



Ballygawley Early Years Playgroup

Transportation Policy

Ballygawley Early Years is a Playgroup and thus does not transport children to or from the setting. This is the responsibility of the children's parents / guardians. Staff do not transport children to and from the playgroup at any time.

Outings

If the playgroup was going on an outing and the children need transport Ballygawley Early Years Playgroup would contract a vehicle with a driver. The vehicles used to transport the children would be suitable for the purpose and meet all the current road traffic legislation. The staff would ensure the vehicle had appropriate tax, PSV and insurance, and a copy of same obtained. Written parental consent will be obtained for each specific outing.

A risk assessment would be carried out by the staff and appropriate action implemented. Appropriate details will be shared with parents / carers and other adults accompanying the children.

There will be a ratio of 1 adult: 1child. Staff will ensure that all children will be securely fastened into their seats before the vehicle sets off.

Children with additional needs or medicines who are going on outings must have a risk assessment completed about the child's needs and/or medication. Any medication needed for the child must be taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box would be a copy of the medication consent form.

The staff must ensure that a first aid box is taken on the outing and a working mobile phone, in case of emergency.



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This policy was reviewed and updated by Ballygawley Early Years Playgroup Committee on 06/2015, and reviewed again on 01/2016 and 12/2016.

This policy links with the following:

- Safeguarding Children and Child Protection Policy
- Managing of Medicines Policy
- Management of risks associated with care of individual service users.