

	<b>Policy:</b>	<b><i>Use of Private vehicles Policy</i></b>
	<b>Originally Released:</b>	<b>2019</b>
	<b>Date for Review:</b>	<b>2022</b>

## 1. Rationale

Ensuring the safety and well-being of students is the first responsibility of schools. The Code of Conduct describes minimum standards of conduct in all behaviour and decision making toward this goal. Travel in vehicles represents an environment where the safety of students demands particular attention.

## 2. Definitions

School vehicle: a vehicle owned by the school for school use.

Private vehicle: A vehicle owned by an individual staff member or parent.

Parent: For the purpose of this policy, the term parent will refer to all legal guardians and additional carers of students.

## 3. Scope

This policy applies to all St Clare's School, Lathlain Staff, Students and parents.

## 4. Principles

We act safely and competently.

We give priority to students' safety and well-being in all our behaviour and decision making.

We conduct ourselves in accordance with laws, agreements, policies and standards relevant to our relationship with the school community.

We give and seek the best, honest and most accurate information about the education and care of students.

We act reflectively and ethically.

We allow students to have a voice in their education, safety and well-being.

## 5. Procedures

5.1 There are currently 3 school vehicles: The large bus, the small bus and the Principal's car.

5.2 General practice is that only a school vehicle would be used in transporting students for school-endorsed educational activities.

5.3 There may be occasions, and these would be rare, where a decision is taken for a student to travel with a staff member in a private vehicle. In accordance with our code of conduct, this would only be chosen when the best interest and safety of the child is best served by doing so. If this course of action was taken, the

following would usually occur:

- a) acknowledgement that the act is outside our normal child-safe practices.
- b) consultation with staff and adults that the act is in the best interest and safety of the child at that time.
- c) Parental permission sought
- d) A record is made in the 'conduct of note' register, for potentially ambiguous behaviour with respect to the Code of Conduct.

5.4 The types of occasions where such an course of action would be taken would usually be related to an emergency situation of some kind (eg seeking immediate medical attention)

## 6. References

-

## 7. Related Documents

St Clare's School Code of conduct

## 8. Related Proformas and other Forms

-

## 9. Review History

Year of Review:	Reviewed by:	Amendments/Review
Created 2019		Originally released

## 10. Next Review

Year:	Sub-Committee Responsible
2022	