



## Transporting Children Policy

### Tree of Life Educational and Therapeutic Input Ltd

**Review date: 11.09.2025**

The safety of your child is paramount. [Tree of Life Educational and Therapeutic Input Ltd](#) has therefore put together the following procedures regarding the transportation of children in our cars, minibus, and on public transport.

#### 1. Vehicle Safety

- All drivers hold a full, clean driving licence, available for inspection on request.
- All vehicles are maintained in a roadworthy condition, with a valid MOT certificate and road tax.
- Adequate motor insurance covering business use is in place, and the certificate is available on request.
- Wherever possible, vehicles are filled with fuel before trips. If fuel is needed unexpectedly, only garages with pay-at-the-pump services will be used.
- All car seats are correctly fitted according to the manufacturer's instructions, are age- and stage-appropriate, and children are securely strapped in at all times.
- The maximum number of passengers per vehicle is never exceeded.
- Child safety locks and window locks are always in use.
- Children are never left unattended in the vehicle.

#### 2. General Safety Measures

- Children are taught about the dangers of cars and roads in an age-appropriate way.
- Parents/carers will be advised in advance of any trips involving cars, minibuses, or public transport.
- A mobile phone is carried on all trips for emergencies but will not be used while driving.
- Identification and emergency contact details for each child are carried on all trips.

- A first aid kit is available in all vehicles in case of accident or emergency.
- Staff will discuss safe behaviour and appropriate conduct with children before leaving the provision.

### **3. Public Transport Procedures**

- Children are supervised carefully at all times to ensure good behaviour and respect for others.
- Staff will ensure all children have a seat with or close to staff. If necessary, they will wait for the next bus/tram/train.
- Children are not allowed to sit next to strangers.
- On buses, staff will sit downstairs where possible. Children who can safely sit upstairs will do so only after all are seated and the driver is aware.
- Staff will assist children when boarding or alighting if there is a gap or large step to ensure safety.

### **4. Travel Sickness**

If your child suffers from travel sickness, please inform [Tree of Life Educational and Therapeutic Input Ltd](#) immediately so that practical arrangements can be discussed and planned.