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 **Transportation Policy**

Munchkins Kindergarten Ltd takes the safety of children seriously and acknowledges the responsibilities required when transporting children. We will take great care to ensure all legal requirements are met and that a written risk assessment is carried out and discussed in detail with relevant staff.

**Cars/People Carriers/Mini buses**

* We will ensure that there is one seat per child with the appropriate restraints in line with current regulations
* We will ensure that no side facing seats are used
* The vehicle will have a valid M.O.T. certificate
* The vehicle will have a working fire extinguisher
* The vehicle will carry a first aid kit and a mobile phone for emergency use only
* The driver will hold a full licence and relevant driving experience
* If there are four children or more then, at least one non-driving escort will be in the vehicle
* We will obtain written permission from parents prior to transporting children
* All transportation used by Munchkins Kindergarten Ltd will be covered for business use insurance and be insured for liabilities to third parties (which cover passengers in the vehicle)
* Drivers will take any appropriate records as necessary including a register of children
* Where a vehicle is a mini bus a section 19 (Local Authority driving permit) will be obtained if appropriate
* The driver of a mini bus will hold a pre-1997 driving licence with valid Category D1 authority, unless Section 2 applies (*more information on categories can be obtained from the DVLA*)
* Where we use an outside transport provider we will check that all relevant licences and documentation are current and in place

**Escorting procedure**

* All regular escorts will be known to the childcare provider and must hold a current DBS check
* A full risk assessment will be carried out before children are escorted
* Minimum Adult:child ratio requirements will be exceeded where necessary

This policy has been adopted by Munchkins Kindergarten Ltd

Signed on behalf of the setting by:



Owner

Review Date: January 2023