

## Twyford St Mary's C of E Primary School

Dear Parent / Volunteer

On occasion, parents and volunteers are kind enough to help with the task of transporting children to visits and off-site activities arranged by the school. The school is very grateful for this help. In managing these arrangements, the school would like to put in place sensible measures to ensure the safety and welfare of young people carried in parents and volunteers cars. This is based on guidance from the local authority and follows similar procedures for school staff using their cars on school business.

The Head or Party Leader will need to consider the suitability of parents or volunteers to carry young people in their car and whether vetting is necessary. It is advisable that parents or volunteers are not put in a position where they are alone with a young person.

All parents are, therefore, asked to complete and return the attached form to the school before they offer to use their car to help with transporting pupils.

This form will only need to be completed once for each driver. However, please inform the school if your circumstances change and you can no longer comply with these arrangements.

Many thanks, once again, to all parents and volunteers who have been able to help with the provision of transport. Naturally, our primary concern is the safety and welfare of pupils. However, we also want to maintain a wide range of opportunities for young people to participate in off-site activities and visits.

Signed

Mrs H Beckett  
Head Teacher

# Twyford St Mary's C of E Primary School

## DECLARATION FORM

### Introduction

We want children to be safe. Staff, pupils, parents and governors can raise any concerns about the safety or welfare of children. They will be listened to and taken seriously.

The school will require volunteers who have unsupervised contact with young people to be DBS checked.

### All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Ensure their vehicle is taxed, legal and roadworthy

### Insurance:

- Notify your insurance company that you occasionally drive as a volunteer.  
(The Association of British Insurers maintains a list of those insurance companies who commit to not charging extra to insure volunteer drivers:  
<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/motor-insurance/volunteer-drivers/>)

### General Safety:

- Drive like a chauffeur: stick to the speed limit, follow the Highway Code, don't use your phone.

### Car Seats:

- Ensure everyone who needs a car seat has one. Most primary school children will need a booster seat (Group 2/3). The general exceptions are:
  - Children under 15kg need a seat with an integral harness (Group 1)
  - Children over 125cm don't need a car seat
  - Check <https://www.gov.uk/child-car-seats-the-rules> if you are unsure
- Adhere strictly to the law: use a car seat if the child needs one, even if the child or their parent consents to them travelling without one.
- Use child proof locks on rear doors
- Only transport a child in the front seat of your car if you have their parent's express permission, and you have verified that the front airbag is safe for a child in a child seat. See: <https://www.childcarseats.org.uk/choosing-using/airbags-and-child-seats/>

I have read and understood the above requirements and agree to comply with them. I agree to inform the school if circumstances change and I can no longer comply with these arrangements.

Signature:

Date:

Name:

Number of seats in vehicle: