when we fall short of our own and others' expectations; and
- forgive others for their indiscretions.

“If your brother sins, rebuke him, and if he repents, forgive him.” (Luke 17:3)

Honesty

An honest person makes a habit of making accurate, trustworthy statements about life, self, others, and God; they represent themselves just as they are and tell others the truth about themselves. That said, the Bible tells us that honesty should always be accompanied by gentleness (Colossians 4:6). With this in mind, we strive to build kind and trusting relationships by:

- speaking and acting with integrity;
- ensuring that children have a strong voice in every aspect of school life, and acting on this; and
- working openly and compassionately with others, even when messages might be difficult to give or receive.

“And you will know the truth, and the truth will set you free.” (John 8:32)

1. Roles and Responsibilities

At St Mary Magdalene C of E Primary School we do not facilitate the transportation of children in private vehicles for school visits or out of school activities.

However, if a child requires emergency transportation during school hours, e.g. to Urgent Care, then the school will facilitate this on the following basis:

- An assessment will be made on a case-by-case basis about whether the injuries require emergency hospital treatment. This assessment will be made in conjunction with school staff who are first aid trained.
- If the injury is extremely serious, an ambulance will be called.
- If, for whatever reason, an ambulance is not available then the transportation will be in the vehicle of a senior member of staff with appropriate business insurance.
- The school will take regular copies of these members of staff driving licences to ensure they are clean, check their business insurance annually and if required, retain copies of MOT certificates.
- Two members of staff will travel with the child.
- At least one member of staff will take a mobile phone.
- Children will not travel in the front of the car.
- If under 135cms the child will be provided with a booster seat.
- If it is felt that the child being transported cannot be driven safely in this way, for whatever reason, then the school will wait for a parent/carer to arrive. As mentioned above, if the injury is extremely serious, an ambulance will be called.

2. Monitoring and Review

This policy is reviewed annually by the DSL and the Headteacher. Any changes made to this policy will be communicated to all members of staff. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme. The next scheduled review date for this policy is **July 2026**.