



Policy status

title:	Education Visits Policy (Non-statutory)		
status:	Approved		
owner:	Full Governing Body		
nominated governor:	Paul Matthews		
release date:	December 2018	Review:	December 2020
Head teacher (signature if required):		Date:	
Chair of governing body (signature if required):		Date:	

Introduction

Preshute Primary School acknowledges the great value of Learning Outside the Classroom (LOTC) in broadening and enhancing both the learning and social experience of young people. During their time at Preshute Primary School we aim for pupils to go on a variety of educational visits that will help to bring learning alive.

In addition to day visits, from Year 3 we organise residential trips that cover history-based activities, sporting, PHSE and adventure activities. No residential trip is compulsory. However, we believe residential trips enhance the educational experience of our children and help develop independence.

Please also see our policy on charging.

LOTC benefits

There are many benefits to LOTC, including:

- enabling children to learn new ideas, facts and concepts in a real-world context
- developing confidence, self-awareness and skills – for example responsibility for oneself and others, working in a team, leadership, communication and problem-solving;

- increased motivation and willingness to learn, contributing to raised levels of attainment; and
- broadening horizons and raising aspirations.

It is for that reason that LOTC is a fundamental part of teaching at Preshute Primary School in order to help each pupil reach his or her full potential. Indeed, it is seen as integral to our school motto, “Live Life, Love Learning”.

Planning and supervision

An Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE’s requirements and Local Authority (LA) guidelines. A member of the Senior Leadership Team has attended the LA EVC training course.

The EVC for Preshute Primary School is the School Business Manager, Rosanna Browning.

The Head Teacher, supported by the Deputy Head Teacher, will keep the Governing Body aware of the school’s educational visits.

Competence to lead

Any member of staff leading a visit (“Visit Leader”) will need to have their ‘competence to lead’ assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC.

In assessing competence to lead, account will be taken of previous experience of leading activities, behaviour management skills, use of initiative and wider school responsibility, the type of activities being undertaken and the skill level required to lead the activity.

Planning and managing LOTC experiences

All educational visits organised at Preshute Primary school have a clear aim and targeted outcomes.

The school plans all LOTC experiences to ensure they support, enrich and extend teaching and learning within and across subject areas. Further, the school assesses and manages the risks involved so that it can effectively supervise all off-site activities and ensure they are delivered safely.

To help us to do this we use the Wiltshire Council LOTC Service and the EVOLVE system, together with our own Preshute Primary School procedures. All off-site visits and activities must be planned and recorded using the protocols and procedures set out below:

All off-site visits and activities must be authorised by the Head Teacher. However, any that involve:

- adventurous activities;
- activities in, on or around open water; and or
- a residential stay,

will also need to be subject to additional scrutiny and approval by the LA LOTC Safety Adviser via EVOLVE. Trips that need external approval must be submitted at least 4 weeks before they are due to take place.

Wherever possible pre-visits should be made by the Visit Leader to assess risk and help organise the visit. If this is not possible, teachers should liaise with anyone on the staff who has visited the venue before and take their advice, and/or speak directly to the venue concerning details such as, lunch provision, toilets, adult supervision needed.

Before visits outside of the Marlborough area teachers must:

- 1) Discuss the proposal with the EVC/Head Teacher
- 2) Consider arranging a pre-visit
- 3) Book visit and transport
- 4) Obtain parental permission using the form to be found on EVOLVE
- 5) Complete a risk assessment (found on EVOLVE)
- 6) Complete the online EV checklist and submit it to the EVC.
- 7) Alert the school meals provider.
- 8) Consider, and mitigate where possible, the impact the trip may have on attendance at other activities, clubs or lessons at school (eg music lessons, after-school clubs) which one or more pupils may usually attend, particularly those which have been paid in advance by parents/carers.

Before visits within the Marlborough area:

- 1) Discuss the proposal with the EVC/Head Teacher
- 2) Consider arranging a pre-visit
- 3) Book visit and transport
- 4) Obtain a copy of the local visits risk assessment (located in Mrs Browning's office), highlight the relevant parts and write on any additions.
- 5) Complete the local visits risk assessment cover sheet and give both the amended risk assessment and cover sheet to the EVC/Head Teacher for signing.
- 6) Alert the school meals provider (where relevant).
- 7) Consider, and mitigate where possible, the impact the trip may have on attendance at other activities, clubs or lessons at school (eg music lessons, after-school clubs) which one or more pupils may usually attend, particularly those which have been paid in advance by parents/carers.

Parental permission has already been gained for all local visits (other than residential visits) when children start school.

