

Transport Policy

Empowering Futures Academy Ltd
(Alternative Provision)

Policy Name	Transport Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
Date Reviewed & Confirmed	18 January 2026
Next Review Due	January 2027

1. Policy Statement

Empowering Futures Academy Ltd (“Empowering Futures”) is committed to ensuring that transport arrangements for children and young people accessing our Alternative Provision are **safe, appropriate, and safeguarding-led**. We recognise that transport can present additional risks and barriers for learners, particularly those with SEND, SEMH needs, anxiety, or vulnerabilities.

This policy sets out how transport arrangements are managed in line with **Local Authority requirements**, safeguarding legislation, and best practice for Alternative Provision.

2. Scope of the Policy

This policy applies to:

- Learners commissioned by **Coventry City Council** and **Birmingham City Council**
- Learners referred by schools under Alternative Provision arrangements
- Transport provided directly, indirectly, or arranged through third parties
- Staff involved in

transport arrangements or supervision

The policy applies across all Empowering Futures delivery sites, including:

- **WEETC – Coventry**
- **Evolve Centre – Birmingham**

3. Legal and Statutory Framework

This policy aligns with:

- **Education Act 1996**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Health and Safety at Work etc. Act 1974**
- **Equality Act 2010**
- **Local Authority transport and safeguarding requirements (Coventry & Birmingham)**

Transport is treated as a **safeguarding matter**.

4. Responsibility for Transport

4.1 Local Authority Responsibility

- Where transport is commissioned by the Local Authority, responsibility for transport arrangements rests with the LA.
- Empowering Futures cooperates fully with LA transport providers and safeguarding expectations.

4.2 Parent/Carer Responsibility

- Where transport is not provided by the LA, parents/carers remain responsible for ensuring learners attend provision safely and on time.

4.3 Empowering Futures Responsibility

- Empowering Futures does **not routinely provide transport**, unless explicitly agreed in writing as part of a placement or programme.
- Where transport is facilitated or supervised by Empowering Futures, safeguarding and risk assessment procedures apply.

5. Types of Transport

Transport arrangements may include:

- Local Authority–commissioned transport (e.g. taxis, minibuses)
- Parent/carer transport
- Independent travel arrangements (where appropriate)
- Supervised walking or escorted travel (risk assessed)

All arrangements must be agreed in advance and documented.

6. Risk Assessment

- All transport arrangements involving Empowering Futures staff are subject to **risk assessment**.
- Risk assessments consider:
 - Age and vulnerability of the learner
 - SEND, SEMH, or medical needs
 - Behavioural risk
 - Journey length and environment
 - Staffing and supervision requirements

Risk assessments are reviewed regularly or following incidents.

7. Safeguarding During Transport

- Transport is considered part of the safeguarding framework.
- Any concerns arising during transport are reported immediately to the **Designated Safeguarding Lead (DSL)**.
- Learners are supported to understand expectations for safe behaviour during travel.
- Incidents, concerns, or accidents are recorded and escalated appropriately.

8. Use of Staff Vehicles and Staff Escort

Where staff are involved in transport or escorting:

- Explicit written agreement must be in place
- Appropriate insurance, licences, and checks must be verified
- Lone-working and safeguarding procedures apply
- Staff are not permitted to transport learners in personal vehicles unless formally authorised

9. Independent Travel

- Independent travel is supported only where appropriate and agreed.
- Decisions are based on:
 - Risk assessment
 - Learner readiness

- Parent/carer and LA agreement

Support may include:

- Travel training
- Gradual transition plans
- Ongoing monitoring

10. Medical Needs and SEND

- Transport arrangements take account of medical needs, SEND, and EHCP requirements.
- Reasonable adjustments are made in line with the **Equality Act 2010**.
- Information is shared on a need-to-know basis to support safety.

11. Roles and Responsibilities

Provision Leadership

- Ensure transport arrangements are safe and compliant
- Liaise with Local Authorities and schools
- Oversee risk assessments and incidents

Designated Safeguarding Lead (DSL)

Rhean White – Director

- Oversees safeguarding concerns relating to transport
- Leads escalation and referrals where required

Deputy Designated Safeguarding Lead (DDSL)

Rena Sparks

- Supports the DSL
- Acts in the DSL's absence

Staff

- Follow agreed transport procedures
- Report concerns immediately
- Adhere to safeguarding and health & safety requirements

Parents/Carers

- Ensure learners attend safely where transport is their responsibility
- Communicate changes or concerns promptly

12. Information Sharing

- Transport-related information is shared with:
 - Local Authorities
 - Referring schools
 - Parents/carers (where appropriate)

All sharing complies with **UK GDPR** and **Data Protection Act 2018**.

13. Incidents, Accidents, and Concerns

- Any transport-related incidents are recorded promptly.
- Safeguarding concerns are escalated immediately.
- Serious incidents are reported to the commissioning Local Authority.

14. Monitoring and Review

- Transport arrangements are monitored through safeguarding and quality assurance processes.
- This policy is reviewed annually or sooner if:
 - LA requirements change
 - A serious transport incident occurs

15. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Lone Working Policy
- Attendance Policy
- Risk Assessment Policy
- SEND Policy