

- As part of the federation policy for behaviour management the sanction of an after-school detention is prescribed as a strategy to be used in certain circumstances. There are also other circumstances when a pupil may need to be taken home later than the normal end –of-school time, such as after extended visits away from school or after evening activities in school. Parents are not always in a position to provide the transport themselves. In normal circumstances there is no County Council mechanism for varying the times of transport home and it therefore falls to members of the teaching and support staff to provide the transport in their own private vehicles.
- Federation staff may provide this transport in their own vehicles with the following conditions:
 1. Parents must have previously given their consent for staff to transport their child home. In line with Lincolnshire County Council policy for transport any member of staff who is DBS checked (this includes all our staff) and who has a valid driving full license may provide this transport.
 2. Staff will risk assess, in conjunction with a member of SMT, the need to have an additional member of staff with them in the vehicle for the journey.
 3. Staff who provide transport must be able to verify that their insurance covers them for this additional risk. Alternatively, staff are covered under CITs insurance policy.
 4. Staff must phone the school when leaving/arriving at the destination and a note of the time of the call will be recorded in the log book.
 5. Staff provide transport on a purely voluntary basis and should claim their mileage at the end of the month.
 6. It is recommended, depending on the knowledge of the child, that a single pupil is sat in the back of the car on the left hand side. Also, that male member of staff does not transport females unless there is another male pupil in the car and vice versa.
 7. Pupils need to be checked for height/age to ensure that regulations relating to the use of booster seats are complied with.