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1. Statement of intent

Wider Ambition promotes safe, active, and sustainable travel to and from the premises to minimise emissions and maintain the health and wellbeing of all members of its community.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood, and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The School Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. By accepting and maintaining a placement at a Wider Ambition setting, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the School Administrator.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.

- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The School Administrator is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of each setting and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Wider Ambition or a senior representative from Wider Plan with delegated authority.
- 2.11. The Senior Leadership Team (SLT) includes the Headteacher, Proprietor, Pastoral Lead, Curriculum and Assessment Lead, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.12. All references to parents within our policies should be interpreted to include parent carers.

3. Wider Ambition Cars

- 3.1. Wider Ambition cars are used to facilitate travel for offsite educational visits.
- 3.2. The school therapy dog will travel in cars with students, where possible, to provide students with assistance in using shared transport. Sensory aids are also available to students in Wider Ambition cars.
- 3.3. Wider Ambition vehicles are selected to be an appropriate size for the number of students they are required to transport and to meet the anticipated needs of students.
- 3.4. Wider Ambition cars will carry up to 8 passengers. They will carry a maximum of one occupant per seat and seatbelts must be worn at all times.
- 3.5. The use of Wider Ambition vehicles will be organised in accordance with statutory guidelines.
- 3.6. The driver of Wider Ambition cars will have a full current driving licence including the necessary permissions and be aged 25 years or over.
- 3.7. Drivers will complete the relevant form and supply a photocopy of their driving licence.

- 3.8. The School Administrator will maintain a list of staff members who hold the required licence and have completed the training which allows them to drive the Wider Ambition cars.
- 3.9. Fines incurred will be paid by whoever was driving the vehicles at the time the offence was committed.
- 3.10. Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to a Wider Ambition setting.
- 3.11. The Facilities Assistant is responsible for arranging the annual maintenance of the cars, including MOTs and road tax.
- 3.12. The Proprietor is responsible for ensuring that the appropriate insurance is in place for transporting students and use of the Wider Ambition cars.
- 3.13. Unless otherwise authorised by the Senior Leadership Team, staff are not permitted to drive students in Wider Ambition vehicles without another member of staff being present.
- 3.14. First aid and emergency contact details for students travelling will always be carried in the cars.

4. Dog Transport

- 4.1. A therapy dog may be available to support students travelling in Wider Ambition cars.
- 4.2. When travelling in Wider Ambition cars, dogs will always travel in the rear of the vehicle and be appropriately restrained via a crash-tested harness or behind a properly fitted dog guard.
- 4.3. A trained dog handler will be present in any vehicle which is being used to transport a therapy dog.

5. Taxis and Cars

- 5.1. Due to the varying needs of students attending Wider Ambition, we anticipate that some will not be able to access public transport and are therefore likely to travel between home and the setting via taxi or their parent's car.
- 5.2. Wider Ambition provides ample parking spaces for staff, parents, and visitors.
- 5.3. In the context of Wider Ambition provision, students are only transported in staff cars in exceptional circumstances. Any staff who use their cars to transport students must be appropriately insured for business use. At least two members of staff must be present in the car, unless the driver has parental responsibility for the student who is travelling with them or

where Wider Ambition has been informed by the student's parents that the member of staff is in the habit of transporting the student outside their Wider Ambition role, as a family friend.

6. Drop-off and collection

- 6.1. Arrival and departure times are communicated to parents/taxis and students are expected to arrive at Wider Ambition settings between 8.45 and 9.05 am and leave between 3.05 and 3.15 pm. Where applicable the school gates are open during these times.
- 6.2. Lokrum Fields operates a one-way system around the rear of the main building at the beginning and end of the school day to promote the safe movement of vehicles on and off the premises and avoid vehicles needing to wait at the front of the building.
- 6.3. Depending on their needs, students may be met at the vehicles by staff on arrival and accompanied by staff to the vehicles for departure.

7. Sustainable Travel

- 7.1. Wider Ambition uses the Workplace Bikes cycle to work scheme and provides sufficient bike storage for staff and students who wish to cycle to a Wider Ambition setting.
- 7.2. There is an electric car charging point at each site.
- 7.3. We encourage our staff to car share where possible.
- 7.4. Wider Ambition uses solar panels, supplemented by a green electricity supplier, and makes donations to a suitable charity to offset emissions, including those arising from staff and student transport.

8. Travel Education

- 8.1. Wider Ambition provides travel and road safety education as part of the curriculum.