# Accessing Transport for Child Services: Policy

## Introduction

The Care Act 2014 and the Children’s Act 1989 & 2004 are the key legislation that sets out the responsibilities of the Local Authority.

The Framework for Assessment of Children in Need and their Families requires an analysis supported by three domains:

* The child / young person's developmental needs - including complex situations and needs,
* The parents or caregivers capacity to respond to those needs,
* The wider family and environmental factors.

Those working with children should be informed by a developmental perspective recognising as children grow, they continue to develop. Each stage, from infancy through middle years to adolescence, lays the foundation for more complex development. Planned actions should be timely and appropriate for the child / young person's age, capability and understanding, based on a detailed assessment of the developmental progress.

Assessment should be planned, purposeful and focused, and provide a solid evidence base for professional judgements about the types of interventions that are most likely to produce good outcomes for the child / young person. It should draw on a variety of tools including genograms chronologies and eco-maps. Specialised assessment tools are available to assist the social worker to explore and assess specific areas of need. The social worker must consider the chronological age and child's development throughout the assessment and be evidenced in the recording.

For children and young people in care an annual re-assessment of their needs will be relevant and should be used to inform their relevant plans.

## Scope

This policy, staff guidance and procedures cover the following areas of Devon County Council (DCC) Child Services:

* Children with Disabilities (CWD)
* Children in Care (CIC)
* Children in Need (CIN)
* Child Protection (CP)
* Internal Foster Carers and Independent Fostering Agencies (IFA)

## Review

This will be reviewed annually through the Children’s Way We Work Group and will be aligned with the review of the Adults Transport policy.

## Purpose

### The purpose of this guidance is to ensure that:

* + Eligibility for support with transport arrangements is **identified through a relevant assessment** (e.g. single assessment or pathway plan) of the child’s needs.
	+ Support with transport arrangements is **fair,** and is only provided for children or young persons and their family/carers with assessed eligible needs.
	+ The assessment of the child’s needs will consider a range of transport options. Children and their family are aware of **options for transport** to services, and these are reflected in the child’s care plan.

### This guidance will ensure equitable access to transport, where needed, so that support or services can be accessed.

### Where a child is able to meet their own transport requirements in order to access services or support, we will expect them to do so.

### Where a child is unable to meet their own transport need, we will help to identify the most appropriate transport option for them, for example promoting and developing life skills to enable independent travel. Please refer to eligibility criteria (3.1) for the different options available.

### DCC-funded transport will be provided if it is the only reasonable means of making sure that a child can be safely transported to a service.

## Scope

### The need for transport must be part of a child’s plan as well as any subsequent review(s). Where transport is provided, it will be to enable access to a service which is identified in the child’s care plan and will form part of the review process.

### Where a young person or family wants to make their own transport arrangements, the funding should be considered as part of their Personal Budget.

## Exceptions

### Where transport is required as part of a court order no further eligibility criteria needs to be satisfied.

### A child receiving NHS Complex Health Care (CHC) may have their eligible travel needs identified and provided by the NHS.

### For young adults up to the age of 19 and those with learning disabilities and/or disabilities up to 25, help to access education may be available through our Education Transport Policy: [devon.gov.uk/school\_transport.htm](http://www.devon.gov.uk/school_transport.htm)

### For young adults 18 or over, transport will be assessed against the Adult Social Care Transport Eligibility Criteria: [Devon County Council Adult Social Care Transport Guidance](http://staff.devon.gov.uk/reviewed-adult-transport-policy.pdf)

# Accessing Transport for Child Services: Staff Guidance

This section of the document offers guidance for staff when considering providing transport to a child with eligible needs. Although transport is not a service in its own right, transport arrangements may be necessary so that children with eligible needs can access support and services.

## Planning support and considering transport options

Once a child or young person has an eligible need identified, the child’s plan will consider how to meet those needs.

### Appropriate transport will only be considered in the child’s plan once:

* an eligible need has been assessed
* the support to meet this need is identified
* it is identified that, without providing transport as part of the care plan, this need cannot be met.

Eligible Need

Can I access the support or service?

Yes

No

Transport support not required; the child & family/carer make own transport arrangements

Child & family/carer is taken through the checklist for transport eligibility to ascertain the appropriate transport.



