

# Walsall Childminding Hub Transport Policy

**Address:** St. Matthews Centre, St. Matthews Close, Walsall WS1 3DG

The safety and wellbeing of children is the highest priority of Walsall Childminding Hub. This policy outlines the procedures and safeguarding measures in place for transporting children between the centre, schools, nurseries, and home settings.

## 1. Child Car Seats and Booster Seats

All children transported by Walsall Childminding Hub will travel in a suitable and legally compliant child restraint appropriate for their age, height, and weight in accordance with UK law.

High-back booster seats will be used wherever required and seatbelts will be checked before each journey.

Children will remain seated with seatbelts securely fastened throughout the journey.

## 2. Staff Suitability and Vetting

Any staff member responsible for transporting children will:

- be fully vetted and approved by the setting,
- hold an appropriate DBS check and suitability confirmation from Ofsted where applicable,
- hold a valid driving licence,
- have appropriate vehicle insurance including business use where required,
- ensure the vehicle is roadworthy, taxed, and has a valid MOT certificate.

## 3. First Aid Requirements

Any staff member transporting children must hold a current Full Paediatric First Aid qualification.

A first aid kit and emergency contact information will be available during all journeys.

## 4. Supervision and Safety During Transport

Child locks will be used whenever children are travelling in the vehicle.

Children will be supervised at all times during collection, transport, and handover procedures.

Children will never be left unattended in a vehicle.

Children will only be released directly to authorised adults or approved settings.

## 5. Seating Arrangements

Children will be seated safely using appropriate child restraints.

Where possible, all children will travel in rear seats.

If a front passenger seat must be used:

- the child must use a legally appropriate child restraint,
- the child should ideally be over 135cm or 12 years old where possible,
- and any front passenger airbag must be managed safely in accordance with manufacturer guidance.

Seating arrangements will always prioritise child safety and supervision.

## **6. Collection and Handover Procedures**

Children will only be collected or handed over to authorised adults listed on parental consent forms.

Parents/carers must notify the setting immediately regarding any changes to collection arrangements.

Identification may be requested where necessary.

## **7. Record Keeping and Consent**

Walsall Childminding Hub will maintain:

- parental transport consent forms,
- authorised collection records,
- vehicle and driver records,
- incident and accident records,
- transport risk assessments.

## **8. Emergency Situations**

In the event of an emergency, breakdown, accident, or safeguarding concern:

- children will remain supervised at all times,
- emergency services will be contacted where necessary,
- parents/carers will be informed as soon as possible,
- and all incidents will be recorded appropriately.

### **Policy Review**

This policy will be reviewed regularly to ensure continued compliance with safeguarding requirements and transport safety standards.

Signed: S. GHALIB

Date: 14/05/2026