

St. Michael's Church of England (VA) Junior School

Barnard Road Galleywood Chelmsford Essex CM2 8RR
Telephone: (01245) 472682  stmichaels.junior
Email: admin@st-michaels-jun.essex.sch.uk
Website: www.st-michaels-jun.essex.sch.uk
Headteacher: Mrs Rowen Prigg BA (Hons)
Deputy Headteacher: Mrs Lisa Dines BA (Hons)



Dear Parents and Carers,

VOLUNTEERING TO TRANSPORT CHILDREN

In order to safeguard our pupils and the adults that so kindly volunteer to help us out, we have been considering the systems in place for using parent volunteers for transporting children.

Previously, Mr Sturton and Mr Leeding have arranged lifts for pupils to and from sporting events when the minibus has not been available. This has usually been by using parents to transport several children (where a general consent has already been given) in their car, after providing the School with evidence that their vehicle is roadworthy and that they have a valid licence to drive.

In the future, we have decided to bring in the following system to tighten up on our existing requirements **where children travel to an event during school hours**:

- Drivers will need to evidence their car's roadworthiness and their ability to drive by providing a copy of:
 - The vehicle's current MOT (where appropriate)
 - A valid insurance certificate
 - A valid driving licence together with permission to check the Government database for any disqualifications.
- Two adults will be required to be in a car with the children (this is to ensure that if an accident should occur or the driver become unwell, there is additional supervision);
- One of the adults in the car must have a DBS and barred list check arranged by the School to ensure that there are no safeguarding issues.

The School will obviously try to use the minibus where at all possible, however there will be occasions when this will be not be possible. We are conscious that this may therefore restrict the number of sporting events if we do not have enough volunteers that have been DBS checked and we hope that this will not deter our existing volunteer transporters to help us in the future. We will be providing a letter to existing helpers shortly detailing the information that will be required to process the checks required.

Where an event is outside of school hours at the end of the school day, we can be more flexible. If the transport is being arranged between the parents themselves, rather than by the School itself, we will not need to enforce the above system. This will allow parents to arrange transport that they are happy with, providing greater flexibility and a larger pool of drivers. We are, therefore, changing our permission slips accordingly for after school sporting events.



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We hope that you understand the reason for these changes in practice, the safety of our children, staff and volunteers is always foremost in our consideration.

If you would like to offer your services as a volunteer transporter and have not previously supported the School in this way, please do speak to Mr Sturton, Mr Leeding or the School Office. We are very grateful for support in this way as it enables the School to provide an enriching addition to our curriculum.

Many thanks for your support.

Yours faithfully,

Mrs Prigg
Headteacher

