



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- VEHICLE AND DRIVING POLICY

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

VEHICLE AND DRIVING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding those who drive on behalf of the organisation, the conditions under which they carry out such driving and the integrity of the vehicles they are required to drive, as well as the arrangements by which this is brought about.

RESPONSIBLE PERSON: School Business Manager

The primary function of the above named person is to ensure that all vehicles used to transport children or staff for school business are only competent sub-contracted organisations.

In addition, the above named person has a responsibility to ensure that all those authorised to drive on behalf of the establishment are competent to do so through appropriate documentation checks on as regular a basis as deemed necessary. Where external organisations are utilised, the responsibility includes obtaining evidence to verify that the organisation carries out their own checks as required above.

The Policy:

- To provide a safe and effective means of transportation for all members of staff, pupils and students and parents, where applicable, to and from any location arranged by the organisation
- To ensure that such transportation is only carried out by competent and trustworthy individuals or is arranged through an external organisation that meets these standards.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- Staff are not to drive pupils in their personal cars. Taxis or contracted mini buses / coaches are to be used for all school travel involving pupils.
- Only in exceptional circumstances and with the express permission from the parent / carer are staff to drive pupils in their personal cars. In the event that this happens, the staff member must have full comprehensive insurance on their car.

SMOKING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding smoking, taking into consideration the risks from an outbreak of fire

RESPONSIBLE PERSONS: Premises Officer / School Business Manager

The primary function of the above named persons is to ensure that all those persons who are on the premises, whether staff, students, contractors or visitors, are aware of the organisation's policy on smoking. In addition, the above named persons have a responsibility to ensure that this policy is monitored through appropriate means and to ensure rigorous enforcement.

The Policy:

- No Smoking is allowed anywhere on school premises at any time.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- An absolute rule of 'NO SMOKING' in all buildings on the premises, irrespective of type or location and irrespective of the person(s).
- An absolute rule of 'NO SMOKING' in any external locations of the premises
- Clear signs to inform all persons who enter the premises and any of the buildings will be posted to state that they are entering a 'No Smoking' area
- A system by which all contractor organisations who are contracted to carry out any work on the premises are informed of the rules and arrangements as a condition of the contractual arrangement. This will normally be an inclusion in any purchase order and as part of a site induction programme prior to any contractual work taking place
- Letters will be sent before the start of each year to all parents of those under 18 regarding the rules on smoking and the existence of this policy. This will normally be included as part of an information pack
- A set of 'Staff Disciplinary Procedures' for dealing with anyone who breaches this policy. (Note: It should be understood by all that any such transgression is considered to be an example of 'Gross Misconduct' on the grounds of health and safety).

The Responsibilities:

All staff have the following responsibilities:

- To report anyone seen to be breaking any of the above rules and arrangements and to politely remind any visitor or parent who may have absent-mindedly broken any of the rules and arrangements
- To report any visible signs (such as cigarette ends, match sticks etc) that someone may have broken any of the above rules and arrangements
- To politely inform or remind any contractors, visitors and parents for whom they are responsible at the time of the above rules and arrangements.

Training:

Whilst there are no specific areas of training required, the organisation will ensure that all persons newly employed, whether temporarily or otherwise, will be clearly informed of this policy as part of any induction programme.

In addition, the responsible person named in this policy and any delegated persons will be provided with sufficient guidance and information on the subject, the contents with which they will be expected to become familiar.