



Bonterre Transporting Children Policy

Last Updated: September 2025

Next Review Date: September 2026

This policy replaces the previous “Transporting Children and children Safely (use of staff/volunteer vehicles) Guidelines” and refers to the transporting of children in any vehicle both on and off Bonterre.

Drivers

Staff are not specifically required to transport children in their own vehicles unless they have indicated that they are willing to do so.

It is the responsibility of the driver to hold the appropriate licence and ensure that their vehicle is roadworthy and all children under 14 are correctly restrained. Children under 12 must use a child seat if they are also under 135cm height. The driver should make sure the child seat is fitted and used correctly.

Staff transporting children should notify a manager of existing or impending disqualification or conviction.

Drivers must be at least 21 years of age, hold a valid licence for the vehicle and should have at least 1 year’s previous driving experience. They should be prepared to show the licence to a manager on request.

Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication they must ensure that the preparation does not affect their ability to drive and if in doubt they should seek medical advice.

Transportation on the farm

The law says that no child under 13 may drive or ride on tractors and other self-propelled machines used in agriculture.

The farm tracks are open to the general public and are therefore subject to all driving regulations, including seatbelts, licences and insurance.



In the first instance, children should walk around the farm and the wider estate. Car travel should only be considered where that isn't possible.

When on Bonterre land only, children may be transported in or on a truck or trailer where the vehicle conforms to the guidance in

<http://www.hse.gov.uk/pubns/ais36.pdf>

Where there are not seats, children must sit on the floor of a trailer or truck and must never sit on the side or wheel arch.

There is a site speed limit of 10mph which should not be exceeded.

Transporting children

Members of staff should discuss any proposals for transporting children in their own vehicles with a Manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the child is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced.

Children should be seated to avoid possible behaviour problems in the car. Where a child is seated next to a member of staff, then care must be taken that neither person can inadvertently touch the other in a way that can be construed as inappropriate. In particular, children should be asked to move their legs so that they are not leaning against a gear stick.

It is advised that drivers are accompanied by another adult when transporting children as this significantly reduces the risk of distraction, accident, injury, misconduct, abuse or false accusations.

A mobile phone should be available for use in the event of an emergency and drivers should be aware of the Mobile Phone Policy. Before leaving Bonterre, they should send a message on the Bonterre Whatsapp group indicating who they have in the car and that they are leaving. On dropping off the children, they should send a message on Whatsapp indicating this. An emergency contact list will be made available to staff carrying children. Staff should not use their phone whilst driving.

Children must behave appropriately while travelling in the vehicle. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken. This may include stopping and ringing for help.

If the child has a medical condition that is likely to require additional support/medication, sufficient information on medical requirements plus appropriate



medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the child in the vehicle.

Vehicles

If a member of staff is using their own vehicle they must complete the "Driving Own Vehicle Form" at the end of this form.

It is the driver's responsibility to ensure that the vehicle is in a roadworthy and serviceable condition and has a current and valid tax certificate and MOT. It is also the driver's responsibility to have the correct insurance (business use). Vehicle owners should be prepared to show documentation on request.

Drivers must ensure that the number of passengers carried safely is in accordance with:

- manufacturer's recommendations or specifications
- the number of available seat belts

Exceeding the vehicle specification on the number of passengers carried may invalidate insurance policies and expose passengers to unacceptable risk.

Accidents/Incidents

In the case of a road traffic accident, these must be reported to a manager by the driver. All accidents/incidents that occur during working hours must be recorded in the accident book.



Appendix A

Driving Own Vehicle Form

To Manager of Bonterre CIC _____

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____

Vehicle Registration _____

- I hereby confirm that I am willing to use my own vehicle for transporting children where this is necessary and approved by the Manager.
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.
- I also confirm that I have a valid driving licence.
- I confirm that I have read the Transporting Children Policy.
- I accept that, on request I will supply copies of any relevant documentation (e.g. registration document, MOT certificate, driving licence, insurance certificate)

Signature _____ Date _____

Print Name _____

Manager's Signature _____ Date _____