Risk Assessment

'Risk assessment' means a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). In considering risk, there are 3 levels of which leaders should be mindful:

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Generic risks – normal risks attached to any activity out of school.

Event specific risk assessment (ESRA) – any significant hazard or risk relating to the specific activity and outside the scope of generic risk.

Ongoing risk – the monitoring of risk throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils.

Pupils should be involved in risk assessments wherever possible as this is a valuable way of encouraging responsibility for safety.

Despite the most detailed and thorough pre-visit planning, things can go wrong on the day e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, venue has lost booking etc. To avoid having to make decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

Insurance

The EVC or Head Teacher must ensure there is appropriate insurance cover for each trip.

Staffing ratios

A professional judgement must be made by the Visit Leader in discussion with the EVC and or Head Teacher/Deputy Head Teacher as to the appropriate adult: pupil ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEND)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Head Teacher must be informed and must sanction the revised ratio. Please note: volunteers should not bring other children.

Please refer to Appendix A to determine the correct ratio of adults: pupils.

Supervision

Pupils must be supervised throughout all visits.

Role of volunteers

Volunteers (including supervising parent volunteers) must be fully briefed prior to the trip on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and have their role in

the risk management strategies (as documented in the risk assessment) explained to them. Volunteers should, wherever possible, have a DBS check conducted prior to attending the trip. If this is not possible, the volunteer must not be left alone with children but must be supervised by a member of staff at all times.

First aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The “One Day Emergency First Aid at Work” for the appointed person is the minimum requirement for residential visits. However, specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits must be taken. If a visit involves the party splitting up by any distance, a kit should be taken for each group.

Pupils with medical conditions

In accordance with the school’s “Supporting Pupils at School with Medical Conditions and Medicines Policy”, Preshute Primary School actively supports pupils with medical conditions to participate in school trips and residential visits unless medical evidence states that this is not possible.

The school will make reasonable adjustments to enable pupils with medical needs to participate fully and safely. These arrangements will be included in the risk assessment.

On day and residential visits, one member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. Individual Healthcare Plans, medicines, equipment and consent forms will be taken on school visits.

Without limiting the above, the school will also be aware of specifics on diet/personal issues for relevant pupils when on school trips.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and volunteers must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils, volunteers and members of staff must wear a seat belt.

Use of private vehicles to transport pupils

Preshute Primary School must ensure that any other person who may transport pupils in their private vehicle is properly licensed, insured and driving a roadworthy and suitable vehicle. This will most commonly apply to parents and other volunteers helping to transport children on school trips or to and from sporting events.

Parents and other volunteers who wish to transport other people's children in their car must check with their individual insurance company to ensure their policy will cover them in the event of an accident. Beware of the assumption that business use will cover someone if they are a named driver on a policy, as often the business use aspect only applies to the policy holder.

Where private vehicles are used to transport pupils on organised trips, such as sporting events, written consent should be obtained from children's parents.

If the school asks an adult to transport children **on behalf of the school**, the school must:

- keep a record of the individual's motor vehicle insurance policy details
- ensure the vehicle has a valid MOT (if relevant) and make a visual check (which would satisfy a reasonable person) to confirm that it appears to be a suitable vehicle and appears to be of road-worthy condition.
- ensure that seat belts are worn and booster seats are in place for younger children if needed.
- ensure the driver has a full valid driving licence and has been DBS checked.
- Written consent is obtained from each pupil's parents before they are transported by that person.

The above is not applicable if parents arrange their own car shares for transporting children.

To facilitate this process, a parent consent form and a driver consent form is set out in Appendix B.

Please also refer to the Preshute Primary School Vehicles and Driving Policy.

Child car seats and use of seat belts in taxis, minibuses, buses and coaches – current law (October 2018)

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available.

However, seatbelts must be worn if fitted. See Appendix D for more details.

Water 'margin' activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfE's 'Group Safety at Water Margins' is relevant. All staff, volunteers, should be provided with a copy of this guidance prior to the visit. A copy of

this is downloadable from EVOLVE. Activities of this nature are also subject to additional scrutiny and approval by the LA LOTC Safety Adviser via EVOLVE.

Cost

For most outings we ask for a voluntary contribution from parents to cover our costs. However, no pupil will be left behind if a family is unable or unwilling to pay, and parents are encouraged to talk to the Head Teacher, Deputy Head Teacher or School Business Manager in confidence so if they are in financial difficulty (see the Charging and Remissions Policy). Payments can be made in instalments and we encourage parents to pay online via ParentMail.