### Allowable costs, as per the Fostering Rates and Allowances include journeys made by Carers on behalf of the child:

* to school or college, unless a significant distance is involved, then transport arrangements will be negotiated with carers or provided by DCC
* to doctors, dentists, hospitals and other therapeutic clinics
* to make contact with family members and others, as negotiated with carers and detailed in the Care Plan
* in connection with the potential placement of a child.

### DCC will also meet the transport costs through the relevant finance clerk for carers attending:

* DCC meetings, including support groups
* court
* training events

## Transport funded by Devon County Council

### Only where there is no alternative means of travel provision will a child’s plan consider transport provision, funded by Devon County Council, in order to meet an assessed need.

### Where we are providing transport, the completed plan should take a holistic, reasonable view of the child and their family’s/carer’s needs and demonstrate that all options have been considered to include family and wider networks. This must be approved through the scheme of delegation within the appropriate section.

### In order to identify whether transport should be part of the child’s plan, all parts of section 2.3 – Process, must be considered.

## Process

### When a child’s eligibility for support, including transport, is being considered, information will be recorded in the child’s plan (D5 form on CareFirst). This information along with the T1 form on CareFirst, used to request a transport booking, will help the Transport Co-ordination Service (TCS) find the appropriate transport solution.

### This guidance will be applied when establishing whether or not the child or family/carer is eligible to receive DCC funding for transport, and any agreed support will be identified.

### If a child or young person is in a 52 week placement, DCC’s expectation is that the provider is responsible for providing all transport. In agreeing a placement, transport needs must be considered within the care package. TCS will need to carry out a quality check to ascertain that this transport is safe.

### Short Break provision is provided to the child / young person following the completion of a Resource Allocation Scheme (RAS) assessment and agreement within the Devon County Council scheme of delegation.

### Where possible the primary carer / carers for the child should transport the child to and from an agreed short break. This ensures that Devon County Council are not double funding by virtue of the primary carer / carers receiving mobility allowance.

### In cases where it is not possible for the primary carer / carers to transport the child / young person this needs to be clearly evidenced in the assessment of need (RAS).

### If the Primary carer / carers are unable to transport the child / young person their allocated worker should discuss the option of transport with the provider of the Short Break.

### If it is then determined that the only option is for Devon County Council to arrange transport this should be arranged through the normal arrangements, should be the most cost effective and where possible shared transport should be the preference.

### In all cases of Short Break provision, any transport costs to Devon County Council should not be considered an ‘extra’. The total costed package, including transport, needs to be within or as close as possible to the indicative amount identified by the RAS.

### Please note that Short Break arrangements only apply to Children with Disabilities. For non-disabled children, the allocated worker should seek respite / short break via the normal procedure.

### NHS Complex Health Care (CHC) is the name given to a package of care that is arranged and funded solely by the NHS for children who are not in hospital but have complex ongoing healthcare needs. If the child requires transport, it may be provided by the NHS.

### If a family or carer receives mobility allowance and/or has access to their own transport, it is expected that they will use it to access services. In some cases a person may be eligible for Mobility Allowance to help fund a vehicle; advice can be given to help with the application.

### Fostering – DCC Approved Foster Carers can claim all allowable transport costs associated with the child. It is expected that wherever possible and appropriate, carers will be responsible for the transport of children in placement.

## Further information regarding allowance details can be obtained from the Fostering Rates and Allowances booklet.

### Independent Foster Agency Carers must fund the first 200 miles per week in relation to those children placed with them at no extra cost. If the carers agree for the children to go by taxi or public transport, then they must meet that cost if less than 200 miles in a week. If it is more than 200 miles in a week, they must fund the first 200miles.

### Looked after Services, (Children in Care), contact arrangements. The birth relative will be expected to make their own way to the contact venue and DCC may provide some financial assistance for this. Only in exceptional circumstances will transport be provided for birth relatives.

### If someone can travel independently, they are expected to do so. This includes travelling on foot, bicycle or public or community transport.

We will enquire about a child or young person’s eligibility for a national bus pass on their behalf.

