



NLT Travel and Educational Visits Policy

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This policy was written to outline the safe working practice for taking students off site in staff/company vehicles

Aims of the policy

This policy aims to ensure that staff, students and the general public are safe when they are taken off site in a vehicle

What is classed as an off-site trip that comes under this driving policy?

A trip that requires a student to leave NLT in a vehicle in order to enhance the learning and delivery of the session in either a company vehicle or a NLT staff member's personal vehicle. At New Leaf Triangle this may include, but is not limited to, the following:

- A pre-arranged trip to museum/other learning facility
- A trip to purchase animal feed and supplies
- A movement between NLT sites
- Returning a learner home due to a failed taxi collection*
- A trip to an arranged work experience location
- A trip to receive additional medical assistance

Responsibilities

Directors:

New Leaf Triangle directors are responsible for the health, safety and welfare at work of all their workers. This includes:

- Ensuring necessary policies and procedures are in place.
- Ensuring that a risk assessment is in place for the individual students.
- Ensuring staff receive a thorough induction and the correct training to carry out the required tasks.
- Ensuring staff have access to safety equipment, such as a first aid kit and fire safety equipment
- Consulting staff about health and safety, for example, through supervision

- Maintaining equipment to ensure it is safe to use.
- Checking that staff and company vehicles have appropriate business insurance in place
- Checking that any vehicle used for transport is fit for purpose and meets the minimum standard for a vehicle to be allowed on the road (MOT)
- Implementing a system to ensure a lone worker has returned to their base or home once their task is completed.
- Checking that staff members have the appropriate driving qualifications and are aware of any convictions/accidents that may impact driving skill
- Ensuring that staff are not permitted to drive with a student if they have a medical condition that stops them from being permitted to drive

Employees:

Workers have responsibilities to take reasonable care of their personal vehicles and make the following regular checks plus ensure that the following information is provided on request by the NLT director team:

- Business insurance for their vehicle to be used to transport students. This must include any vehicle that the staff member uses as at NLT e.g., partners vehicle or courtesy vehicle.
- Disclosure of any driving convictions
- Disclosure of any medical conditions that could have an impact on driving
- Daily check of personal vehicle to ensure any journey is safe including but not limited to:
 - Tyres
 - Seat belts
 - Vehicle hygiene
 - Sufficient fuel
 - No loose objects in the vehicle
- Any trips away from NLT are pre agreed with the NLT leadership team
- All trips are well planned and shared so multiple people know which route is being taken and leave and arrival times are known for the start and finish of the trip.

Guidelines

This section provides further guidelines to reduce or eliminate risks associated with using a vehicle at NLT to transport a learner as part of their session.

1. Permissions
Any student leaving NLT in either a company or staff vehicle must have written permission from a parent or carer. All students must have written permission for all educational visits.
2. Risk assessment (RA)
All students leaving site in a vehicle should have an individual risk assessment for leaving site and for travelling in a vehicle. In addition, there should be a risk assessment completed for the location that the student is travelling to unless it is another NLT site.
3. Route Planning

All routes need to be carefully planned and shared before a trip commences. This should include the expected times of the trip, any additional stops planned on the trip. Start and finish times should be shared and any deviation from these must be communicated immediately.

4. Safeguarding & Ratios

When taking a student off site in a vehicle it is vital that safeguarding is fully considered as part of the RA process. Any student that has additional safeguarding risks must have additional planned support for the trip e.g. 2:1 staffing. Any student that poses additional risk due to known behaviour must also have additional support for the trip. At least one of the staff on the planned trip must be First Aid trained. If transport is required to take a student home two members of the NLT team must go in the vehicle.

5. Appropriate language

During the trip appropriate language should be used at all times. Personal information should not be shared at any time. As with all NLT sessions, personal views and opinions should not be shared with students and prejudice towards other road users and members of the public must not happen. If music is played on the radio, it must be appropriate to the age of the student in the vehicle. If there are two members of staff in the vehicle they should not engage in non-appropriate social conversation.

6. Student positioning

Students should sit in the rear seats of the vehicle (if they have them) to the left side of the driver. *If an additional student travels in the same car, they must still have their own 1:1 staff member, both students must sit in the back, pre agreed by a manager to ensure the students are the right match. The additional staff member must sit in the front passenger seat and have sight of both students. Everyone in the vehicle MUST wear a functioning seat belt.*

7. Car safety during the trip

During the trip the car should contain a First Aid kit and a fire extinguisher. The car should be free of foreign objects that could pose a risk in the event of an accident. The car should be of a reasonable hygiene standard inside and the lights and windows should be clean to ensure safer driving. *Staff must carry a functioning, charged mobile phone at all times in case of an emergency. It is forbidden/illegal for staff to use their mobile phone whilst driving.*

8. Emergency/Accidents

All emergencies should be reported immediately to an NLT director (after the emergency services have been called if required). The details of the incident should be recorded, reported and investigated with appropriate training given if required. If required a second vehicle will be dispatched from NLT to continue the journey or return the student back to site. Parents and guardians should be informed immediately of the incident/accident.

9. Smoking

When travelling in a vehicle it is strictly forbidden to smoke. This should also extend to smoking during the activity as this will distract from the monitoring of the student. This also includes vaping or other types of E cigarettes.