

## 26. Transporting Children Policy & Procedure

### 26.1 Statement

Wyke Community and Children's Centre take the safety of the children who attend our Centre as a high priority. When transporting children as part of our work we will ensure their safety by following the guidance set out in this policy.

### 26.2 Implementation & Procedure

We will ensure that:

- Any vehicles that we hire are well maintained, suitable for and insured to carry children.
- Any employee who is using their own vehicle only do so if they hold appropriate business motor insurance covering themselves and their passengers.
- All passengers are securely seated and wearing a seat belt.
- Car seats appropriate to the child's age and weight are fitted and used.
- That the vehicle is driven safely.

### 26.3 Roles and Responsibilities

All employees who use their own vehicle for transporting children as part of their role must adhere to this policy.