Information about the national bus pass scheme can be found here:

[National Bus Pass Information](https://www.journeydevon.info/where-do-i-start/bus-information/nationalbuspass/)

### If a child cannot currently travel independently, we will explore the possibility of supporting them so they can travel independently through travel training or the use of a travel buddy. Further advice on Independent Travel Training can be found here: [Independent Travel Training Information](https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport/independent-travel-training)

### At the Year 10 review we would expect independent travel to have been considered as part of the young person’s preparing for adulthood.

<Link to *Preparing for Adulthood strategy document*>

### Funding for independent travel training could be considered as part of the personal budget.

### When the issue of how a child will physically access a service is resolved by one of the above methods, this should be recorded in the Plan.

### .Where funding by Devon County Council is being considered for transport for a child in residential care, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request

### Where funding by Devon County Council is being considered for transport, we will seek to fund transport to the nearest provision that can meet the identified eligible need. For example, a child in care who moves placement whilst in Year 10 or 11 must remain at their existing education provision wherever possible.

## Education

### For young adults up to the age of 19 and those with learning disabilities and/or disabilities up to 25, help to access education may be available through our Education Transport Policy: [devon.gov.uk/school\_transport.htm](http://www.devon.gov.uk/school_transport.htm)

### Where a Devon Child in Care, with an EHCP or a Statement of SEN, is placed with carers out of the county it is the responsibility of the host local authority to put in place the appropriate transport provision to and from school. However, Devon remains the belonging authority and is responsible for the child’s funding. As such the host authority has the right to request that Devon meets all the costs of any necessary transport provision.

Where such a request is made; this will be managed within the relevant Children’s service. Please refer to section 3 - Procedures, which details the eligibility criteria; TCS will not be involved.

### Where a Devon Child in Care, without an EHCP or Statement of SEN, is placed with carers out of the county it is the responsibility of the host authority to put in place, and the funding of, the appropriate transport provision to and from school, in accordance with their School Transport Policy.

If Devon wishes the child to remain at a school that does not qualify for free school transport under the host authority’s transport policy, Devon may be asked to fund the cost of transport to the non-qualifying school. Where such a request is made; this will be managed within the relevant Children’s service. Please refer to section 3 - Procedures, which details the eligibility criteria; TCS will not be involved.

### Where funding by Devon County Council is being considered for transport to/from a respite facility, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request.

### Where funding by Devon County Council is being considered for transport to a school which does not meet the Education travel policy, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request.

The Devon County Council Education Transport budget does not fund school transport for children placed with carers outside of the administrative area of Devon (including Torbay and Plymouth).

### Where funding by Devon County Council is being considered for transport to a school where a social worker does not wish child/young person to transfer to a qualifying school, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request.

### Where funding by Devon County Council is being considered for transport to school where a child is placed in temporary care, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request.

## Identifying appropriate transport provided by DCC

**Considerations**

### When a child or young person has eligible transport needs identified, consideration will need to be given to the most appropriate transport solution. These considerations will have been recorded in the D5 Care Plan form (CareFirst) and the T1 Children’s Transport Booking Request form:

* Any specific physical needs
* Child’s behaviour considerations, e.g. need for a chaperone
* Child protection concerns
* The child’s mobility
* Their ability to access a vehicle
* Any risk of their falling without support
* Their ability to bear weight to transfer
* Any uncontrollable movements
* Any specific health needs and equipment (e.g. oxygen supply)
* Their ability to travel with others
* The type of vehicle to be provided
* Whether they access any other transport and what it is

**Passenger escort (chaperone)**

### In determining whether an escort should be provided in order to ensure the safety of the child and others, the following should be considered:

* If left unsupervised, is the child likely to interact with the driver in a dangerous manner?
* Is the child likely to show violent or inappropriate behaviour towards other passengers or the driver, if left unsupervised?
* If left unsupervised, is the child likely to self-harm during the journey?
* Is the child known to have a recent history of epileptic seizures (or similar) which would require immediate medical assistance?
* Does the child have a medical condition/behaviour that requires constant supervision while travelling?
* The age of a child alone does not automatically determine if an escort is provided.

**Independent Travel Training**

### Independent Travel Training must be considered for all young people aged 14 and above. Younger children can be considered if deemed appropriate.

