



**Transport Policy 2023**

# **Transport Policy**

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## 1. Introduction

Transporting children and young people safely to and from the KORU Project CIC intervention is paramount and requires effective, collaborative working between families, agencies, and professionals. Effective safeguarding includes risk assessing and implementing appropriate safeguarding measures both throughout the KORU sessions and in relation to transporting children and young people and ensuring they safely leave the KORU Project CIC intervention site.

## 2. Scope

This policy applies to all Representatives of The KORU Project CIC (referred to in this policy as KORU Representatives). This includes freelance therapists, mentors, employees, volunteers, trainees, and students.

## 3. Definitions Used in this Policy

The terms below are used throughout this document with the following definitions:

**Child:** *The 'Statutory guidance on children who run away or go missing from home or care' issued by the Department for Education in January 2014, define a child to be anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children', therefore, means 'children and young people' throughout this policy.*

**Child in Care:** *A child who is looked after by a local authority by reason of a care order, being accommodated under section 20 of the Children Act 1989.*

**Young People:** *Young people refers to older or more experienced children who are more likely to be able to make these decisions for themselves.*

**Abconds:** *A person who intentionally or impulsively leaves The KORU Project CIC intervention without a safe and agreed exit. As such, this person is categorised as a vulnerable person.*

**Responsible Local Authority:** *The local authority that is responsible for a looked after child's care and care planning.*

**Missing Child:** *A child reported as missing to the police by professionals, their family, or carers. From April 2013 police forces have redefined 'missing' and 'absent' in relation to children/ young people and adults reported as missing to the police. These are:*

**Missing:** *Anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another'; and*

**Absent:** *'A person is not at a place where they are expected or required to be'.*

## 4. Policy Aims

To safeguard and promote the welfare of children while in transport to and from intervention facilitated by The KORU Project CIC.

To clarify for employees their duties and responsibilities in relation to children transporting to and from The KORU Project CIC sessions.

To outline the expectations for employees on caring for children and young people should safeguarding issues arise when a child/ young person is transporting to and from The KORU Project Intervention.

To emphasise the need to employ effective preventive measures and to learn from experience when these fail to safeguard children and young people while they travel to and from intervention facilitated by The Koru Project CIC.

## 5. Procedure

### 5.1. Methods of Transport:

### 5.2. Use of KORU Representative's Vehicle

It is the duty of the KORU Representative to ensure that they have active business insurance for their vehicle if using said vehicle to transport children and young people to and from The KORU Project CIC intervention.

It is the responsibility of the KORU Representative to ensure that that their vehicle always adheres to the legal road safety requirements including having an up-to-date MOT certificate.

The KORU Representative must always abide by the UK highway code and current legislation, including keeping within speed limits.

The KORU Representative must store a fully stocked basic first aid kit in their vehicle when using it to transport children to and from the KORU Project CIC intervention.

The KORU Representative must have consent from the child's parent/ care giver to use their vehicle to transport children and young people to and from the KORU Project CIC intervention site. Please see appendix 1.

When using personal vehicles to transport children and young people, the KORU Representative must contact the parents/ care givers to complete a risk assessment and transport plan for the child/ young person prior to using their vehicle as a means of transport, please see appendix 2&3. KORU Representatives may need to consider 2:1 ratio if children are assessed to be at a higher risk when in transport. If the KORU Representative assesses that it is unsafe to use their vehicle to transport children and young people to and from the KORU Project intervention, then other modes of transport should be explored.

If a child requests a different drop off location than agreed upon in the KORU transport plan, the KORU Representative must confirm this with the child's parent/ care giver prior to agreeing to the change.

If a child or young person absconds from the vehicle while being transported to/ from the KORU Project intervention site, the KORU Representative must follow the Child Absconding Policy to safeguard the child/ young person. This may include reporting the child/ young person as a missing person with the police.

When in transport, if the child/ young person engages with self-harming behaviours and/ or aggressive behaviours towards the KORU Representative, the KORU Representative should safely stop the vehicle and the KORU Safeguarding Policy and KORU Self-Harm, and Aggressive behaviours policy must be followed.

Failure to comply with the Transport Policy may lead to termination following internal investigation.

### **5.3. Transport Provided by a Relative of the Child/ Young Person**

The KORU Representative has a duty of care to safeguard children and young people accessing the KORU Project CIC intervention both throughout the session and in relation to children safely leaving the intervention site.

When contacting the parents/ care givers of the children and young people to arrange the KORU Project CIC intervention, KORU Representatives must enquire into how the children and young people will be accessing the KORU Project support. If parents/ care givers will be transporting their children and young people to the

intervention venue, The KORU Representative must complete a transport plan with them to include a detailed list of any other safe people who may transport the child/ young person to the KORU Project intervention. Please see appendix 3.

