

## **Transport Policy**

All transporting of pupils from the After School Club by staff will be undertaken using the approved service provider – Diamond Cabs

No changes to this provider can be made without the expressed agreement of the manager/principal

Details relating to this provider are retained and only drivers from the approved list should be used.

Any journeys away from the centre can only be undertaken after the completion of a risk assessment which will ensure that the appropriate staffing levels are in place.

Any trips from the after school requiring bus transportation will only be carried out using companies who are appropriately insured and vetted.