Practice Guidance

Arranging travel outside of Home to School transport

Title:	Practice Guidance – Arranging travel outside of Home to School transport
Effective From:	04.10.23
Practice Note:	Transport use by Children's Services outside of Home to School Transport
Authorised by:	Senior Leadership Team Children's Services, Dudley Council
Review date:	04.10.25

Purpose of the guidance

The purpose of this document is to provide clear guidance to all practitioners working with children and families in Dudley where travel support is required outside of Home to School transport. The *All-Age Travel Support Policy* can be accessed via:

https://www.dudley.gov.uk/residents/learning-and-school/education-travel-support/

This guidance will outline:

- What practitioners need to consider when arranging transport
- Out of hours procedure for parents and carers

There is a separate ***Travel Support policy*** to support this guidance which has been included as an appendix 1.

Who is eligible for transport outside of the Home to School transport arrangements?

There are circumstances where children/young people known to Children's Services may require travel support or transport which fall outside the All Age Travel Support Policy, ie which is not 'home to school transport'. Arrangements for a child/young person to access transport is the responsibility of the carer(s), however there may be exceptional circumstances where they are unable to do this. Examples of where transport may be required, **if this cannot be supported by the carer(s)** may include:

- Facilitation of Staycations (formerly known as respite)
- Travel support /transport to maintain placements outside of Home to School transport.
- Support to maintain an educational placement of a child in care unless they have an EHCP (SEN) and qualify under the home-to-school travel support policy.
- To facilitate family time and there is no other way of ensuring attendance.
- To ensure that an element of a care plan or court directed matter is pursued.

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In all cases the Social Work team making the request will need to confirm that consideration has been given to other transport options:

- The use of public transport;
- Transport provided by parent or carer (do they receive a mileage allowance?);
- Transport provided by social care staff, i.e. Social Worker, Young Persons Advisor, Family Support Worker, Residential Social Worker;
- Volunteer transport.
- Independent Travel Training.
- Eligibility under the All Age Travel Support Policy, in particular children with EHCPs. NB this can include children placed out of borough.
- The use of existing transport eg spare seats

Please see policy attached for further detail around principles to be applied when arranging transport.

Arranging transport

- For initial transport requests, this must be made by using the ***Children's Social Care request form*** (Appendix 2) and sent to the **socialcare.travelsupport** inbox.

- A request for a quote is sent out to the transport contractors and then returned to the social worker for them to gain authorisation by the appropriate Service Manager.

- The Service Manager is then required to fill in an ***Authorisation to Procure Transport form*** (Appendix 3).

- Transport will then commence once all the relevant information is received.

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Out of hours procedure

Where transport is required outside of normal office hours, parents/carers should contact the Emergency Duty Team (EDT) on 0300 555 8574 to advise of what support is needed.

Practitioners should ensure that parents/carers have the EDT number so that they are aware of who they can contact outside of office hours.

EDT has a list of transport contractors and are authorised to make bookings direct as required. The Transport Manager and the appropriate Service Manager must be notified of any bookings (by email) as soon as it is possible to do so.

Appendix

Travel Support Policy.docx

1. Travel Support Policy:

Request for transport form CSC [blank mast

2. Children's Social Care request form:

Authorisation to Procure Transport.do

3. Authorisation to Procure Transport form: