



TRANSPORTING CHILDREN POLICY

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Contents

1. Introduction to the Policy
2. How this Policy Benefits the Home
3. Definitions & Legislation
 - 3.1 Definitions
 - 3.2 Key Legislation and Statutory Guidance (table)
4. The Policy
 - 4.1 General Principles and Safety First
 - 4.2 Risk Assessment (Planned and Dynamic)
 - 4.3 Vehicle Requirements and Pre-Journey Checks
 - 4.4 Staff Responsibilities – Driving and Supervision
 - 4.5 Child/Young Person Behaviour During a Journey
 - 4.6 Response to Dysregulation – Stopping the Vehicle and Emergency Actions
 - 4.7 Use of Restrictive Physical Interventions (RPIs) in Vehicles
 - 4.8 Post-Incident Procedures
5. How the Home Trains its Staff About this Policy
6. Related Policies and Guidance
7. Policy Approval and Review Details

1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to ensure the safe transportation of children and young people in our care. The policy applies to all staff, agency workers, volunteers, and contractors who may drive or accompany children in vehicles, whether using home-owned vehicles, hire vehicles, or staff's own vehicles. It applies to journeys to and from school, appointments, family contact, leisure activities, and any other travel related to the child's care.

The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road. This policy applies equally across both residences and to any vehicle used for transporting children from either site.

The safety of the children in our care is paramount, including when they are being transported in vehicles. Due consideration must be given to adverse weather, car maintenance, route planning, and the current presentation of the child. When transporting children, adults must ensure the safety of the child, themselves, other adults, and other road users.

The objectives of this policy are to:

- Comply with all relevant legislation, including the **Road Traffic Act 1988**, the **Motor Vehicles (Wearing of Seat Belts) Regulations 1993** (as amended), the **Health and Safety at Work etc Act 1974**, the **Children's Homes (England) Regulations 2015**, and the **Equality Act 2010**.
- Ensure that every child is transported safely, with appropriate risk assessment, vehicle checks, and staffing ratios.
- Provide clear guidance on responding to a child's dysregulated behaviour during a journey, including when to stop, how to use physical intervention as a last resort, and when to call emergency services.
- Protect staff from vicarious liability by ensuring they use correctly insured vehicles (business use) and follow safe driving practices.

This policy should be read alongside the **Behaviour Support Policy**, **Individual Safety Plans (ISPs)** , and **Lone Working and Waking Night Policy**.

2. How this Policy Benefits the Home

This Transporting Children and Young People Policy benefits Byram House in the following ways:

- **Legal Compliance** – It meets duties under the **Road Traffic Act 1988** (driver's duty to ensure passengers are safe), **Seat Belt Regulations, Health and Safety at Work etc Act 1974** (duty to ensure safety of employees and others), and the **Children's Homes (England) Regulations 2015** (Regulation 23 Health and Wellbeing).
- **Child Safety** – It requires individual risk assessments (ISPs) to detail any history of dysregulation in vehicles (e.g., removing seat belts, aggression, opening doors), and specifies control measures such as child locks, window locks, and appropriate staffing ratios (1:1 or 2:1).
- **Staff Protection** – It mandates pre-journey vehicle checks (tyres, lights, fuel, insurance), and requires staff to use business-use insurance for personal vehicles. It provides clear emergency procedures (stopping safely, calling 999, using physical intervention as a last resort).
- **Risk Management** – It distinguishes between **planned risk assessments** (in the ISP) and **dynamic risk assessments** before each journey (considering weather, child's mood, route). It also addresses risk of travelling with other children and the need to seat children in the rear (behind passenger seat) where possible.
- **Vehicle Standards** – It specifies requirements for seat belts, booster seats (under 12 or under 135cm), Bluetooth connection for emergency calls, and smoke-free vehicles.
- **Crisis Response** – It provides a step-by-step protocol for managing dysregulation: direct statement, de-escalation, stop vehicle safely, prevent child from leaving if unsafe, retain keys, call 999 if on a motorway or unable to manage.
- **Physical Intervention** – It limits RPIs to emergencies (last resort) and requires that any use of RPI be detailed in the ISP and, if necessary, agreed with a Proactive Approaches trainer.
- **Inspection Readiness** – The **Social Care Common Inspection Framework (SCCIF) 2026** expects safe transport arrangements. This policy provides clear evidence.
- **Training Framework** – It requires induction and annual refresher training on vehicle safety, dynamic risk assessment, and emergency response.

3. Definitions & Legislation

3.1 Definitions

Term	Definition
Home	Byram House, the children's home registered with Ofsted, comprising two residences at 62 Deighton Road and 66 Deighton Road.
Company	IMS Care LTD, the registered provider and legal entity responsible for operating Byram House.
Byram House	The name used throughout this policy to refer to the home and its staff.
ISP (Individual Safety Plan)	A document that sets out specific risk management strategies for a child, including known behaviours in vehicles, required staffing ratios, and emergency responses.
Dynamic Risk Assessment	A continuous, real-time assessment of risk (e.g., before and during a journey) based on current conditions (weather, child's mood, traffic, vehicle condition).
Dysregulation	A state where a child is emotionally or behaviourally escalated, potentially leading to unsafe actions in a vehicle (e.g., removing seat belt, aggression, trying to open doors).
Restrictive Physical Intervention (RPI)	The use of force to control a child's behaviour, only permitted as a last resort to prevent significant harm.

Child Locks	A safety feature on car doors that prevents the door from being opened from the inside.
Window Locks	A feature that prevents electric windows from being opened from the rear seats.
EU-Approved Child Seat (R129)	A child car seat that meets EU safety standards, labelled with a capital 'E' in a circle and 'R129'.
Business Use Insurance	Insurance cover required for staff using their own vehicles to transport children for work purposes (not just commuting).
Hard Shoulder / Emergency Refuge Area	Areas on a motorway where a vehicle can be stopped in an emergency.

3.2 Key Legislation and Statutory Guidance

Legislation / Guidance	Key Provisions	Relevance to this Policy
Road Traffic Act 1988	Section 41 – requirements for vehicle construction and use. Section 115 – duty to ensure passengers are not carried in a dangerous manner.	The home and driver have a legal duty to ensure children are transported safely.
Motor Vehicles (Wearing of Seat Belts) Regulations 1993 (as amended)	Requires seat belts to be worn by all occupants. Carers are responsible for ensuring children are properly restrained.	Staff must check seat belts are worn and use booster seats for children under 12/135cm.
Road Vehicles (Construction and Use) Regulations 1986	Regulation 100 – driver must not cause danger to passengers.	The driver must stop the vehicle if a child's behaviour creates a danger.

Health and Safety at Work etc Act 1974	Sections 2, 3, 7 – duty to ensure safety of employees and others, and employee duty to take reasonable care.	The home must provide safe systems for transport; staff must follow them.
Children’s Homes (England) Regulations 2015	Regulation 23 – Health and Wellbeing Standard. Quality Standards – safe environment.	Transport is part of the child’s daily life; the home must manage risks.
Equality Act 2010	Requires reasonable adjustments for disabled children (e.g., specialised transport, harnesses).	Risk assessments must consider disability-related needs.
Working Together to Safeguard Children 2026	Safeguarding includes protection during transport.	Incidents during journeys may trigger safeguarding reporting.
Social Care Common Inspection Framework (SCCIF) for Children’s Homes 2026	Effective 1 April 2026. Focuses on children’s lived experience and safety in all settings.	Inspectors will evaluate transport safety and staff response to in-vehicle incidents.
Highway Code	Rule 238 – hard shoulder use only in emergencies; rules on stopping safely.	Staff must follow Highway Code when stopping on motorways.
Proactive Approaches (or equivalent RPI training)	Guidance on safe use of physical interventions in vehicles (bespoke training).	Where RPIs are anticipated, staff must have specific training.

4. The Policy

4.1 General Principles and Safety First

- The safety of the child, staff, and other road users is **paramount** at all times.
- All journeys must be **necessary** and **planned** – avoid unnecessary travel, especially in adverse weather or when a child is highly dysregulated.
- Staff must have adequate **rest breaks** to avoid driver fatigue (refer to Working Time Regulations).
- **No smoking or vaping** in any vehicle used to transport children.
- **No mobile phone use** while driving (hands-free only for emergency calls, but discouraged unless essential).
- The driver must not be under the influence of any substance that impairs driving (including alcohol, drugs, some medications). This is gross misconduct.

4.2 Risk Assessment (Planned and Dynamic)

Planned risk assessment (ISP / transport plan):

Every child who may be transported in a vehicle must have their **ISP (Individual Safety Plan)** include a **transport section** that addresses:

- Any **current or historic difficulties** when accessing vehicles:
 - Taking off seat belts.
 - Displaying physical aggression to driver or other passengers.
 - Throwing projectiles.
 - Opening doors before the car has stopped.
 - Climbing out of windows.

- Verbal abuse or threats.
- Self-harm during journeys.
- **Risk level** (low/medium/high) and appropriate **staffing ratio**:
 - Low risk – standard single staff driver.
 - Medium risk – one staff driver plus one additional staff in rear (2:1).
 - High risk – two staff in vehicle, possibly both in rear (driver plus support staff), with specific de-escalation and RPI protocols.
- **Seating position** – child must sit in the rear unless risk assessed as safe to sit in front (only if aged 12 or over and assessment confirms).
- **Child locks and window locks** – must be activated where there is any risk of the child opening doors or windows.
- **Travel with other children** – assessment of whether the child can safely travel with peers (conflict, contagion of dysregulation).
- **Emergency response** – specific actions for each risk (e.g., “if child removes seat belt, driver to pull over at next safe lay-by and re-secure – if child refuses to re-buckle, call home for collection”).
- **Consent for RPI in vehicle** – where an RPI might be necessary (e.g., to prevent child from exiting moving vehicle), this must be detailed in the ISP and, where required, approved by a Proactive Approaches trainer.

Dynamic risk assessment (before each journey):

Before setting off, the driver (and any accompanying staff) must assess:

- **Weather** – is it safe to drive? (snow, ice, fog, high winds)
- **Road conditions** – known accidents, closures, flooding.
- **Child’s current presentation** – is the child calm, agitated, tired, unwell? If moderately to severely dysregulated before journey, consider delaying or postponing.
- **Vehicle condition** (see section 4.3).
- **Fuel level** – sufficient for the journey plus contingency.

- **Route** – avoid high-risk areas (e.g., narrow country lanes in poor weather, areas known for crime if child at risk of exploitation).

If the dynamic risk assessment indicates that the journey would be unsafe, the journey must be cancelled or postponed, and the child’s social worker informed.

4.3 Vehicle Requirements and Pre-Journey Checks

Vehicle standards:

- The vehicle must be **roadworthy** with a valid MOT (if over 3 years old), taxed, and insured.
- All children must wear **appropriate seat belts**. For children under 12 years or under 135cm tall, a **EU-approved booster seat or child seat** (R129 or E-marked) must be used.
- The vehicle must be **smoke-free** at all times.
- **Child locks and window locks** must be functional and used where the risk assessment indicates.
- **Bluetooth connectivity** should be available to allow hands-free emergency calls (driver must not manually operate phone while driving, even in an emergency – pull over first or use hands-free).

Pre-journey visual check (to be completed by driver before every trip):

Item	Check
Tyres	Pressure, tread depth (minimum 1.6mm), no damage.
Lights	Headlights, indicators, brake lights, hazard lights.
Oil level	Check dipstick.
Coolant / water level	Top up if needed.
Screen wash	Full.
Brakes	For judder or unusual noise.

Mirrors	Clean and correctly adjusted.
Petrol/diesel	Sufficient for journey + 30 minutes contingency.
Locks	Child locks engaged if required.
First aid kit	Present and accessible.
Fire extinguisher	Present (suitable for vehicle).
Car pack	Insurance certificate, breakdown contact, mileage record.

Weekly vehicle check – A triggered form on Clear Care ensures that a more detailed weekly check is completed and recorded. This includes tyre pressure gauge, washer fluid, and documentation.

Use of own vehicles by staff (not preferred but permitted in certain circumstances):

- Staff may only use their own vehicle if:
 - They have **business use insurance** (proof must be shown to Registered Manager before any child is transported, and renewed annually).
 - The vehicle is roadworthy and meets all the above standards.
 - The child's ISP does not prohibit it (e.g., high-risk children may require a home-owned vehicle with specific locks/seating).
- Staff **must not** use their own vehicle for transporting children if it is a coupe (2-door) or if the child would have to sit in the front passenger seat against the ISP.