### Independent Travel Training helps young people and their families who need extra help or support to travel safely on their own, using public transport. It can include a wide range of support and help by providing:

* short-term help to familiarise children and young people with how public transport works in their area, giving them confidence to use it
* longer-term, regular, intensive one-to-one training so that the most important skills needed to use public transport independently are learnt.

### Independent Travel Training will be provided to a child who may need road safety or confidence building so they can travel alone or use public transport.

**Transport definitions**

### Transport is defined as:

* Travel on Public Transport
* Assisted travel on Public Transport
* Existing contracted transport (such as taxis, DCC vehicles etc.) commissioned through TCS
* Dedicated contract provision (as a last resort)
* Journeys in staff cars (Staff must ensure that all relevant DCC vehicle checks are in place)
* Transport funded in a person’s own vehicle (such as a driver and/or escort funded by DCC. Staff must ensure that all relevant DCC vehicle checks are in place).
* Transport commissioned as part of a residential package (such as a residential Education placement or respite).

## Charging for Transport

### DCC Children’s Social Care does not currently charge family/carers, or require that they make a financial contribution for the support they receive to meet their transport needs. Children are however still required to meet the eligibility criteria for transport.

## Transport Co-ordination Service (TCS)

### The Transport Co-ordination Service (TCS) is the service within Devon County Council which arranges contracts for transport. If a Social Worker has established a child’s eligibility for transport then they must complete the T1 children’s transport booking request form on Care First as per the Children’s Transport Booking process (Please see section 3 - Procedures).

### Transport must not be booked directly by Social Workers with taxi firms or any other transport providers. Concerns have been raised in the past that vulnerable children have been transported by providers whose suitability to provide transport for children or vulnerable adults has not been checked.

### The transport supplier must be approved through the transport procurement framework. This means that that they must meet our required standards. These include:

* The vehicle’s licencing
* The suitability of the driver or escort (including an enhanced Disclosure Barring Service check carried out by TCS)
* The correct insurance being in place
* Any driver or escort training issues.

### Information that TCS will need to commission appropriate transport arrangements includes:

* Details of the child to be transported
* The date required (from and to)
* The origin and destination
* The time of arrival and departure
* Whether the child can travel with other passengers
* If the child requires an escort (see section 8.2)
* If the child has any special needs that will impact on their transport
* If they travel in a wheelchair. If so, has it been checked and tagged by TCS?
* A cost code. (Transport **will not** be booked without a cost code).
* TCS will send the Children’s Transport Coordinator confirmation of the order, and arrange for the transport to be provided by an approved operator. TCS will pay the transport provider's invoice and charge it to the cost code provided.

### Transport requests must be booked through the Social Care T1 form on Care First. When raising Transport booking requests, the more notice given to TCS the more cost effective the transport provision will be.

### Once booked, TCS will send confirmation of the order to the Children’s Transport Coordinator, and arrange for the transport to be provided by an approved operator. TCS will pay the transport provider for transport undertaken and charge it to the cost code provided.

### If a journey is to be cancelled or amended then, wherever possible, TCS must be informed in advance to avoid over-payments to contractors.

## Transport provided direct by a care provider

### An Education or care provider, commissioned by DCC, may organise their own transport. This could be a residential care unit, Education placement, short breaks. Any transport provided in this way must be operated safely and legally.

Areas to consider include:

* The size of the vehicle used and the relevant licence
* The drivers’ licence in relation to the vehicle being used
* Whether a charge is made for the transport
* Whether staff use their own vehicles and if so, what checks are made to ensure that their vehicles are road legal
* That accurate records are maintained
* That if children are transported in wheelchairs:
	+ the driver is trained in the safe transportation of the passenger:
	+ that the passenger is loaded and unloaded correctly
	+ that the wheelchair and child are restrained correctly

### For information on standards required for DCC transport contracts please see:

* [Training-Guide-Wheelchairs](https://www.journeydevon.info/files/2014/11/Training-Guide-Wheelchairs-11.6.14.pdf)
* [Driver and Escort Handbook](https://www.journeydevon.info/files/2014/11/Driver-Escort-Code-of-Conduct-24.11.14.pdf)

### For any procurement process where transport is provided as part of the tender, advice must be sought from TCS.

# Accessing Transport for Child Services - Procedures

## Assess Eligibility

Assess Eligibility

This guidance must be applied when establishing whether or not the child or Family /carer

is eligible to receive DCC funding for transport.

