



GHM Transportation Procedures Policy - Oct 2013

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1. Introduction

GreenHouse Mentoring (GHM) has been operating for over 10 years.

This document defines the transport procedures in order to comply with safeguarding policies and best practice.

2. Applicability

This policy applies to all GHM Staff and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

Volunteers any person currently volunteering with GHM with a signed Volunteer Agreement;

Staff any member of the GHM Team with a formal written and signed contract;

Buddy any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely

External Persons any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	01/08/2011	Initial issue
Ian Pirks	05/09/2013	Updated with new format and changes to reflect current practice

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ Transport procedures will safeguard GHM Service Users and Volunteers.

6. Procedure

6.1 Introduction

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

GreenHouse Mentoring (GHM) service users may require transport, from time to time, to and from The GreenHouse, as well as to and from other agreed sites, whilst conducting approved GHM business. The purpose of this document is to explain the procedures in order to comply with safeguarding policies and best practice, as well as outlining those policies and practices for GHM staff, volunteers and service users and their parent/carer/guardian.

6.2 Guidelines

GHM service users may require transportation in order to attend the following activities. This document outlines the GHM transport arrangements for the following:

6.2.1 Group Mentoring

- ◆ Younger and Older Young Carers' Sessions
- ◆ GHM Skills Sessions

6.2.2 One to One Mentoring

- ◆ Mentoring relationship meetings - Non School based
- ◆ Mentoring relationship meetings - School based
- ◆ Mentoring relationship meetings - Young Parent Mentees

6.2.3 Other

- ◆ Use of Private Cars by GHM volunteers to transport service users
- ◆ Use of other transportation methods

6.3 Group Mentoring - Younger and Older Young Carers' Sessions

GHM operates sessions for young carers' (aged 4 to 18 years). These clubs are attended by young people who look after vulnerable/disabled siblings or relatives at home. With parental consent, the young carers attend a session at The GreenHouse where they can participate in a wide range of activities and events.

The young carers are transported to and from The GreenHouse either by pre-booked transport (arranged by Family Action Luton), via parent/guardian/carer transportation OR via volunteer transportation provided by GHM. Each respective organisation is responsible for the vetting and DBS clearance of their transportation operatives.

On arrival the driver should escort the young carers to The GreenHouse entrance and hand the young carers over to a GHM volunteer or staff member who will ensure that each young carer signs in. Responsibility for the safeguarding of each service user is transferred to GHM at that point for the duration of the activity.

On departure, a GHM staff member will ensure that the young carers are signed out. At this point it will be the responsibility of the transport agent to ensure that they are safely returned to the location from where the young person(s) was/were collected. Where the vehicle of a GHM volunteer is used, a special signed transportation agreement with the consent of the young carers' parent/carer/guardian is required, so that the young person can only be transported home in a private vehicle by a fully vetted and DBS cleared GHM volunteer. The GHM transport helper must comply with the GHM safeguarding procedures and practical safety/lone working process, as well as adhere to the safeguarding procedures of the Stopsley Baptist Church (SBC).

They should ensure that they use the shortest route. The young carer must be seated in the back of the vehicle and wear a seat belt. The GHM volunteer transport helper/staff member must confirm that they have safely transported the young carer to the agreed destination by notifying a GHM staff member. The GHM adult must also comply with the GHM safeguarding procedures.

6.4 Group Mentoring skills sessions

Young people are referred to GHM to participate in a range of skills sessions at The GreenHouse. It is the responsibility of the parent/carer/guardian of the young person to bring them to the sessions and to collect them once the sessions have been concluded.

Exception

In special circumstances, if the parent/carer/guardian has provided a special signed transportation agreement for the young person to be collected from an agreed location, then a fully vetted GHM volunteer will collect the young person and bring them to The GreenHouse in order to attend the skills sessions. After the skills sessions then a fully vetted volunteer will return the young person home. GHM staff members/volunteers must comply with the

GHM safeguarding procedures and practical safety/lone working process, as well as adhere to the SBC safeguarding document.

