GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Transport Policy

Purpose permission and planning

We plan safe journeys for outings and activities at Gems tiney Home Nursery. Gemma and authorised assistants may transport children only where the driver, vehicle, restraints, supervision and insurance have been checked. The same checks apply to an assistant's vehicle.

Parents give written permission for agreed transport arrangements and are told about destinations, transport, responsible adults and expected times. Routine permission must clearly cover the journeys concerned; material changes are discussed and permission updated where necessary. Emergency action is taken in the child's best interests without delaying urgent care while seeking consent.

We assess the route, weather, parking, access, individual needs and safe loading and unloading. Ratios and supervision apply throughout. If clothing or equipment is unsuitable and no appropriate spares are available, plans change to keep children and staff safe.

Drivers vehicles and equipment

Gemma checks each authorised driver has the appropriate valid licence, is fit to drive and has insurance that specifically covers the proposed business and childminding journeys. Vehicles must be roadworthy, taxed and have a valid MOT where required. Service and safety checks follow manufacturer guidance; defects prevent use until resolved.

Each child has their own suitable seat and restraint. We carry a first aid kit, essential medication, emergency contacts, attendance information and an accessible charged phone. Smoking and vaping are prohibited in childcare vehicles. Drivers do not handle

phones or enter app records while driving; they stop safely before dealing with any distraction.

Car seats and restraints

Children normally need an approved child restraint until their twelfth birthday or until they reach 135 cm, whichever comes first. The seat must match the child's height or weight, the vehicle and the manufacturer's instructions. Height based R129 seats must remain rear facing until the child is over 15 months; we keep children rear facing for as long as the seat's limits allow.

Approved existing R44 seats may still be used where lawful, suitable and in safe condition. We check fit, harness position and tension before every journey and avoid bulky clothing beneath harnesses. Seats are not fitted to side facing vehicle seats. A rear facing seat must never be used in front of an active airbag.

We follow the manufacturer's service life and replacement advice, withdraw damaged seats and review seats after a collision before any reuse. Unknown history seats are not used. Planned journeys are not made in reliance on taxi or unexpected journey exceptions to car seat law. Necessary specialist restraint arrangements are assessed individually.

Supervision and comfort

Adults check every child into and out of each vehicle and reconcile names against attendance records at every handover. The driver physically checks all seating areas before locking the vehicle. A child is never left alone in a vehicle, including during another child's collection.

Children remain secured while moving. Food and drink are offered during safe stationary breaks, with suitable supervision, rather than in a moving vehicle. We manage temperature, ventilation and breaks and do not cover car seats in a way that traps heat. Sleeping children are transferred to a suitable flat sleep space as soon as safe and practical after travel, following the Sleep Policy.

Walking and public transport

Walking arrangements reflect each child's development and safety awareness. We use suitable pushchairs, hand holding or agreed walking aids, safe crossings and frequent named headcounts. High visibility clothing or setting contact identification may be used; children's names and personal details are not displayed publicly.

For public transport we plan boarding, seating, pushchair safety and getting off together. Adults follow operator rules while maintaining close supervision. An unsafe or overcrowded journey is changed or postponed.

Breakdown collision and reporting

We stop as safely as possible, assess the location and follow emergency service or breakdown advice. On a high speed road, if safe to exit, leave on the side away from traffic and move behind a barrier where possible. If safe exit on a high speed road is impossible, keep children restrained, use hazard lights and call 999 immediately for the police. We do not automatically unload children into traffic or return to a dangerous vehicle.

Parents are contacted once safe. Emergency medical care, supervision of the remaining children and verified collection are coordinated under our emergency policies. Incidents, decisions and follow up are recorded and required notifications made to tiney and relevant authorities.

Reviewed annually and after significant incidents or changes. References: current EYFS childminder framework; GOV.UK Child car seats the law; Highway Code breakdown guidance; related Outings, Sleep and Accident policies.

Policy owner: Gemma Bayley
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