

Transport and Travel

An important element of safeguarding learners is transport and travel. It is imperative that, Work Experience Co-ordinators discuss with learners, their parent(s)/carer(s) and placement providers the means by which transport and travel will be arranged, to and from a placement. To do this the Work Experience Co-ordinator will need to investigate the following:

1. Are there existing arrangements between the home learning base/school and the placement provider for transporting learners to and from the placement venue?

The introduction of the Increased Flexibility Programme (IFP) and the practicalities of rolling out the programme has meant that both home learning bases/school have existing travel arrangement which enable a learner to be transported from the home learning base/school to the IFP provider e.g. FE College. Where such arrangements already exist, it is considered good practice to review them, as a result of the introduction of qualifications such as Diplomas and other work related learning opportunities.

Where it is identified that there are learners who are regularly travelling between the home learning base/school and the provider more than twice a week, it is imperative that the following considerations be made by the senior manager within the home learning base/school who has responsibility for work related learning:

- co-ordinated travelling times exist between the home learning base/school and the provider;
- learners and their parent(s)/carer(s) are aware of the transport arrangements that have been agreed between the home learning base/school and the provider;
- the home learning base/school and provider day is co-ordinated to ensure that learners can start and end their work/off-site learning day within a regulated timeframe;
- vulnerable learners have the appropriate support to reflect the complexity of travelling between the home learning base/school and the provider;
- where possible, there is sufficient funding to ensure that finance is not a barrier to learning.

It may be the case that, the home learning base/school is a considerable distance from the provider, where this is the case, the following considerations must be made:

- what control measures have been employed by the provider and the home learning base/school, in order to reduce the identified risks;
- the co-ordination of common learning slots to ensure that learners do not have to undertake excessive journey times.

2. Does the placement require the learner to do shift work i.e. early start, late finish? Has a risk assessment been completed?

3. The level of maturity and competence of the learner to access and utilise public transport in order to arrive on time at the placement venue and return home safely.
4. Are the learner's parent(s)/carer(s) willing to arrange transport for him/her to attend the placement? (This question will require further consideration, particularly if the venue of the placement is some considerable distance from the learner's home and there is more than one child in the household who is under 16 years of age).
5. In which season i.e. autumn or winter is the placement taking place? Will the learner be returning home in the dark? How will the weather during a particular season of the year affect the learner's ability to travel safely to and from the placement? Again, this is a consideration that will need to be discussed with the learner, his/her parent(s)/carer(s) and the placement provider. Where necessary, an emergency plan must be put in place and understood clearly by the learner and the placement provider, as well as the learner's parent(s)/carer(s). All these considerations will need to feature as part of the risk assessment that is to be completed.
6. Is the learner planning to use his/her own transport e.g. pedal bike or moped/scooter?

Where a learner plans to use his/her own transport, it is essential for the Work Experience Co-ordinator to officially document the reasons for this arrangement. It is a must that such arrangements are discussed with learner's parent(s)/carer(s) in order to reduce the level of risk. This said, it may be more preferable in terms of personal safety for the learner to use his/her own transport, rather than relying upon infrequent rural buses or trains.

Finally, consideration must also be given to learners on extended work placements, in terms of the duration of the placement and the nature of the travel arrangements that have to be undertaken, as well as the financial implications of travelling to and from the placement.

For further information see:

- Code of Practice No:14 – Driving on LEA Business – Supplement 1. Leicestershire County Council
- Admin Memo No.81 – Home-School/College Transport entitlement (Mainstream), Leicestershire County Council

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Below is an aide memoir that summarises the main activities to be completed. The aide memoir does not have to be completed for every learner. A Work Experience Co-ordinator may wish to photocopy the aide memoir and use it when batch placements are organised. If an individual is new to the role of Work Experience Co-ordinator, s/he may wish to use the aide memoir for each placement being organised.

When organising a placement, has the following been done by the:

Work Experience Co-ordinator

A discussion has taken place with the learner and his/her parent(s)/carer(s) regarding existing transport arrangements	<input type="checkbox"/>
The discussion includes what the expected contribution is of parent(s)/carer(s) to arrange transport	<input type="checkbox"/>
<p>The following details have been checked:</p> <ul style="list-style-type: none"> • is the learner required to finish either early or late • the learner has the necessary level of maturity and competence to utilise public transport • the level at which the learner's parent(s)/carer(s) are willing to arrange transport? • the time of year the placement is taking place • whether the learner is planning to use his/her own transport • emergency procedures in the event of the learner's absence (these have been agreed between the home learning base/placement provider and the learner's parent(s)/carer(s)) 	<input type="checkbox"/>
A risk assessment has been completed and shared with the learner and his parent(s)/carer(s) about the transport arrangements	<input type="checkbox"/>
Vulnerable learners have appropriate support to reflect the complexity of travelling between the home learning base/school and the provider	<input type="checkbox"/>