6.5 Mentoring Relationship Meetings – Non School Based

Collection during school hours - Mentees in a non-school based mentoring relationship can meet with their mentor here at The GreenHouse - or at other agreed venues - at scheduled times. If the parent/carer/guardian or school has provided consent for the mentor to collect their mentee from school then the mentor should bring them to the relationship venue in order to conduct the meeting. After the meeting, the GHM volunteer mentor must return the mentee to school. The mentor should inform their supervisor - if lone working - so that they know where they are. **If the mentoring meeting concludes at the end of the school day, the GHM volunteer mentor must follow the arrangements which have been agreed with the parent/carer/guardian as it is the responsibility of the parent/carer/guardian to arrange to transport the mentee home.** The GHM volunteer mentor must comply with the GHM safeguarding procedures and practical safety/lone working process, as well as adhere to the SBC safeguarding document.

Collection outside of school hours and in the case of lone working - Where the mentoring relationship takes place outside of The GreenHouse or school venues, and the GHM mentor is required to transport the mentee to and from the location, then the mentor should inform their supervisor so that they know where they are. The mentee must sit in the back seat of the vehicle and wear a seat belt. The GHM volunteer mentor must comply with the GHM safeguarding procedures and practical safety/lone working procedures, as well as adhere to the SBC safeguarding document.

6.6 Mentoring Relationship Meetings - School Based

GHM Mentees in a school-based relationship must meet with their GHM volunteer mentor on the school premises. Even when the mentoring meeting concludes at the end of the school day, the parent/guardian/carer, in liaison with the school, is responsible for collection of the mentee.

6.7 Mentoring Relationship Meetings - Young Parent Mentees

Young Parent mentees self-refer, or are referred to GHM by other agencies, for mentoring relationships. Where any GHM volunteer provides transport to a young parent mentee, under the age of 18 years, in their private vehicle, then they must seek advice from a GHM staff member in the first instance. The GHM staff member will advise whether there is a special signed transportation agreement in place. This will permit a fully vetted GHM volunteer to transport the young parent mentee home on their own ensuring that they use the

shortest route to the home of the young parent mentee. Where any GHM staff member provides transport to a young parent mentee, under the age of 18 years, in their private vehicle, then they must ascertain whether there is a special signed transportation agreement in place.

The young parent mentee must be seated in the back of the vehicle together with their young child, wherever possible, who must be restrained in an approved travel car seat (which can be borrowed from GreenHouse Mentoring). As the GHM volunteer/staff member is classed as a lone worker then they must adhere to the lone working/practical safety guidance. They must also comply with the GHM safeguarding procedures, as well as adhere to the SBC safeguarding document at all times.

6.8 Use of Private cars

GHM staff/volunteers are permitted to use their private vehicles when transporting GHM service users whilst conducting approved GHM business. Before a GHM staff member/volunteer can use his/her car for such business, and to claim mileage expenses, they must submit the original documents (insurance certificate, MOT certificate and Driving Licence) to the GHM Administrator who will photocopy them and return the original documents to the volunteer. When the Insurance and MOT documents are renewed (and the vehicle is still used for GHM volunteering purposes) the GHM staff member/volunteer should contact the GHM Administrator so that photocopies can be taken of the original and the new documents placed on file.

GHM retain these documents to ensure that both the volunteer and his/her vehicle are legally safe to drive and are fully insured whilst conducting GHM volunteering activities. In addition, the volunteer is advised to ensure that their car insurance policy covers usage during volunteer activities (which is considered business use by some insurers).

Please Note: Volunteers are only insured whilst using their vehicle for GHM volunteering activities by their own policy. It is important that the cover applies whilst performing volunteering activities. Please discuss this with your insurer before using your vehicle for any GHM activities.

6.9 Use of Other Transportation methods

GHM may use a minibus in order to transport GHM service users to and from GHM activities/events provided that:

- a) They have fulfilled all criteria from the organisation that is providing the minibus;
- b) They have a valid driving license for such vehicles;

c) Parental consent is obtained from the service user's parent/carer/guardian;
Other options that may be used for transporting GHM service users are the Arriva Bus Company and Community Transport Brokerage. Documents detailing transportation arrangements will be provided if these further options are utilised.

7. Monitoring, Evaluation & Reporting

The GreenHouse Mentoring Manager monitors and oversees this procedure. Any escalations or concerns will be raised by staff during the Weekly Staff meeting.



8. Policy Review

Next policy review due before: October 2016
Policy last reviewed on: 24/10/2013

Approved by:

Sue Pirks
(GreenHouse Mentoring Manager)

Date