

Transport Policy (Updated for EYFS 2025)

Policy Statement: At Butterflies Nursery, we prioritise the **safety and well-being** of children in our care, including **during any transportation activities**. This Transport Policy outlines our commitment to **safe and responsible transportation practices**, ensuring compliance with all **legal and safeguarding requirements**.

Transportation Responsibilities

- Nursery transporting children will have a **valid driver's license**, appropriate **insurance coverage**, and a **safe, roadworthy vehicle**.
- Vehicles used for transport must meet **MOT, tax, and insurance requirements**, with **business use coverage** if necessary.

Transportation Planning

- Transport activities will be **planned in advance**, ensuring **safe routes, schedules, and risk assessments** are in place.
- Parents will be **notified in advance** about any transportation activities, including **destinations, times, and duration**.

Safety Seats and Restraints

- **Age-appropriate car seats, booster seats, or seat belts** will be used as required by law.
- Nursery will ensure that **all restraints are correctly fitted and fastened** before departure.

Vehicle Safety

- Vehicles will be **regularly maintained** and checked, including brakes, lights, and tires.
- A **first aid kit and emergency contact details** will be available in the vehicle at all times.

- Nursery will follow **local road laws and speed limits**, ensuring **safe and careful driving**.

Authorised Drivers

- Only **authorised staff** will transport children.
- Parents will be informed **if an additional driver is used**, along with their credentials.

Consent for Transportation

- **Written consent** from parents or legal guardians is required for all transportation.
- Consent forms will include:
 - **Destination and purpose of the trip**
 - **Mode of transport**
 - **Safety measures in place**

Emergency Procedures

- Staff will be **trained in first aid and emergency response**.
- In case of an emergency:
 - **Parents will be contacted immediately**.
 - If necessary, **emergency services will be called**.
 - Children will be kept **safe and reassured** while awaiting help.

Seat Belts and Supervision

- **Seat belts must be worn at all times** while the vehicle is in motion.
- Children will be **supervised and supported** to ensure appropriate behaviour during transport.

Communication with Parents

- Parents will receive **prior notice** of any outings requiring transport.
- Any **delays or changes** will be communicated promptly.

Child-to-Staff Ratio

- Appropriate **child-to-staff ratios** will be maintained during transport.
- When required, **additional staff or assistants** will accompany trips to ensure **safe supervision**.

Breakdowns and Emergencies

- A **contingency plan** will be in place in case of:
 - **Vehicle breakdown**
 - **Accident**
 - **Unexpected delays**
- In these cases, children will be kept **safe and comfortable** while awaiting assistance.

Alignment with EYFS 2025 Changes

This Transport Policy is aligned with the **EYFS 2025 updates**, including:

- **Enhanced safeguarding procedures** to ensure **only qualified and approved drivers** transport children.
- **Stronger supervision and child safety measures** during outings and travel.
- **Updated risk assessment requirements** for **transport safety and emergency planning**.
- **Improved communication procedures** to ensure **timely updates for parents and guardians**.

Review and Monitoring

This policy will be **reviewed annually** or sooner if needed to ensure compliance with **new regulations and best practices**. Feedback from **parents, staff, and external agencies** will be welcomed to enhance **safe transportation procedures**.

Signed: Chrissie Day

Date: 2nd July, 2025

