

CAR TRAVEL POLICY DURING COVID-19

Introduction

This policy sets out the procedures followed by Onwards 'n' Upwards to ensure a young person's safety is monitored in terms of them accessing travel in a staff members car during the Covid-19 Pandemic.

Onwards 'n' Upwards staff will:

- Wear a face covering during the journey with the young person.
- Use hand sanitiser at the start and end of the journey.
- Sanitise the inside of their vehicle at the start and end of the journey. This will also include the outside door handles.
- Ensure the young person is sat in the back behind the front passenger seat.
- Open windows as necessary.
- Encourage the young person to wear a face covering during the journey.

The learner / parent must:

- Follow instructions provided to them by the staff member when keeping them safe.
- Wear a face covering (unless medical reasons prevents them from doing so).
- Uses hand sanitiser before entering the vehicle.
- Inform the member of staff as soon as possible if they are feeling uncomfortable at any stage of the journey.
- Inform the Director or Centre Manager if a member of staff is not following the procedures set out in this policy.

It is at the tutor/mentors discretion if they choose to use their vehicle during sessions, especially where the learner is not able to or refuses to wear a face covering.

The learner MUST sit in the back of the car. This is not optional. If they do not, the staff member will not be able to use their car during the session.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
11/09/2020	Linsey Spicer	