The detail is taken from Sections 2.3 and 2.4 and is provided for ease of reference.

Please remember that:

* Only where there is **no** alternative means of travel provision will a child’s plan consider transport provision, funded by Devon County Council, in order to meet an assessed need.
* Where we are providing transport, the completed plan should take a holistic, reasonable view of the child and their family’s/carer’s needs and demonstrate that all options have been considered to include family and wider networks. This must be approved through the scheme of delegation within the appropriate section.

In all instances please verify the following:

|  |  |  |
| --- | --- | --- |
| Circumstance | Considerations | Outcome |
| Does the child have access to their own transport? | * Can they access their own/family vehicle?
* Do they or their/family carer receive other funding and benefits that could used to fund transport themselves?
* Is family vehicle funded through a mobility allowance?\*
 | If a family or carer receives mobility allowance and/or has access to their own transport, it is expected that they will use it to access services. In some cases a person may be eligible for Mobility Allowance to help fund a vehicle; advice can be given to help with the application.  |
| Can the child travel independently? | * Can the child walk or cycle to the service?
* Can they travel on public transport?
* Are they eligible for a National Bus Pass?
* Are any Community Transport options available?
 | If someone can travel independently, they are expected to do so. This includes travelling on foot, bicycle or public or community transport. We will enquire about a child or young person’s eligibility for a national bus pass on their behalf. Information about the national buspass scheme can be found here: [National Bus Pass Information](https://www.journeydevon.info/where-do-i-start/bus-information/nationalbuspass/) |
| Could the child be supported to travel independently? | * The Person can walk or cycle with a buddy
* Following a travel training assessment the Person can travel independently
 | If a child cannot currently travel independently, we will explore the possibility of supporting them so they can travel independently through travel training or the use of a travel buddy. Further advice on Independent Travel Training can be found here: [Independent Travel Training Information](https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport/independent-travel-training)At the Year 10 review we would expect independent travel to have been considered as part of the young person’s preparing for adulthood.Funding for independent travel training could be considered as part of the personal budget. |
| Is the eligible service the nearest appropriate provision? | * Is the eligible service the nearest appropriate provision?
 | Where funding by Devon County Council is being considered for transport, we will seek to fund transport to the nearest provision that can meet the identified eligible need. For example, a child in care who moves placement whilst in Year 10 or 11 must remain at their existing education provision wherever possible. |

The following reflect specific circumstances; assessing eligibility for these should be done in conjunction with the above:

|  |  |
| --- | --- |
| Circumstance | Outcome |
| Child in a 52 week placement | If a child or young person is in a 52 week placement, DCC’s expectation is that **the provider is responsible for providing all transport**. In agreeing a placement, transport needs must be considered within the care package. TCS will need to carry out a quality check to ascertain that this transport is safe.  |
| Short Break | Short Break provision is provided to the child / young person following the completion of a Resource Allocation Scheme (RAS) assessment and agreement within the Devon County Council scheme of delegation. Where possible the primary carer / carers for the child should transport the child to and from an agreed short break. This ensures that Devon County Council are not double funding by virtue of the primary carer / carers receiving mobility allowance. In cases where it is not possible for the primary carer / carers to transport the child / young person this needs to be clearly evidenced in the assessment of need (RAS).If the Primary carer / carers are unable to transport the child / young person their allocated worker should discuss the option of transport with the provider of the Short Break. If it is then determined that the only option is for Devon County Council to arrange transport this should be arranged through the normal arrangements, should be the most cost effective and where possible shared transport should be the preference. In all cases of Short Break provision, any transport costs to Devon County Council should not be considered an ‘extra’. The total costed package, including transport, needs to be within or as close as possible to the indicative amount identified by the RAS.Short Break arrangements only apply to Children with Disabilities. For non-disabled children, the allocated worker should seek respite / short break via the normal procedure. |
| Child is CHC funded | NHS Complex Health Care (CHC) is the name given to a package of care that is arranged and funded solely by the NHS for children who are not in hospital but have complex ongoing healthcare needs. If the child requires transport, it may be provided by the NHS. |
| Child is placed with a DCC Approved Foster Carer | Fostering – DCC Approved Foster Carers can claim all allowable transport costs associated with the child. It is expected that wherever possible and appropriate, carers will be responsible for the transport of children in placement.Further information regarding allowance details can be obtained from the Fostering Rates and Allowances booklet. |

