



STAFF POLICY

Transporting Learners

Lead responsibility: Director of Quality and Equality

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Policy Statement

The College is committed to safeguarding and promoting the welfare of all learners and staff.

All staff at the College are required to demonstrate high standards in their management of risk and in the active protection of vulnerable adults and children from harm by being prudent about their own conduct, so that their relationships with all learners remain, and are seen to remain, entirely proper and professional.

1. Purpose

This policy seeks to promote the safety of staff. Staff can be vulnerable to the possible consequences of their close professional relationships with learners and to the potential for malicious and misplaced allegations being made, whether deliberately or innocently, arising from the normal and proper associations that staff may have with learners.

This policy seeks to reduce the risk of malicious allegations being made against staff and risk of physical abuse by learners by clarifying which members of staff are permitted to transport learners in a privately owned vehicle and under what circumstances.

2. Scope

All members of College staff have a duty to comply with this policy.

A privately owned vehicle is one that does not belong to the College and is not insured by the College.

3. The transportation of learners in a privately owned vehicle by members of staff

3.1 Designated Child and Vulnerable Adult Protection Officers

3.1.1 The Designated Officers are:

- Director of Quality and Equality – Lead Designated Officer
- Director of Learner Support
- Director 14-19, Technology, Business & Leisure Services
- Assistant Director Learner Support
- Assistant Director, Young People's College

3.1.2 In line with the College's Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy, after a learner has made a disclosure of abuse, a Designated Officer may, if necessary, accompany a child or vulnerable adult to hospital by taking them in their own private vehicle.

3.2. All members of staff except the Designated Officers

- 3.2.1 No other members of staff are authorised to use their own private cars/vehicles to transport learners.
- 3.2.2 The Designated Officers may only use their privately owned vehicles in the circumstances described in 3.1.2 above

3.3 Circumstances when a learner may need transport

- 3.3.1 A learner may need to go to hospital because of an injury received at College. When a learner has received an injury at College, the First Aider dealing with the injury, in accordance with the College's Health and Safety Policy, will make the normal incident report. If the learner needs to go to hospital an ambulance will be called. If the learner needs to go home and the First Aider and Duty Manager have agreed it is safe for the learner to go home alone or accompanied by a sibling, the learner(s) will go home in a taxi paid for by the College or use their own car.

Under no circumstances is the learner to be taken home by a member of staff in a privately owned car/vehicle nor is the member of staff to accompany the learner in the learner's own car/vehicle

- 3.3.2 Under no circumstances is any member of staff to transport learners in a privately owned car/vehicle on a trip or excursion. The trip or excursion must be planned using the College's Risk Assessment Procedure.
- 3.3.3 Under no circumstances is any member of staff to offer a learner a lift to or from home or College, in a privately owned car/vehicle even if, for example: the learner has a mobility problem, the learner is standing in the rain at a bus stop, the learner is late, the learner needs to return home to collect forgotten homework or course work, the learner has a doctor's appointment or is called home in an emergency. (Depending on the nature of the emergency the Head of Sector may decide to send the learner home in a taxi.)

4. Monitoring and Review

This policy was drawn up in accordance with the recommended actions, after an external review of all College health and safety policies and procedures. It will be reviewed annually along with the College's Safeguarding and Promoting the Welfare of Children and Vulnerable Adults Policy. General information from complaints received from learners and allegations of abuse by learners will be used to inform the review.