If an unknown person who is not listed in the transport plan arrives to collect the child/ young person from the KORU Project intervention, the KORU Representative must call the parents/ care givers to confirm the change to the transport plan and review the plan in place. If the KORU Representative contact attempts are unsuccessful, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

### **5.4. Transport via Taxi Service**

If a child/ young person is being transported to and/or from the KORU Project intervention venue by a taxi, either privately funded or funded by the Local Authority, The KORU Representative must complete the transport plan with the child's/ young person's parents/ care givers. Please see appendix 3.

It is the responsibility of the KORU Representative to confirm the taxi's identification is consistent with that documented in the transport plan. If the taxi identification is not on the approved list provided in the transport plan, the KORU Representative must contact parents/ care givers to gain their consent to transfer the child/ young person from the KORU Project CIC's care to the taxi. The transport Plan should then be reviewed and updated. If the KORU Representative contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents/ care givers and the allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

Should the taxi transporting the child/ young person not arrive to the KORU Project intervention site at the time of the intervention, the KORU Representative must contact the parents/ care giver to gather further information and, if needed, to provide alternative transport for the child. If contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents'/ care givers and the allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

If the taxi due to collect the child/ young person from the KORU Project intervention does not arrive, the KORU Representative must stay with the child and contact the parents/ care giver to arrange transport for the child/ young person. If contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents'/ care givers and the

allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

### **5.5. Public Transport**

If a young person is using public transport to access the KORU Project intervention, The KORU Representative must complete the KORU transport plan with both the young person and their parents/ care giver.

If the young person does not arrive to the KORU Project intervention site at the time of the intervention, the KORU Representative must contact the parents/ care giver to gather further information and, if needed, to provide alternative transport for the young person. If contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents'/ care givers and the allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

The transport plan must include a clear plan for transport following the KORU Project intervention. This must include a plan accounting for public transport being delayed.

The KORU Representative must not leave the young person unattended following intervention if this has not been risk assessed and agreed with parents/ care givers. In this instance, the KORU Representative must contact the parents/ care giver to gather further information and, if needed, parents/ care givers provide alternative transport for the young person. If contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents'/ care givers and the allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

### **5.6. Walking and Cycling**

If a young person is walking or cycling to access the KORU Project intervention, The KORU Representative must complete the KORU transport plan with both the young person and their parents/ care giver.

If the young person does not arrive to the KORU Project intervention site at the time of the intervention, the KORU Representative must contact the parents/ care giver to gather further information and, if needed, to explore alternative transport for the young person. If contact attempts are unsuccessful with parents/ care givers and the family have an allocated social worker, the KORU Representative should attempt to contact the social worker for further guidance. If contact is unsuccessful with both parents'/ care givers and the allocated social worker, the KORU Representative must contact the KORU Safeguarding Lead for further guidance.

Upon departure from the intervention, the KORU Representative must ensure either the young person, or the KORU Representative has informed the child's parents/ care givers that the young person has left the venue. KORU Representatives do not need to wait for a response from parents/ care givers.

The KORU Representative must not leave the young person unattended following intervention if this has not been risk assessed and agreed with parents/ care givers.

### **5.7. Multi agency Working**

It is imperative that all Koru Project CIC Representatives maintain clear and effective communication with all relevant external agencies. The professional network should be made aware if concerns arise regarding safe transport for children and young people accessing the KORU Project CIC intervention. Koru Representatives may facilitate or attend a professional network meeting to review the risk management plan in place.

### **5.8. Persistent Challenging Behaviours / Risk Taking Behaviours.**

In the event of persisting challenging behaviours and/or risk-taking behaviours during transport, the KORU Representative must complete a risk assessment and have a clear risk management plan in place, agreed with the professional network, to take steps to reduce identified risks. KORU Representatives should refer to the Child Safeguarding Policy and the KORU Self-Harm and Aggressive Behaviours Policy.

## **6. Advice for Health, Safety and Behaviour in Vehicles**

### **6.1. Advice for Parents**

#### **Safety Belts**

If seatbelts are fitted, then they **MUST** be worn. Persistent lack of use in a vehicle that has seatbelts fitted could result in transport being withdrawn.

#### **Behaviour**

Parents / legal guardians have a key role in ensuring that children and young people behave in an acceptable manner whilst travelling to and from intervention facilitated by The KORU Project CIC. Unacceptable behaviour by passengers whilst travelling will be raised with parents/legal guardians for further action.

Families are expected to take proactive steps to ensure appropriate behaviour on both local authorities provided transport and The KORU Representatives personal vehicle. Incidents of unacceptable behaviour or behaviour that endangers others will not be tolerated. Parents will be responsible for the cost of any wilful damage to the



vehicle or property of other passengers caused by their child. The KORU Project Representatives have the right to withdraw use of their personal vehicle at any time.

