**Appendix 3: Checking of Car Seats**

Please read the UK guidance of [Child Car Seats: the law](https://www.gov.uk/child-car-seats-the-rules) prior to requesting/ using a car seat

1. All staff using car seats for their work must familiarise themselves with the car seat type they are using. Any individual member of staff can request training by their local Halfords for the fitting of car seat. Useful videos can also be found here:
* [How to fit a car seat: 10 essential checks](https://www.which.co.uk/reviews/child-car-seats/article/how-to-fit-a-car-seat-ajmVG2c1tNqK)
* [Fitting child car seats - RoSPA](https://childcarseats.org.uk/choosing-using/fitting-child-car-seats/)
* [How to fit a forward-facing car seat](https://www.youtube.com/watch?v=oxl7UR2_v4A)
* [How to fit a rearward-facing car seat with a seatbelt](https://www.youtube.com/watch?v=r6Aciv0zhoQ)
1. Social Workers/SCAs to inform Business Support of any wear or tear observed with the car seats. Business Support to check and make a record, replacing if necessary.
2. All car seats must be replaced following a moderate or severe collision/accident. It is the Social Workers/ SCA’s responsibility to inform Business Support when a car seat needs to be replaced due to a collision or accident.
3. All car seats must be replaced after 6 years (as per ROSPA guidance) or after the manufacturer recommended lifespan as per the manufacturer’s user manual. Expiration dates can also be found etched on the shell of the car seat.
4. Business Support team to maintain the car seat spreadsheet for the Trust and ensure that old/defective or any car seats involved in a collision or accident are replaced.
5. Car interior cleaning kits and latex free gloves are available from Facilities Management office and Contact Centre for the cleaning of car seats and the interiors of cars following spillages and accidents.