



# Navenby Church of England Primary School

East Road, Navenby, Lincoln. LN5 0EP. Tel: 01522 810628  
Email: [enquiries@navenby.lincs.sch.uk](mailto:enquiries@navenby.lincs.sch.uk)  
School website: [www.navenbyschool.com](http://www.navenbyschool.com)  
Headteacher: Mr C Elliott NPQH BA (Hons) QTS



## TRANSPORTING CHILDREN POLICY

This policy was approved at the full Governing Body meeting on 14<sup>th</sup> May 2026. It will be reviewed annually or sooner depending on current legislation regarding the transportation of children for off-site school events.

**AIM:** This policy outlines the processes we go through when children are being transported to any event off of the school site. It is to ensure their safety and to give parents confidence in the school that their child is safe when not on the school site. It also protects any member of staff who transports children in their own car.

### **PROCEDURE:**

1. In the first instance, where a visit off-site includes a class of children, a coach company will be used. They will be responsible for providing any risk assessment and insurance cover upon the school asking for it. A trip risk assessment which includes transporting children in a vehicle will be submitted by the trip leader and submitted to the Evolve website. This will be approved by the EVC (Miss Sheardown) and the Headteacher (Mr Elliott).
2. Where smaller numbers of children are to be transported (eg sporting fixtures or welfare), parents will be asked to transport their own child. Where this is not possible, those parents may approach another parent to ask to also take their child to the event. The school is not in a position to organise transport for a child on their parent's behalf.
3. The final option is for the staff member to transport a child/children in their own car. If this is to take place, the following will be adhered to:
  - The staff member will provide all of the relevant driving documentation relating to the vehicle they are taking the child in. This can be seen in appendix A below
  - They will transport a maximum of 3 children in the back seats of the car. All children should wear fully working and fitted seatbelts for the journey.
  - Where a booster seat is required, the staff member will ensure that this has been provided by the parent or use one of the booster seats held by the school.

Policy approved by the full Governing Body on 14<sup>th</sup> May 2026

Signed: \_\_\_\_\_ Mr J Kirby (Chairperson)

\_\_\_\_\_ Mr C Elliott (Headteacher)

\_\_\_\_\_ Mrs S Hellard (H&S Governor)



## Appendix A: Letter to Staff Volunteer Driver

Thank you for offering to help transport a child(ren) to a school event in your own vehicle. To ensure the highest standards of safety for our pupils, I would be grateful if you could read and endorse the following statements if they are correct and apply to yourself and your vehicle. Please could you **disclose** the relevant documentation (driving licence, MOT and insurance) so we can take a copy with the completed form below for our records prior to the event which you are transporting children to. This information needs to be provided annually when insurance details change or when your car changes before the end of the academic year. All data provided will be destroyed by shredding at the end of the academic school year.

Thank you for your co-operation and support.

Yours sincerely,

*C Elliott*

Craig Elliott  
Headteacher

Name of Driver: \_\_\_\_\_ Make/Model of vehicle: \_\_\_\_\_

Registration number: \_\_\_\_\_ Age of car: \_\_\_\_\_

	Please tick to confirm
The above vehicle is in a roadworthy condition (with a current MOT certificate if appropriate)	
There is fully comprehensive insurance including business class covering the above vehicle	
I have never had motor insurance refused or restriction terms imposed	
I have held a full driving licence for at least three years for the above type of vehicle	
I will ensure pupils wear seatbelts and will comply with the law in respect of booster seats where necessary for the duration of the journey	
I will notify you of any changes to the above	

Details of any motoring offences in the last three years:

Signed: ..... Date: \_\_\_\_\_

**SCHOOL USE ONLY:** Relevant information acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_ Sign: \_\_\_\_\_

