



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

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*July 2025*

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## **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.

## **Transport Arrangements for School Activities**

- The school utilises approved minibuses and coach companies for transporting pupils to extracurricular activities and educational visits.
- Visit leader will discuss the educational visit proposal with the Headteacher and complete an EVOLVE assessment once confirmed.
- Parents will be informed in advance of proposed transport arrangements. Any concerns raised will be addressed before the visit.

## **Minibuses and Coaches**

- All minibuses and coaches used by the school will be fitted with seat belts, and all pupils must wear seat belts at all times during the journey.
- Booster seats will be provided if necessary, according to legal requirements.
- No pupil will be seated in the front seats or near the exit door of the minibus or coach without prior parental consent.
- A member of staff will accompany pupils on all trips and will remain contactable by mobile phone for the duration of the trip.
- In the event of delays, the member of staff will inform the Business Office Manager, who will notify parents.

## **Supervision Ratios and Responsibilities**

- A minimum ratio of 10-15:1 (pupils to adults) will be maintained on all educational visits and extracurricular trips for Years 4-6.
- A minimum ratio of 6:1 (pupils to adults) will be maintained on all educational visits and extracurricular trips for Y1 – Y3.
- A minimum ratio of 5:1 (pupils to adults) will be maintained on all educational visits and extracurricular trips for EYFS.
- Additional staff members will be taken if required for children with additional needs, or if deemed necessary depending upon the nature of the visit.
- A member of staff in each group on any visit will be health and safety trained.
- Staff and volunteers must ensure pupil safety and adherence to behaviour expectations throughout the journey and activity.
- School governors are often asked to join the children on their educational visits.



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- The school can not authorise parents/carers to assist on educational visits unless they are a member of staff or governor.

### **Private Vehicles and Restrictions**

- Staff members at Harworth Church of England Academy do not transport pupils in their personal vehicles unless in absolute emergencies such as a need for urgent care.
- The school cannot authorise or take responsibility for arrangements made by parents to transport pupils that are not their own children, to activities off school property during school hours.

### **Safeguarding Measures**

- Only approved and vetted transport providers are used for all trips.
- Staff accompanying trips are trained in safeguarding, at least one member of staff in each group are first aid trained, and are equipped to respond to emergencies.
- Information of the travel company and all relevant contact details for the visit are listed on EVOLVE.

### **Mobile Contact and Emergency Procedures**

- A designated staff member on each trip will carry a school-provided mobile phone to stay in contact with the school and parents as necessary.
- In the event of an emergency or significant delay, the Business Office Manager will coordinate communication with parents.
- In rare cases, parents will be contacted directly by the member of staff on the school visit (this will be from a withheld number).

### **Health and Safety Compliance**

- All transport providers must comply with current safety standards, including valid MOT certificates, insurance, and roadworthiness.
- Regular risk assessments are conducted for all transportation arrangements, ensuring compliance with the school's Health and Safety and Safeguarding policies.

### **Monitoring and Review**

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