



Gravenhurst & Villages Preschool,
Pippins & Bramleys
Preschool and Out of School Club

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Beds MK454JF

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Members of the Pre-school Learning Alliance
Ofsted Number: EY396049

Transport Policy

In order to transfer children to the surrounding local schools we must use a vehicle. This will most often be a minibus though occasionally, particularly during breakdowns, or high/low numbers of children etc staff cars may be used either additionally or instead of.

We also make use of the minibus for trips with both Preschool and Out of school club children.

Pippins and Bramleys will ensure that:

- The vehicle is insured, taxed and has a current MOT certificate.
- Will ensure the vehicle is safe to drive having completed a relevant safety check before each trip.
- Drivers will be insured with relevant experience. If the minibus is driven the driver must hold a D1 license.
- A chaperone will be present at all times in the minibus and as good practice in a staff vehicle.
- Appropriate child:staff ratios will be maintained - for children over 3 this is 1:8, for children under 3 this is 1:4.
- Where possible children will sit in the back of the vehicle.
- If more than one vehicle is being used they should drive in convoy within sight of each other.
- Seat belts and correct child seats will be used at all times.
- Safe practice procedures will be used when getting into and out of the vehicle.
- All parents must sign a transport consent form before the child can travel.

This policy was adopted on:.....

Signed on behalf of the setting.....

Date of next review:.....