



Apple Tree Farm Services CIC

Transport Policy

Objectives

To make Apple Tree Farm an accessible environment for all to reach by offering the provision of transport for specific programmes to enable children and young people to access the farm and its services where they would otherwise not be able to.



Policy

This policy is reviewed prior to each outing taking place, and any incidents occurring are recorded in the farm's accident/incident book. Farm staff will always take a mobile telephone, emergency contact numbers and a first aid kit.

Type of outing: Any

How will we get there: By car

Potential risks on the journey and how I will minimise these risks:

- To comply with the law, all farm vehicles hold fully comprehensive business insurance.
- To prevent breaking down, the farm vehicle is serviced annually and has a current MOT certificate.
- To avoid stopping at a petrol garage, the farm vehicle will always have enough fuel for the whole trip.
- Farm staff will manage the children's behaviour in the vehicle appropriately. If a situation arises which requires the driver's attention, the driver will find a safe place to stop the car and not try to deal with it whilst driving.
- To avoid things being thrown out of the window, the parental locks are on and cannot be opened by the children.
- To prevent a child falling out of the car, the child door locks are activated.
- To avoid a child being seriously injured in an accident, farm staff will ensure that the children understand that wearing a seatbelt correctly is compulsory. Farm staff will explain that if children are not wearing a seatbelt and the vehicle is involved in an accident, then they could get seriously hurt. Farm staff will set a good example by always wearing their seatbelt.
- To stop a child being injured, farm staff will ensure that they are in the correct car seat/booster for their age/weight. Farm staff check these regularly for wear and tear/damage. Car seats/boosters which are unsuitable for use are thrown away and replaced with new ones. Apple Tree Farm does not buy second-hand car seats/boosters as we cannot guarantee that they have not been in an accident.

Potential risks once we arrive at our destination and how farm staff will minimise these risks:

- To avoid a child getting hurt, farm staff insist that children keep their seatbelts on until the car has stopped completely, and staff will verbally signify that belt can be unclipped.



- To prevent accidents, farm staff will teach the children about road safety, and they will always get out of the car on the pavement side. In a car park, farm staff will teach them that there are cars everywhere and use extreme caution when looking for a safe place to wait.
- Farm staff will always escort children to and from the car and ensure they are signed for by a responsible adult.

An individual risk assessment for each child being transported must be completed before a transport plan is put in motion to ensure the safety of staff and children.

TRANSPORT – CODE OF CONDUCT

By accepting transport assistance arranged by Apple Tree Farm, pupils, students and their parents or carers agree to follow the expectations stated below.

In the event of a child being unable to safely follow these rules or codes of conduct set out by Apple Tree Farm staff, this policy may be reviewed allowing transport to be provided on the basis of a 2:1 staff ratio. In serious cases, the farm has the right to end transport provision and it will then be the responsibility of the parents/carers or commissioners to ensure the child gets to the farm. The commissioners will also be responsible for the cost of repairs if deliberate damage has been caused to transport.

PUPILS AND STUDENTS

- You must behave safely at all times so must not distract the driver, throw anything or try to open the doors or windows
- You must not provoke the other passengers or the escort by your behaviour and must not swear or use abusive language
- You must not bully other passengers
- On vehicles with seatbelts or harnesses, you must always wear your seatbelt or harness, keep it fastened and stay in your seat throughout the journey
- If there is an escort, you must always do what they say
- You must not take any dangerous or unsuitable items onto the transport
- You must not cause any damage to the transport
- You must not eat, drink or smoke on the transport and must not drop litter
- You must take all your belongings with you when you get off

If the transport does not arrive contact the farm manager in the first instance.

If there is a delay, the vehicle breaks down or is in an accident the transport driver will make sure you are contacted as soon as is possible and given all relevant information

If your child is ill and will not need transport, please contact the farm manager as soon as possible

Farm Manager

Date: 14/05/2026

This policy will be reviewed annually unless it is deemed necessary to do so sooner.