### **Medication**

The KORU Project Representative is not responsible for storing or administering medication to children whilst using arranged transport to and from The KORU Project intervention. However, should a specific medical need arise, guidance would be sought from the Designated Safeguarding Lead at The KORU Project CIC.

Parents/ legal guardians are expected to inform vehicle drivers/ KORU Representatives of any medication being stored or administered when in transport to and from the intervention facilitated by The KORU Project CIC.

### **Passenger Assistants**

If children or young people require Passenger Assistants, this must be raised with the body in charge of arranging transport for the child i.e school or the local authority. If the child has an Education, Health, and Care Plan (EHCP), parents/ care givers should contact the allocated SEN planning coordinator who will be able to discuss safe transport for the child, including whether any assistance can be given. If the child does not have an EHCP, parents/ care givers can apply on an application via the local authority.

## **6.2. Advice for Children and Young People**

All children and young people should behave in a way that is respectful of other transport users.

Passengers must not wilfully damage or abuse the vehicle in any way. If this happens, parents may be sent the bill for the repairs.

Children and young people must not play at the transport stop, go near the vehicle wheels, go near the vehicle until it stops, cross the road in front of the vehicle or eat or drink in the vehicle. When children are in the vehicle, they should always stay in their seat with the seat belt on (if provided).

Passengers must not distract the driver.

Children and young people who misbehave in the vehicle will be reported to the local authority and this may result in them becoming banned from using transport if funded by the local authority.

Passengers should adhere to any current regulations or guidelines around protecting themselves and others from COVID. This includes the wearing of masks or face coverings.

### 7. Change to agreed plans.

To ensure safety of children in the event of a change of plan, a pre-agreed code word will be decided prior to beginning of sessions between parents and Koru Representatives.

This must be known only by parents and KORU staff and **must** not be shared with anyone else, including the child.

If someone who has not been previously agreed, is to collect child at end of sessions, the KORU Representative will confirm with parents/carers by phone, using pre-agreed code word before allowing child to go with them.

A new word must be decided upon if it becomes known by anyone except Koru Representatives and parents/carers.

### 8. Related Legislation and Guidance

This policy adheres to the following legislation: Working Together to Safeguard Children and related statutory guidance (2013); the Missing Children and Adults

Strategy (2011) and government Transport Policy for Children in Care. This policy refers to the KORU Project CIC Safeguarding Policy, The KORU Project Self-Harming and Aggressive Behaviours Policy, the KORU Safeguarding and Child Protection Policy, and the KORU Project CIC Child Absconding Policy.

### 9. Monitoring and Review of Policy

This policy will be reviewed on an annual basis or following a major incident relating to transport.

Review date: August 2024

### Appendix 1.

#### Useful Contact Information

##### KORU Contacts:

*Please ensure all safeguarding emails are sent to [safeguarding@korucic.com](mailto:safeguarding@korucic.com)*

##### **Dorset contacts**

Dorset Children's Advice & Duty Service Helpline (CHAD): 01305 228558

BCP Children's First Response Hub: 8.30 - 17.30 Mon-Fri: 01202 735046

BCP Children's First Response Hub: Out of Hours: 01202 738256

Dorchester Locality - 01305 224220 - [dorchesterlocality@dorsetcouncil.gov.uk](mailto:dorchesterlocality@dorsetcouncil.gov.uk)

East Locality - 01202 868224- [eastlocality@dorsetcouncil.gov.uk](mailto:eastlocality@dorsetcouncil.gov.uk)

North Locality - 01258 474036- [northlocality@dorsetcouncil.gov.uk](mailto:northlocality@dorsetcouncil.gov.uk)

Purbeck Locality - 01929 557000 - [purbecklocality@dorsetcouncil.gov.uk](mailto:purbecklocality@dorsetcouncil.gov.uk)

West Locality - 01308 425241 - [westlocality@dorsetcouncil.gov.uk](mailto:westlocality@dorsetcouncil.gov.uk)

Email: [SafeguardingAndStandardsAdvisors@dorsetcouncil.gov.uk](mailto:SafeguardingAndStandardsAdvisors@dorsetcouncil.gov.uk)

##### **Dorset Safeguarding Children Board**

Dorset Phone:01305 221196

Website: <https://pdscp.co.uk/>

Dorset Email:[pan-dorsetscp@dorsetcouncil.gov.uk](mailto:pan-dorsetscp@dorsetcouncil.gov.uk)

BCP Email:

<https://pdscp.co.uk/contact/pandorsetsafeguardingchildrenpartnership@bcpcouncil.gov.uk>

**Dorset Safeguarding Adults Board**

Phone: 01305 221016

Website: <https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board>

Email: [DSAB@dorsetcouncil.gov.uk](mailto:DSAB@dorsetcouncil.gov.uk)

**Wiltshire Contacts (DOFA Details):**

Email: [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk)

