

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Transportation Policy for Service Users

Document	Transportation Policy for Service Users
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Owner	Health and Safety Lead
Approved by	Proprietor

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Coordinator: Head

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Policy Statement and Purpose

The Haven is primarily an online provision. Learners usually access provision from home, and responsibility for day-to-day transport rests with parents/carers or Local Authorities (where transport assistance is part of an Education, Health and Care Plan).

This policy sets out The Haven's approach when transport is arranged for off-site or hybrid activities, ensuring safety, safeguarding, and clarity of roles.

1. Scope

- Applies to all The Haven-arranged transport for learners (e.g. trips, enrichment activities, exam attendance).
- Covers staff, volunteers, contractors, and learners.
- Does not apply to routine journeys arranged privately by parents/carers.

2. Principles

- **Safety First:** Transport arrangements must prioritise learner safety and wellbeing.
- **Parental Responsibility:** Parents/carers remain responsible for transport to and from learners' usual place of online learning.
- **Transparency:** Arrangements are clearly communicated and consent obtained in advance.
- **Compliance:** All transport provision meets statutory and safeguarding requirements.

3. Responsibilities

- **Parents/Carers:**

- Ensure safe travel to any agreed off-site event unless The Haven transport is explicitly arranged.
- Provide up-to-date emergency contact and medical information.

- **Haven Staff/Trip Leaders:**

- Complete transport risk assessment before the event.
- Ensure appropriate supervision ratios during travel.
- Carry emergency contact information.

- **Contracted Transport Providers** (if used):

- Must comply with licensing, insurance, and safeguarding standards.
- Drivers and chaperones must be DBS checked if in regular contact with children.

4. Modes of Transport

- **Public Transport:** Learners supervised by staff in agreed ratios. Travel details provided to parents/carers in advance.

- **Minibuses/Coaches:** Only licensed, insured operators used. Seat belts must be worn at all times.

- **Staff Cars:** Staff may not transport learners in private vehicles unless:

- Approved by Head/DSL. Staff who are transporting students in their own cars have had the following documents checked by the leadership team prior to agreeing transport: MOT, Driving License, appropriate insurance, DBS and Update Service, Agreement with Lone Working Policy v10.25 if transporting a student 1:1
- Risk assessment completed.
- Parental consent obtained.
- Staff member covered by appropriate insurance.

5. Safeguarding

- Supervision during transport follows the same safeguarding standards as on-site activities.
- Lone transport arrangements are avoided; if unavoidable, they must be risk assessed, approved by DSL, and consented to by parents/carers.
- Learners are reminded of behaviour expectations during travel (Behaviour and Regulation Policy v10.25).

6. Emergency Procedures

- Trip Leader ensures emergency plan includes:

- Breakdown/accident procedures.
- Contacting emergency services.
- Informing parents/DSL promptly.

7. Monitoring and Review

- Transport arrangements reviewed after each event.
- Policy reviewed annually, or sooner if statutory guidance or LA expectations change.

This PDF was generated from the published policy at policies.thehavenonline.school on 26 August 2026. The website is the authoritative, most current version of this policy.