Seeking Parental Consent

Parents should be made fully aware of the programme of activities associated with the visit, any potential risks and the control measures and management strategies in place to mitigate those risks, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

This should be done via a letter to parents which sets out the full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included (template available on EVOLVE). The letter should also state the cost of the visit per child.

The reply slip should read: -

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read: -

"My child _____ is able to play in the match (at) on

I have read and understand the information in the letter, and give permission for my child to take part."

Behaviour

Visits provide opportunities to promote the positive image of Preshute Primary School, and there are consequently codes of behaviour and attitude which must be stringently applied:

- Remain seated and quiet on all transport
- Walk smartly and in twos in public places
- Be polite and respectful

- Leave no litter
- Be considerate towards each other and members of the public
- Be on task when this is required

Preshute Primary School's Behaviour Policy applies while pupils are on school visits.

Poor behaviour on a school trip is taken very seriously as it can affect the reputation of all children attending Preshute Primary School. The school reserves the right to refuse to take children on a trip if their behaviour has been poor during previous visits or if their behaviour is likely to bring the reputation of the school into disrepute.

Pupils will be reminded of the Behaviour Policy before any visit, including the expectations for good pupil behaviour, including towards hosts and those accompanying them on the trip (both children and adults) and sanctions.

The covering letter to parents (and, if a meeting is organised for parents ahead of any residential visit, this will also be covered by staff at the meeting) will set out any specific rules relevant to visits (eg whether children are allowed to bring mobile telephones or other electronic devices).

Emergency Procedures

All staff and volunteers involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). As a minimum, the Visit Leader should carry a school mobile phone and carry a list of contact details for participants.

On the day

Refer to the checklist

- **Collect first aid kit(s)**
- **Take asthma inhalers, EpiPens and other medication, as necessary**
- **Brief supervising adults, including parents**
- **Ensure group leader mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit**
- **Count number of pupils regularly, and always when changing locations**

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

On the bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count the children off the bus.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

During the course of the visit, pupils should be counted regularly as appropriate and always when changing locations. Always 'double count'.

The school mobile phone(s) should be switched on during trip and the school office or other agreed 'Home Contact' (eg class representative) advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

Following the trip

The Visit Leader should meet with the EVC Lead and/or Head Teacher to evaluate and feed back into the procedures for planning and managing all of your trips so that staff can:

- Assess the extent to which the trip delivered the teaching and learning objectives associated with the planned activities;

- review their planning and management of risk for the visit and activities; and
- continuously improve the quality of practice.

The Visit Leader should inform the EVC and/or Head Teacher of any issues that caused concern on the trip (eg pupil misbehaviour, poor quality of trip). These may need to be followed up with the establishment where the visit took place.

The Visit Leader should also inform the EVC and/or Head Teacher of the success of the trip. A particularly good visit can be followed up with the establishment and a note can be made to use that venue again.

Celebrating achievement

School digital cameras may be used during school trips so that displays can be made in school and on our website, and when reporting achievements in the school newsletter. The taking and using of photographs will be done in accordance with the school's other policies, including the Online Safety Policy and the Privacy Policy.

Equal Opportunities

The school aims to include all pupils on school trips, and will provide support for children with physical, learning and/or behavioural needs.

Children's ethnicity and religion may need to be considered on rare occasions. While this may not mean a trip does not go ahead, it will be considered when planning events.

Checklist and Booking Procedures

Please inform the following people about proposed visits out of school before booking:

- Head Teacher
- Educational Visits Co-ordinator (EVC)
- Admin Officer

If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

Please complete the checklist at Appendix C.

Appendix A

Learning Outside the Classroom: Wiltshire Council's Guidance for schools

Ratios and effective supervision

This guidance outlines the principles of ratios and supervision as follows:

Activity and visit leaders must ensure that young people are supervised in accordance with the principles of 'effective supervision' requiring them to take account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the young people to be supervised
- The ability of the young people (including behavioral, medical, emotional and educational needs)
- Staff competence.

This means that arrangements for supervision including staff/student ratios, must consider the nature of a group and the individuals in it. It is therefore important that when planning a repeat visit or series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure that it meets the current group needs.

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/ student ratios for a particular age group or activity, although as a starting point, Wiltshire Council requirements for ratios and supervision of non-hazardous activities are as follows:

Non-hazardous activity	Ratio	Minimum number of adults to accompany groups
Primary day visit/activity Under 8 School year FS2, 1 – 3	1:6	2
Primary day visit/activity School year 4 – 6	1:15	2
Primary residential visit/activity Under 8 School year 1 – 3	1:6	2
Primary residential or day visits extending beyond midnight School year 4 - 6	1:10	2 (leader of each sex with mixed party)
Residential visits abroad	1:10	2 (leader of each sex with mixed party)
Residential exchanges	1:15	2 (leader of each sex with mixed party)
Camping	1:10	2 (leader of each sex with mixed party)

These ratios are the minimum and risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency.

If leaders/ assistant leaders/ supervisors /parent helpers are also parents of pupils taking part, the potential exists for parental instincts to compromise the group management of the visit, particularly if there is a serious incident where leaders may be distracted by the needs of their own child.

This should be covered in any risk assessment and management decisions and unless it is part of an agreed plan, situations where the leadership role gives direct responsibility for their own child should be avoided. Ratios may need to be revised to meet this situation.

If any child or young person going on the visit is to be accompanied by their parent/guardian in a one to one caring / medical needs capacity, this adult cannot be included in the ratio of supervising adults appropriate for the visit. They must be seen as supernumerary as far as the ratio is concerned.

These ratios above are for pastoral support purposes and do not include activity technical instructors. Where group leaders are also acting as technical instructors the numbers of adults needed should be reviewed. Staffing ratios for specific adventurous activities can be found on the relevant National Governing Body web pages – and the expectation is that the technical instructors will be supported by the school pastoral support team.

The ratio of leaders and adult supervisors to pupils and young people for specific outdoor activities varies according to the activity to be undertaken. Full details of leader/pupil ratios are given in the activity subsections, but for non-hazardous activities the required ratios are shown below.

Appendix B: Consent to drive on school business

Name of School:		
<p>Dear</p> <p>Use of private cars for transporting pupils</p> <p>I am grateful for your offer of assistance with transporting children. As I am sure you will appreciate it is important from the point of safety, the school and yourself, that the position with regard to the use of private vehicles in this context is clear. School business means transporting pupils for any activity which is school related i.e. taking pupils to match fixtures etc.</p> <p>The following applies: While children or young persons are travelling in any private motor vehicle the Council's liability insurance does not apply. Therefore, in the event of any claim being made, any claim costs would have to be borne by the insurance policy covering the vehicle. It is essential, therefore, to check with your vehicle insurers that your policy is valid for these purposes, which may be construed as a form of business use, as many people only insure their vehicles for "social, domestic and pleasure use".</p> <p>Beware of the assumption that business use will cover you if you are a named driver on a policy, as often the business use aspect only applies to the policy holder. Again, you must verify this with your insurance company.</p> <p>In addition to insurance, road tax, MOT certificate and full driving license must be valid when transporting pupils. Therefore, please supply the original documents for verification when returning this form.</p> <p>When transporting pupils seat belts or other restraint must be fitted and worn at all times. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars must travel in the correct child restraint for their weight / age. It is the driver's responsibility to comply with requirement.</p> <p>I would be grateful if you would sign and return this form indicating that you have read and understood the requirements detailed above. A copy of this form will be kept on file and reviewed on an annual basis. My thanks for your offer of assistance.</p> <p>Yours sincerely</p>	<p>Please supply copies of the following documentation:</p> <p>Driving Licence:</p> <p>MOT Certificate:</p> <p>Insurance Certificate:</p> <p>Tax Disc:</p>	
<p>For office use only</p> <p>Checked by</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>		
<p>I HAVE READ AND UNDERSTOOD THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE ABOVE, AND HAVE VERIFIED WITH MY INSURERS THAT I AM INSURED TO TRANSPORT PUPILS IN MY VEHICLE ON SCHOOL ACTIVITIES.</p> <p>I UNDERTAKE TO INFORM THE SCHOOL OF ANY CHANGE IN CIRCUMSTANCES, WHICH MIGHT PROHIBIT MY TRANSPORTING OF PUPILS.</p>		
Name (please print):	Signed:	Date:
<p>IMPORTANT</p> <p>ALL staff and volunteers (including parents/guardians) who will be driving pupils on School business and activities MUST sign and return this form BEFORE transporting pupils.</p>		

Appendix C – LOTC Checklist

<u>Action</u>	<u>Date completed</u>
Pre-visit taken place (if any issues speak to Miss Lewis)	
Book trip – before booking please get approval from Claire that she is happy for the trip to take place	
Coach booked ASAP (before letters to parents) (please see Ange Baldock – Administration Officer)	
Sort ratios and adults for trip and add those to diary (make sure if you are taking TA, they cover any duties they are doing on that day and check with teacher who normally has TA if need be) please check with Rosanna if any parent helpers need DBS check.	
Prepare letter for trip with consent form. This letter needs to contain as much detail as possible - e.g. outline all activities that the children may be undertaking while on the trip, clothing, food/drinks and departure. This must be given to Claire Graham first	
Send out letter to parents to get consent and payment Must be sent out 4 weeks minimum	
Draft risk assessment must be completed and hard copy given to Rosanna to check. If using template please enter name of trip, date and tailor to your trip Must be to Rosanna 6 weeks before trip if in water and 5 weeks if not	
Risk assessment and all other bits needs to be put on Evolve once feedback received from Rosanna Must be in 5 weeks before water trip and 4 weeks if not	
Inform all external providers (e.g. music and PE teachers, French) of dates/times of planned trip.	
Chase any late parental consent forms. All forms must be in 1 week before the trip.	
Grouping of children and the adults that will lead each group to be completed and given to CG one week before the trip (Please refer to the minimum adult: child ratio sheet).	
List of children that may need medication obtained and to be taken into consideration when arranging groupings (medication must be administered by a member of staff so children requiring medicine should be grouped with	

a teacher and should travel on the same coach with their medication and be located near the teacher). Copy to be given to CG one week before.	
If more than one coach is being used a list of children and adults on each coach to be given to CG one week before. There must be a first aider on each coach.	
Individual pupil wristbands containing the school name and school mobile number needs to be collected. These are to be worn by all children on the day of the trip.	
Create a safety mind map with the children 2 days before the trip e.g. what to do if you get lost, keeping wristbands on, walking safely....	
Remind the children in class the day before trip	
Organise an email reminder for the parents 2 days before the trip including: departure and return times, clothing/ footwear, sun cream, special equipment, food, drinks and snacks.	
Evening before the trip: Medical bag assembled including children's medication, first aid kit (1 per coach), anti-sickness wrist bands for coaches and sick bags. Parent emergency contact details are required if the trip is taking place outside normal school office hours.	
Evening before the trip: High vis jackets for all adults collected from the staff room, school mobile phone charged, list of all adults attending the trip and their mobile phone numbers left with the office staff. Parental permission slips held by the office staff. Remind staff to bring their whistles.	
Day of the trip: Designated leader of the trip to check that they have: School mobile, medication, first aid, Groupings list for all adults, children are wearing stickers and staff are wearing high Vis jackets and whistles. Inform CG when the trip party are about to leave the building. Call the School office upon arrival at the destination, when departing the destination and 10 mins upon arrival back at school. Designated leader of the trip to have a safety talk with parents and inform them of duties and what is expected of them. Talk through risk assessment.	
Upon return to school: Children get off the coach in groups led by their group leader and return to classrooms to be dismissed.	

Appendix D – RoSPA – Carrying other people’s children – Other Vehicles

(see: <https://www.childcarseats.org.uk/carrying-other-peoples-children/other-vehicles/>)



Child Car Seats

Other Vehicles

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. However, seat belts must be worn, if fitted.

Taxis (including private hire vehicles and minicabs)

When booking a taxi, make sure it has seat belts and ask whether they can provide a suitable child restraint or whether you can use your own. Organisations that use taxis regularly should provide their own child restraints, if necessary. Some black cabs have an integral booster cushion in the rear for older children.

If the seat belts cannot be used (because the buckle is hidden under the seat, for example) ask the driver to fix it. If it cannot be fixed, do not use the vehicle - ask for a replacement.

If child restraints are not available, then children under 3 years may travel unrestrained in the rear and those 3 years to 135 cms in height must use an adult belt in the rear seat.

Children may travel in the front if they use the correct child seat/booster. The driver is responsible in law for making sure that children under 14 years use seatbelts or child seats/boosters as required.

Minibuses, Buses and Coaches

In small buses, up to 2,540 kg unladen weight (these are usually minibuses), children over 3 years old must wear seat belts, or use child restraints, if available.

On larger buses and coaches, all seated passengers aged 14 years or over must wear seat belts if they are fitted. The driver (or a conductor or similar person) must notify passengers when they board that they have to wear their belts and/or signs must be displayed at every seat.

At the moment, the law does not require passengers under 14 years old to use seat belts.

Operators are not required to provide child restraints, but if they are available and if they can be fitted properly, they must be used.

When booking a minibus, bus or coach, make sure it has seat belts and ask whether child restraints can be provided or whether you can use your own. But be aware that it may not be possible to fit them properly because the seats and seat belts are different from cars. In some of these vehicles it is possible to adjust the height of the seat belt so that they fit child passengers better.

Further details of the law on using on seat belts and child car restraints is available from www.gov.uk/seat-belts-law and www.gov.uk/child-car-seats-the-rules.

RoSPA 2018