4.4 Staff Responsibilities – Driving and Supervision

Driver responsibilities: The driver is responsible for the safety of all occupants. This includes:

- Ensuring all passengers are wearing seat belts (and booster seats where required) before moving off.
- Driving in a safe, smooth, and lawful manner (no speeding, no aggressive acceleration/braking).
- Avoiding distractions (no eating, drinking, smoking, or using a mobile phone except hands-free for emergencies when stopped).
- Not driving while tired (take breaks every 2–3 hours on long journeys).
- Following the dynamic risk assessment.

Accompanying staff (second adult): Where a 2:1 staffing ratio is required, the second adult must:

- Sit in the rear (usually next to the child) to provide de-escalation and support.
- Not distract the driver.
- Be prepared to use approved physical intervention only as a last resort (see section 4.7).

Child leaving the vehicle at destination: Staff must ensure that the child is escorted from the vehicle to a place of safety (e.g., school reception, family home) and not left unattended.

4.5 Child/Young Person Behaviour During a Journey

Low-level disruption (verbal complaints, minor fidgeting) – staff should use distraction, conversation, or offer a sensory toy (if in ISP). The driver should ignore minor behaviour and keep focus on the road.

Escalating behaviour (removing seat belt, shouting, hitting seat) – the driver should:

- Use a **direct statement** to the child (e.g., “Stop, sit back, put your belt on.”)
- If the child persists, the driver (or second adult) should attempt de-escalation (calm voice, validate feelings, offer a choice).

Serious dysregulation (attempting to open doors, throwing objects at driver, violence towards other passengers, trying to climb out of window). See section 4.6.

4.6 Response to Dysregulation – Stopping the Vehicle and Emergency Actions

Step 1 – Immediate direct statement – Use a clear, calm instruction to stop the dangerous behaviour.

Step 2 – If behaviour continues and there is one adult (driver only):

- **Dynamically risk assess** the need to stop the vehicle.
- If possible, stop in a **safe location** (lay-by, car park, side street).
- If the risk is immediate (e.g., child has opened a door while moving), stop **as soon as safely possible** (even on a busy road – use hazard lights and pull onto verge if must).
- Once stopped:
 - **Engage child locks** (if not already) and ensure windows are closed.
 - **Remove the keys** from the ignition – keep keys on your person.
 - **Exit the vehicle** (if safe) and move to the rear to support the child. Leave the driver’s door closed.
 - **Do not leave child alone** in the vehicle if they are at risk of taking the keys or releasing the handbrake.
 - Call the **home manager or on-call** for assistance. If on a motorway or in a dangerous location, call **999**.

Step 3 – If there are two adults (driver + second adult):

- The second adult should **attempt de-escalation** from the rear.

- If the child's behaviour endangers the driver or others, the driver will **stop safely** as above.
- After stopping, the second adult may use physical intervention (only if trained and as a last resort) to prevent the child from leaving the vehicle onto a busy road or to prevent self-harm.

Stopping on a motorway or dual carriageway:

- If you cannot reach a service station or junction, pull onto the **hard shoulder** or into an **emergency refuge area (ERA)**.
- Put on **hazard lights**.
- If safe to exit the vehicle, all adults and children should leave through the **left-hand side doors** and stand well clear of the carriageway, behind a barrier or on the embankment, facing oncoming traffic.
- Call **999** (Highways England / police) for assistance.

Preventing the child from leaving the vehicle: If it is safe for adults to exit the vehicle and allow the child to have space (while remaining inside the vehicle with keys), they may do so, standing close by to monitor. However, if the child might remove the handbrake or start the vehicle (unlikely without keys), adults should remain inside or block exit.

Keys must always be retained by a staff member – never left in the ignition.

4.7 Use of Restrictive Physical Interventions (RPIs) in Vehicles

General principle: RPI is a **last resort** and should be used only to prevent immediate, significant harm (e.g., a child opening a door onto a busy motorway, attacking the driver causing loss of control, or climbing out of a window).