|  |  |
| --- | --- |
| Child is placed with an IFA | Independent Foster Agency Carers must fund the first 200 miles per week in relation to those children placed with them at no extra cost. If the carers agree for the children to go by taxi or public transport, then they must meet that cost if less than 200 miles in a week. If it is more than 200 miles in a week, they must fund the first 200 miles |
| Looked after Services | Looked after Services, (Children in Care), contact arrangements. The birth relative will be expected to make their own way to the contact venue and DCC may provide some financial assistance for this. Only in exceptional circumstances will transport be provided for birth relatives.  |
| Child is in Residential Care | Where funding by Devon County Council is being considered for transport for a child in residential care, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request |
| Child in Care with EHCP or SEN | Where a Devon Child in Care, with an EHCP or a Statement of SEN, is placed with carers out of the county it is the responsibility of the host local authority to put in place the appropriate transport provision to and from school. However, Devon remains the belonging authority and is responsible for the child’s funding. As such the host authority has the right to request that Devon meets all the costs of any necessary transport provision. Where such a request is made; this will be managed within the relevant Children’s service. Please refer to section 3 - Procedures, which details the eligibility criteria; TCS will not be involved. |
| Child in Care without EHCP or SEN | Where a Devon Child in Care, without an EHCP or Statement of SEN, is placed with carers out of the county it is the responsibility of the host authority to put in place, and the funding of, the appropriate transport provision to and from school, in accordance with their School Transport Policy.  |
| Child to remain at a school that does not qualify for free school transport | If Devon wishes the child to remain at a school that does not qualify for free school transport under the host authority’s transport policy, Devon may be asked to fund the cost of transport to the non-qualifying school. Where such a request is made; this will be managed within the relevant Children’s service. Please refer to section 3 - Procedures, which details the eligibility criteria; TCS will not be involved |
| Child transported to a school which does not meet the Education Travel Policy | Where funding by Devon County Council is being considered for transport to a school which does not meet the Education travel policy, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request The Devon County Council Education Transport budget does not fund school transport for children placed with carers outside of the administrative area of Devon (including Torbay and Plymouth).  |
| Child transported to a non-qualifying school at the request of the Social Worker | Where funding by Devon County Council is being considered for transport to a school where a social worker does not wish child/young person to transfer to a qualifying school, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request. |
| Child attends respite facility | Where funding by Devon County Council is being considered for transport to/from a respite facility, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request.  |
| Child transported to school whilst in temporary care | Where funding by Devon County Council is being considered for transport to school where a child is placed in temporary care, senior management approval prior to agreement is required due to the level of finance involved. This should be sought through the Placement Review Panel (PRP) or Children’s Access to Resource Panel (CARP) depending on the request |
| Young Adults with Learning Disabilities | For young adults up to the age of 19 and those with learning disabilities and/or disabilities up to 25, help to access education may be available through our Education Transport Policy: [devon.gov.uk/school\_transport.htm](http://www.devon.gov.uk/school_transport.htm) |

## T1 Children’s Transport Form and Request Process

First transport request for child/young person

1. SWTRO or Social Worker completes tab 1 (Travel arrangements), and if appropriate tab 2 (Health Issues and Restricted Mobility). The SWTRO/Social Worker then reassigns the form to the appropriate Social Worker/Manager for authorisation (tab 3).
2. Once authorised the Social Worker/Manager reassigns the form to CYPS Transport Coordination In Tray (CTCIT) where the cost code is applied.
3. CTCIT reassign the form to the Transport Coordination Service (TCS) who make the booking and complete table 4.1.1 on tab 1.
4. TCS reassign the form to the CTCIT where the form is finished and saved\*
5. CTCIT send a message to the SWTRO in tray to inform them the booking has been made (see table below for a list of in-trays that will be used) and SWTRO messages allocated worker to confirm booking.
6. \*If a request requires a higher level of authorisation CTCIT will reassign the form to the appropriate manager, who will reassign back to CTCIT once they have approved the request.