Telephone: 0300 456 0108 (select option 3 then option 4#)

**National Contacts:**

<https://proceduresonline.com/resources/national-contacts/>

**NSPCC Help line**                      0808 800 5000  
  
Text: 88858  
  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
  
Website: [www.nspcc.org.uk/](http://www.nspcc.org.uk/)

**Samaritans**                              116 123  
  
Email: [jo@samaritans.org](mailto:jo@samaritans.org)  
  
Website: [www.samaritans.org](http://www.samaritans.org)

**If a child is at risk of immediate harm, KORU Representatives must not delay and should ring 999.**

## **KORU Project Transport Consent Form**

Dear parent/ care giver,

Thank you for taking the time to read through and complete this consent form. Please do get in touch with your allocated KORU Representative if you have any questions prior to or during our work with your child, we are here to support you.

By signing this form, you agree and give consent to the following:

- I understand that the KORU Representative will take appropriate measures, outlined in my child's transport risk assessment, to mitigate risks and safeguard my child while transporting them to and from the KORU intervention, However, I acknowledge that there is a level of risk involved and I agree to release and discharge The KORU Project CIC from any and all claims or causes of action, known or unknown, arising out of The KORU Projects transportation of my child.
- I understand that I may be invoiced for any wilful damage or abuse my child inflicts to the vehicle.
- I understand that The KORU Project Representative is not responsible for storing or administering medication to children whilst using arranged transport to and from The KORU Project intervention. I agree to inform vehicle drivers/ KORU Representatives of any medication being stored or administered when in transport to and from the intervention facilitated by The KORU Project CIC.

- I agree that the KORU Representative may withdraw the use of their private vehicle as a mode of transportation for my child at any time.
- In the unlikely event that none of the named people in the KORU project Transport plan can collect my child from the KORU Project Intervention, I understand, and give my consent, that upon hearing the agreed code word, the KORU Representative will transfer the care of my child to the person providing the code word.
- It is my responsibility to provide up-to-date information of the taxi company transporting my child. If the identification of the taxi due to collect my child does not match that detailed in the KORU Transport Plan, I must inform the KORU representatives. Failure to do so may result in The KORU Repressive contacting me and/ or Children’s Social care to ensure safe transport for my child.
- I understand that if transport is delayed or cancelled when collecting my child from the KORU Project CIC intervention, it is my responsibility to provide alternative transport for my child. I understand that the KORU Representative may charge me additional fees for time spent with my child prior to safe collection/ arrival of public transport.
- I acknowledge that the KORU Representative will attempt to contact me on my listed contact numbers if there are any concerns regarding transport for my child. I agree that in the rare occurrence that my child has not been collected from the KORU intervention site, and contact to myself has been unsuccessful, that the KORU Representative may contact Children’s Social Care and/ or the police to collect and safeguard my child until I am able to collect them.

**Signed:** ..... **(Parent / Carer)**



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Signed: ..... (Young Person)

Signed: .....(Therapist/ Mentor)

Date: .....

### Appendix 3.

### KORU Transport Risk Assessment

Dear Parent/ Carer/ Young Person,

Thank you for completing the KORU Project Transport Risk Assessment. This will allow us to put the required safeguarding measures in place to support and safeguard you/ your child while transporting them to and from the KORU Project CIC intervention venue.

**My/ my child’s normal behaviour in a vehicle:**

**Identified triggers for me/ my child:**

**When I/ my child is distressed in a vehicle I/he /she /they may**

**You can support me/ my child in a vehicle by:**

*This may include using child safety locks.*

**Appendix 4.**

**KORU Transport Plan**

Dear Parent/ Carer,

Thank you for completing the KORU Project Transport Plan. This will allow us to implement the required safeguarding measures to support and safeguard your child while they arrive and depart from the KORU Project CIC intervention venue.

My child will be transported to and from the KORU Project CIC intervention venue via: (please indicate below)

- The KORU Representative in their personal vehicle
- Parents/ care givers / relatives
- Private taxi
- Taxi funded by the local authority
- Public transport

**Trusted People who have my consent to transport my child to/from the KORU Project CIC intervention:**

Name:

Contact number:

In the unlikely event that none of the named people above can collect my child from the KORU Project Intervention, I will contact the KORU Representative to provide details and a code word for the person due to arrive to collect my child. The code word for my child is.....

The identification for the taxi company transporting my child to and from the KORU Project CIC intervention is.....





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My child is accessing public transport to/from the KORU Project CIC intervention.

My child's mode of public transport is.....On their return trip they are due to access this transport at.....

I understand that if the public transport is delayed, it is my responsibility to provide alternative transport for my child.

In this instance ..... will provide transport for my child.

**Signed:** ..... (Parent / Carer)

**Signed:** ..... (Young Person)

**Signed:** .....(Therapist/ Mentor)

**Date:** .....