



Head Teacher: Kerrie L Clowes MA BA (Hons) PGCE NPQH
Deputy Head: Emma E Doyle BA (Hons) PGCE NASENCO
Deputy Head: Sarah L Booker BA (Hons) QTS
Assistant Head: Joel M Edwards MA BA (Hons) PGDE.

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Transport Policy

July 2026

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Transport Policy

Harworth Church of England Academy

Introduction

Harworth Church of England Academy encourages and values opportunities for children to learn beyond the school environment. These include extracurricular activities, sporting events and educational visits.

The safety and welfare of our pupils are paramount in all transport arrangements.

All transport arrangements will be treated as part of the educational visit risk assessment and managed in line with safeguarding, health and safety and educational visits guidance.

Transport Arrangements for School Activities

- The school utilises approved minibuses and coach companies for transporting pupils.
- The visit leader will discuss the visit with the Headteacher and complete an EVOLVE assessment prior to approval.
- Parents will be informed of transport arrangements in advance.

Transport arrangements, including supervision, provider suitability and contingency planning, will be clearly detailed within the visit risk assessment.

Minibuses and Coaches



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- All minibuses and coaches must be fitted with seat belts, and pupils must wear them at all times.
- Booster seats will be used where required by law.
- Seating arrangements will be determined by staff to ensure safe supervision and behaviour management.
- A member of staff will accompany all trips and remain contactable.
- In the event of delays, the school will inform parents.

Drivers and Vehicle Requirements

- All drivers must hold the appropriate licence and be authorised to drive the vehicle.
- Where required, drivers of school minibuses must be MIDAS trained or meet equivalent competency standards.
- Drivers must be fit to drive and comply with all legal requirements, including insurance and working time regulations.
- Vehicles will only be used if they are roadworthy, insured and compliant with current legal standards.

Supervision Ratios and Responsibilities

- The school provides general guidance for staffing ratios:
 - Years 4-6: approximately 10-15:1
 - Years 1-3: approximately 6:1
 - EYFS: approximately 5:1
- Final staffing ratios will always be determined by risk assessment, taking account of the age, needs of pupils, nature of the activity, location and level of risk.
- Additional staff will be provided where necessary.
- At least one member of staff will be trained in first aid.
- Staff and volunteers must ensure:
 - pupil safety



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- o appropriate behaviour
- o effective supervision at all times
- Only appropriately vetted and authorised adults (e.g. staff, governors or approved volunteers) may accompany trips.

Behaviour Expectations During Transport

- Pupils are expected to follow school behaviour expectations at all times during transport.
- Unsafe behaviour (e.g. unfastening seatbelts, distracting the driver) will be addressed immediately and may result in removal from future trips.

Private Vehicles and Restrictions

- Staff must not transport pupils in personal vehicles except in emergencies.
- Any such emergency transport must be reported to the Headteacher and recorded as a safeguarding incident.
- The school is not responsible for private transport arrangements made between parents.

Safeguarding Measures

- Only approved transport providers will be used.
- Staff accompanying trips will be safeguarding trained.
- At least one member of staff will be first aid trained.
- Relevant safeguarding, medical and emergency information for pupils must be accessible during transport.



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- Any safeguarding concerns arising during transport must be reported immediately in line with school procedures.

Mobile Contact and Emergency Procedures

- A designated staff member will carry a school mobile phone.
- Emergency contact details for pupils, staff and the school will be carried on all visits.
- In the event of delays, the school will inform parents.
- In the event of an accident, incident or illness:
 - o Emergency services will be contacted where required
 - o The DSL and/or Headteacher will be informed immediately
 - o Parents will be informed as soon as it is safe to do so
- Staff will follow the school's emergency procedures for all incidents.

Health and Safety Compliance

- Transport providers must comply with:
 - o MOT requirements
 - o insurance
 - o roadworthiness standards
- Risk assessments will be carried out for all transport arrangements.
- This will include consideration of supervision, medical needs, journey type, duration and any additional risks.

Medical and Additional Needs



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- All relevant medical information, including medication and care plans, must be taken on visits.
- Staff must be aware of pupils with additional needs and ensure appropriate supervision and support during transport.

Monitoring and Review

This policy will be monitored by the governing body and reviewed annually or following changes in legislation or guidance.

The effectiveness of transport arrangements will be reviewed after visits where necessary to inform future practice.