Where RPI is anticipated as a possibility: The child's ISP must include:

- A specific section on transport RPI.
- The method(s) approved (e.g., holding limb to prevent door opening, or using a two-person escort from vehicle).
- That the intervention will be used only when dynamic risk assessment confirms no alternative.
- That staff have received **specific training** (Proactive Approaches or equivalent) for vehicle-based RPIs.

Emergency RPI without prior ISP agreement: If an unforeseen emergency occurs (e.g., child suddenly tries to exit vehicle on a motorway), staff may use reasonable force to prevent harm, as permitted under common law and the Children Act 1989. This must be **fully documented** and notified to the Registered Manager and, if appropriate, the LADO, within 24 hours.

After any RPI in a vehicle:

- Stop the vehicle as soon as safe.
- Debrief with the child (when calm).
- Complete incident report (Clear Care) and notify the Registered Manager.
- Consider whether the journey should be abandoned.

4.8 Post-Incident Procedures

- Any incident where a child becomes dysregulated (including verbal aggression, physical aggression, or attempts to exit the vehicle) must be **recorded** on Clear Care (incident report) and in the child's daily notes.
- If the behaviour required the driver to stop or involved any physical intervention, the **Registered Manager** must be informed **within 1 hour** (or immediately if serious).
- The child's social worker must be informed (within one working day, or immediately for serious incidents).
- Consider whether a **safeguarding referral** is needed (e.g., if the child's behaviour indicates exploitation, distress, or self-harm).
- The ISP and transport risk assessment must be **reviewed and updated** following any serious incident.

5. How the Home Trains its Staff About this Policy

Byram House provides structured training to ensure all staff understand and can implement this Transporting Children and Young People Policy effectively.

Training Element	Frequency	Method / Content
Induction	Upon appointment	Face-to-face training covering: legal framework (Road Traffic Act, seat belts), planned and dynamic risk assessment, pre-journey visual checks, vehicle standards (booster seats, child locks), staffing ratios (1:1 vs 2:1), response to dysregulation (direct statement, stop safely, keys retained), emergency stops on motorway (hard shoulder, call 999), use of RPI in vehicles (last resort, training requirement), recording incidents, and the dual-site operation (62 & 66 Deighton Road).
Annual refresher	Every 12 months	Classroom or virtual session covering updates to legislation (SCCIF 2026, Highway Code changes), case studies of transport incidents, refresher on dynamic risk assessment, and practice of emergency stop scenarios (table-top).
Practical vehicle safety	At induction and biennially	Practical session on vehicle checks (tyres, lights, fluids), fitting a booster seat correctly, engaging child locks, and using vehicle fire extinguisher.
Behaviour support and de-escalation	Annually	Training on de-escalation techniques specifically for vehicles (calm voice, distraction, contingency planning).

RPI in vehicles (if required for specific children)	As needed (bespoke)	Training from Proactive Approaches (or equivalent) on safe holding in confined spaces, protecting the child and staff, and legal framework.
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Staff who drive children are required to:

- Hold a full, valid UK driving licence (no provisional or automatic-only restrictions unless risk assessed and approved by Registered Manager).
- Have at least one year of driving experience.
- Be fit to drive (not under the influence of alcohol, drugs, or medication that impairs driving).
- Complete this policy training annually.
- Ensure their own vehicle (if used) has business use insurance and is roadworthy.

6. Related Policies and Guidance

This policy must be read in conjunction with:

- Behaviour Support Policy
- Individual Safety Plans (ISPs)
- Restrictive Physical Intervention Policy
- Lone Working and Waking Night Policy
- Health and Safety Policy
- Smoking and Alcohol Policy
- Whistleblowing Policy
- Children's Homes (England) Regulations 2015
- Working Together to Safeguard Children 2026
- Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026
- Highway Code (especially rules on hard shoulder and emergency stops)
- Proactive Approaches training (where applicable)

7. Policy Approval and Review Details



Byram House

Policy Name	TRANSPORTING CHILDREN POLICY	
Home	Byram House	
Reviewed by	Danyaal Iqbal / Mustafa Amin	Deputy Manager / Registered Manager
Approved by	Stacey Wagstaffe	Responsible Individual
Date	May 2026	