

# HOLY TRINITY, PRESTWOOD AND ST. MARY MAGDALENE, GREAT HAMPDEN

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04 March 2019

## **HTP PCC**

### **Lift Policy**

Private car consent form

The Holy Trinity, Prestwood policy for transporting vulnerable adults and children follows.

#### **Transport**

Travel or escort arrangements to or from church activities of children are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the PCC if church workers organize them. It must be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned to the parent.

Drivers need to have appropriate insurance, comply with the law, bearing in mind the [Diocese of Oxford Safeguarding Handbook](#) for the protection of children and vulnerable adults as it relates to seat belts, child seats and booster cushions. Children must travel in the back seats of cars. Transporting children or vulnerable adults on behalf of a church is a regulated activity and those undertaking it need to be recruited according to the safer recruitment principles if this has not already been done.

#### **Responsibility of organizers**

Those organizing outings requiring the use of private cars are responsible for ensuring that drivers are aware of this procedure. Approved drivers must be recruited according to the Safer Recruitment procedure. This will include the requirement for a satisfactory Disclosure and Barring Service (DBS) disclosure if the driver is carrying children or vulnerable adults regularly.

To ensure that this procedure is adhered to, you are advised to obtain from those people who are recruited to transport children or vulnerable adults in their cars :

- a signed undertaking, covering the issues below
- sight of their driving licence and their insurance certificate

## **All transport**

### **Consent**

Children and young people may not be taken out in transport without the prior consent of their parents or carers.

Vulnerable adults should give permission to being transported themselves, and discretion used in consulting first with their carers.

Care must be taken when assisting children or vulnerable adults to board and alight vehicles, both to ensure the road is safe to do so, and in following the [Diocese of Oxford Safeguarding Handbook](#) guidelines on physical contact.

### **The driver**

All those who drive children or vulnerable adults on church organized activities should normally be over 25 and should have held a full current driving licence for over two years.

Any driver who has an endorsement of 6 points or more on their licence must inform the Parish Safeguarding Officer.

Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway may not transport children or vulnerable adults.

## **Transport in private cars**

### **Seat belts in cars**

Only cars fitted with seat belts (both front and rear) can be used, and the numbers of people transported must not exceed the number of seat belts available.

All car passengers are required to wear safety belts in the front and rear seats.

All children up to 3 years old must be carried in a child restraint.

Rear-facing baby seats must not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.

Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) must use baby or child seats, or booster cushions for older children.

All passengers aged 13 years or older must wear an adult seat belt if available.

### **The vehicle and insurance**

All cars that carry children or adults who may be vulnerable must be comprehensively insured. The insured person must make sure that their insurance covers the giving of lifts during church activities. It is the responsibility of car owners to check that their vehicle is insured for the transportation of children or vulnerable adults. While the transportation of passengers without reward (i.e. for petrol money only) would normally be covered under "social/domestic use", vehicle owners must check with their insurers. Additional cover can very often be included for a small extra charge. All cars that carry children or adults who may be vulnerable must be clean and in a road worthy condition.

At no time may the number of people in a car exceed the number of seatbelts in the car.

### **Escorts**

A children's officer or other responsible adult should accompany the driver, to assist with any emergencies.

If a driver has to transport one child or vulnerable adult on his or her own, best practice is for the child or vulnerable adult to sit in the back of the car.

**I have read and will comply with the Holy Trinity, Prestwood Lift Policy**  
(as given above)

Full Name: .....

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

Telephone: ..... email .....

Church Warden:

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

Checked:

DBS certificate issue date: .....

Car Registration: .....

Driving Licence seen: ..... (sign and date)

Driving licence expiry date: .....

Insurance certificate seen: ..... (sign and date)

Insurance certificate expiry date: .....

MOT checked: ..... (sign and date)

MOT expiry date: .....

Review date: .....