**Principle**

At Little Buds we organize outings in the local area and also to places of interest which involves using a bus and other transport.

**Policy**

This policy was implemented to ensure that the health and safety of staff and children is of paramount importance at all times.

**Procedure**

At Little Buds when using any form of transportation we will:

* Carry out a risk assessment prior to any journey or activity being taken.
* Ensure there is the required adult/child ratio.
* Ensure parents have completed appropriate forms and given their consent.
* Ensure that the vehicle in use is properly licensed, insured and has a current MOT certificate.
* Ensure anyone driving the vehicle is appropriately qualified and insured.
* Ensure everyone wears the appropriate seat restraints.
* Ensure that a first aid box is on the vehicle.
* Ensure that a working mobile phone accompanies staff during their time away from the setting in case of an emergency.
* A larger bus will be ordered to allow more room for social distancing due to Covid-19.
* Adults will wear masks while on the bus.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..