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1. Statement of intent

Lokrum Fields 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 Office Manager 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. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.

- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

3. Lokrum Fields Cars

- 3.1. Lokrum Fields 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 school cars.
- 3.3. School 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. School cars will carry up to 8 passengers. They will carry a maximum of one person per seat and seatbelts must be worn at all times.
- 3.5. The use of school vehicles will be organised in accordance with statutory guidelines.
- 3.6. The driver of school 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 Office Manager will maintain a list of staff members who hold the required licence and have completed the training which allows them to drive the Lokrum Fields 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 Lokrum Fields.
- 3.11. The Health and Safety Officer is responsible for arranging the annual maintenance of the cars, including MOTs and road tax.
- 3.12. The Office Manager is responsible for ensuring that the appropriate insurance is in place for transporting students and use of the school cars.
- 3.13. A member of school staff will be present as a passenger in the cars throughout their use. First aid and emergency contact details will always be carried in the cars.

4. Dog Transport

- 4.1. The school therapy dog will be available to support students travelling in school cars.
- 4.2. When travelling in school 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 or the school therapy dog trainer will be present in any vehicle which is being used to transport the school therapy dog.

5. Taxis and Cars

- 5.1. Due to the varying needs of students attending Lokrum Fields, we anticipate that some will not be able to access public transport and are therefore likely to travel between home and school via taxi or their parent's car.
- 5.2. Lokrum Fields provides ample parking spaces for staff, parents, and visitors.
- 5.3. 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.
- 5.4. Parents and taxi drivers are asked that if they need to stop on the way to and from Lokrum Fields, they do so legally, safely, and with respect for our neighbours and local residents.

6. Drop-off and collection

- 6.1. A maximum of 18 students will be on site at Lokrum Fields at any time. The number of vehicles accessing the site at the start and end of the school day will therefore be low.
- 6.2. Students are expected to arrive at Lokrum Fields between 9.00 and 9.30 am and leave between 2.30 and 3.00 pm. The school gates are open during these times.
- 6.3. The staggered arrival and leaving times of students and staff will further minimise the impact of any traffic on local roads.
- 6.4. 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.
- 6.5. The gates are set back from the road to ensure that drivers are able to pull off Copyholt Lane even when the gates are shut.
- 6.6. Parents and taxi drivers are asked not to park or drop students off on Copyholt Lane.
- 6.7. Students wait to be collected inside the main building or on the deck or patio at the end of the day.
- 6.8. Depending on their needs, students may be met at the vehicles by staff on arrival and accompanied by staff to the vehicles for departure.
- 6.9. Students are reminded only to exit the car or taxi when inside the gates on the premises.

7. Sustainable Travel

- 7.1. Lokrum Fields uses the Workplace Bikes cycle to work scheme and provides sufficient bike storage for staff and students who wish to cycle to Lokrum Fields.
- 7.2. There is an electric car charging point located at the rear of the main building which staff and visitors can use.
- 7.3. We encourage our staff to car share where possible.
- 7.4. Lokrum Fields 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

Travel Policy



- 8.1. Lokrum Fields provides travel and road safety education (Travel Training) as part of the curriculum, alongside onsite therapeutic input, to help students travel independently and access public transport, in respect of both transport services and in their life outside school.
- 8.2. Students are offered cycle training (Bikeability) and a DHL road safety talk to promote safe and active travel.