Change to contract.

If there is a long term change to the child/young person’s travel arrangements (for example the addition of a new journey) or change in cost the SWTRO or Social Worker duplicates the form and amends tabs 1 and 2 as appropriate. The SWTRO/Social Worker also writes a brief summary in question 1.1.1 explaining what the change is. The form is then reassigned to the authorising social worker/manager and follows the same journey as for a first request.

Small, one off exceptions

For small, one off exceptions to the child/young person’s transport arrangements the SWTRO or Social Worker sends a CareFirst Message to CTCIT detailing the change. CTCIT then inform TCS of the change, and once the update has been made CTCIT then send a CareFirst message to the SWTRO in tray confirming the booking has been amended.

ICS transport bookings for respite

For ICS Transport booking requests for children/young people travelling to and from respite placements the form should be reassigned to the ICS Transport Coordination In-Tray (ICSTIT) rather than the CTCIT CYPS Transport Coordination In Tray. Messages for one off exceptions to the transport arrangement should also be sent to ICSTIT.

Team in trays

The following in-trays will be used for alerting teams that a booking has been made or if there are complications with a booking.

|  |  |
| --- | --- |
| **Name** | **Short Code**  |
| CYPS Northern SWTRO  | BSTRON |
| CYPS Eastern SWTRO | BSTROE |
| CYPS Southern SWTRO | BSTROS |
| CYPS Exeter SWTRO | BSTROX  |
| ICS Transport Coordination Intray  | ICSTIT  |

Messages will be titled using the following convention:

 Allocated Team Short Code, Child’s Name, Transport Booked/Problem

 e.g PTCM1 John Smith Transport Booked

The new Transport Form has been developed as part of the Lean Review and has been designed to be simple to use while simultaneously providing TCS with appropriate information to ensure Children and Young People are transported safely.

## Children’s Transport Booking Process



# Glossary

|  |  |
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| Term | Description |
| 52 Week Placement | An educational, therapeutic or health based residential placement for a young person who is unable to live at home. The placement is offered on a full year rather than term time only basis and is for children or young people with very complex needs. |
| Belonging Authority | The local authority with responsibility for a child or young person (legal, financial, corporate). |
| Children’s Access to Resource Panel (CARP) | The decision making panel with responsibility to allocate funding to meet the needs of children and young people who are in the care of the local authority or who have left care or are on the edge of care. |
| Children’s Way We Work Group (CWWWG) | The aim of the Children’s Way We Work Group is to support wider service development and practice, process and systems improvement.   This includes ensuring that consultation takes place with operational staff, that service users are consulted and involved wherever possible, and that feedback is taken into account in process and service design. |
| Education, Health and Care Plan (EHCP) | An EHCP is a legal document which sets out a description of a child’s needs and what needs to be done to meet those needs by Education, Health and Social Care. |
| Host Local Authority | The local authority in which a child who is originally from another local authority area resides. The host authority may offer the child some services e.g. Health or education but does not take on legal responsibility for a child in care unless by court order. |
| Mobility Allowance | The mobility component of the following disability benefits:* Higher Rate Mobility Component of Disability Living Allowance (HRMC DLA)
* Enhanced Rate of the Mobility Component of Personal Independence Payment (ERMC PIP)
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| Personal Budget | A Personal Budget will be available to people who, following an assessment of their needs and financial position, are eligible for support and assistance from DCC. The Personal Budget must be spent on achieving the needs and objectives agreed in the support plan. |
| Placement Review Panel (PRP) | Panel that reviews and agrees packages for children in care. To include any extra placement costs, change of placemen and high cost review. |
| Scheme of Delegation | A scheme of delegation sets out the total financial limit that someone can agree to from social worker to elected member. |
| Short Break | A service that provides the caring adult with a full break from caring for a disabled child. These services can range from Saturday club through enabling and up to overnight. |
| Statement of Educational Need (SEN) | A Statement of special needs is a formal document detailing a child’s learning difficulties and the help that will be given. |