



Safer Transport Policy

Last updated: 01 September 2025

Next review: September 2026

Policy Owner: TK Inclusive Support Ltd

TK Inclusive Support is committed to ensuring the safe transportation of children and young people as part of our Personal Assistant and support services. This policy outlines how we minimise risk and promote safety, dignity, and wellbeing during all transport activities.

1. Scope

This policy applies to all transport provided by TK Inclusive Support, including journeys to and from activities, education settings, and community-based services.

2. Principles

- Safety and wellbeing of the child or young person is paramount
 - Transport is planned around individual needs
 - Safeguarding responsibilities always apply
 - Clear communication with parents and professionals
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3. Risk Assessment

- Individual transport needs are assessed prior to journeys
 - Consideration is given to medical, behavioural, and sensory needs
 - Routes, timings, and contingency plans are agreed in advance
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4. Vehicles

- Vehicles are roadworthy, insured, taxed, and MOT compliant
 - Regular safety checks are carried out
 - Vehicles are kept clean and suitable for passengers
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5. Driver Responsibilities

- Drivers hold a valid driving licence
 - Drivers are familiar with individual support plans
 - Mobile phone use while driving is prohibited
 - Professional boundaries are always maintained
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6. Seatbelts & Safety

- Seatbelts must be always worn
 - Appropriate child restraints are used where required
 - Young people are supported to enter and exit vehicles safely
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7. Behaviour & Supervision

- Clear expectations are set prior to journeys
 - Positive behaviour support approaches are used
 - Any incidents are recorded and reported
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8. Emergency Procedures

- Emergency contact details are always carried
 - First aid supplies are available
 - In an emergency, services will be contacted immediately
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9. Safeguarding

- Transport is an extension of safeguarding responsibility
- Concerns arising during transport are reported in line with safeguarding procedures
- No unauthorised passengers are permitted



10. Record Keeping

- Journey records are maintained where required
 - Incidents, concerns, or near misses are documented
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11. Policy Review

This policy is reviewed annually or sooner if required.

Policy Approval

Approved by: Raphael Ejike

TK Inclusive Support Ltd

Signature: _____ *A. Ejike* _____

Date: _____ 01 September 2025 _____