



Ballygawley Early Years Playgroup

Transport 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 is going on an outing and the children need transport Ballygawley Early Years Playgroup contract a vehicle with a driver. The vehicles used to transport the children are checked to ensure that they are suitable for the purpose and meet all the current road traffic legislation. The staff ensure there is appropriate insurance cover and all drivers have an up to date Driving Licence, Vehicle Road Tax Certificate and MOT certificate if required. Written parental consent will be obtained for each specific outing.

A record is kept of all vehicles in which children are transported during outings, including insurance details and a list of named drivers who have been vetted.

Child safety seats or appropriate booster seats are checked to ensure that they are correctly installed and all children wear suitable safety belts or harnesses. Staff will ensure that all children are securely fastened into their seats before the vehicle sets off.

A risk assessment will be carried out by the staff and appropriate action implemented. A risk assessment is carried out to ascertain the ratio of staff and/or volunteers required when taking children on outings. Appropriate details will be shared with parents/guardians and other adults accompanying the children. Consent from parents/guardians will be gained sought prior to any outing.

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 will be a copy of the medication consent form.

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



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This policy was adapted at a meeting of our playgroup held on the 30th May 2023

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2025

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies:

- Safeguarding Children and Child Protection policy
- Managing of Medicines policy
- Management of Risks Associated with the Care of Individual Service Users policy