

Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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Supporting Transportation Policy

1. Purpose

This policy is designed to ensure good practice and inform all members of staff about the policy for supporting a participant to travel.

This policy outlines the support and guidance offered to staff providing support with travelling with participants, and information given to participants receiving such support.

This policy aims to assess and address the risk of staff undertaking support while travelling to and from programmes or projects.

The policy applies to all staff at Purple Patch Arts including the CEO, and contracted employees.

2. Principles

Purple Patch Arts is committed to ensuring compliance with legal requirements using them as a minimum standard and seeking to exceed those standards in order to protect staff and participants. Purple Patch Arts is also committed to ensuring a healthy and safe place in which to work and receive education.

Purple Patch Arts aims to provide means in exceptional circumstances, by which participants can travel, as part of Purple Patch Arts' programme of work.

Purple Patch Arts has a legal and moral responsibility to effectively manage the risks associated with staff members supporting the transport of participants.

3. Definition

Supporting Transportation is defined as staff providing support to a participant in travelling to or from a programme of work either on foot, on public transport or in a motor vehicle.

4. Implementation

On foot

Purple Patch staff may meet a participant at an agreed time and place and walk with them to the project or programme venue. This may also occur on the return journey. Such support will only be offered to adult participants who are identified as an independent or semi-independent traveller, thereby ensuring minimum risk to

the participant from members of the public or road safety. The route will be arranged in advance with the individual staff member and participant. Both parties will carry a mobile telephone along with a number in case of emergency. These measures minimise risk of injury or upset due to becoming confused or lost.

Before supporting the participant to walk to and from the programme of work, a risk assessment will be completed (this forms part of the supported transportation agreement).

Participants and their support networks will be advised of this policy and its implications in advance of travel and will sign a 'supported transportation agreement' outlining the details of travel.

If appropriate, participants will be supported to learn how to walk to and from a programme / project independently.

If a person has learnt to walk to and from a programme of work independently, a revised supported transportation agreement will be completed.

On Public Transport

Purple Patch Staff may meet a participant at an agreed time and place and travel with them on a bus or train. This may also occur on a return journey. Again, such support will only be offered to adult participants who are identified as independent or semi-independent travellers, thereby ensuring minimum risk to the participant from members of the public or road safety. The route and mode of transportation will be arranged in advance with the individual staff member and participant. Both parties will carry a mobile telephone along with a number in case of emergency. These measures minimise risk of injury or upset due to becoming confused or lost.

The risks of supporting participants on public transport are thus akin to any adult choosing to travel by public transport.

If a participant has learnt to travel independently on public transport to and from a programme of work, a revised supported transportation agreement will be completed.

Participants and their support networks will be advised of this policy and its implications in advance of travel and will sign a supported transportation agreement outlining the details of travel.

In a motor vehicle

Purple Patch staff may provide supported transportation to a participant in their private motor vehicle. In such cases the route and pick up times will be agreed in advance via a 'supported transportation agreement'. A full access needs assessment will be completed prior to any transportation of this kind being offered in order to address any risks that transport in a motor vehicle may pose to an individual participant or staff member.

Purple Patch staff will furthermore ensure that they meet the following legal requirements, thus eliminating risk of injury to themselves and participants whilst in transit, for which they could be deemed to be at fault:

- All staff will hold a full driving license which does not bear any restrictions on them driving.
- All staff will hold 'business insurance' on their motor vehicle cover
- All vehicles used for such transportation will hold adequate tax, MOT certification and a 12 monthly service history, as a means of ensuring the vehicles safety
- No transportation will take place if severe weather warnings are in place
- Staff's driving will be within the law and in line with the regulations set out in the Highway Code.

Agreement to accept supported transportation in a motor vehicle from Purple Patch is at the discretion of participants and their support networks. Subsequent to the guidelines in place above, the risks involved are thus akin to the participant travelling with a friend or family member in a motor vehicle.

5. Lone Working

Supporting participants while travelling can also implicate 'Lone Working' and is therefore related to the following:

On occasion Purple Patch Arts undertake lone working when supporting a participant to access transportation. This can happen either in the capacity of a member of staff using their personal vehicle to transport participants or in the capacity of staff supporting participants to and from public transport.

Wherever transportation assistance is provided a member of staff will be given supported transportation agreements in advance so they are fully aware of the risks in supporting transportation. They will also hold contact details and emergency contact details for the person(s) they are supporting.

6. Organisational Responsibilities

Overall responsibility for compliance with this policy lies with the CEO and Head of Development.

The CEO and Head of Development are responsible for:

- Undertaking supported transportation agreements
- Ensuring supported transportation agreements are kept up to date and any new risks are recorded and assessed
- Ensuring any staff implicated in supported transportation are aware of this policy
- Ensuring all staff comply with this policy
- Alerting the CEO as soon as is possible if there are any breaches to this policy

Staff undertaking Supported Transportation must:

- Ensure they have read and understood the policy

- Ensure they have read and understood any Supported Transportation agreements
- Ensure they have with them and keep safe any documents required by the policy when undertaking Supported Transportation (such as emergency contact details, supported transportation agreements)
- Alert the CEO or Head of Development as soon as is possible if they do not have the documentation they require or they are unable to undertake any part of their duties in line with this policy.
- Take personal responsibility for sharing information regarding their whereabouts;
- Inform the CEO or Head of Development as soon as is possible about any concerns they have arising from supported transportation and the associated risks.
- Report any accidents / incidents or near misses arising from supported transportation to the CEO or Head of Development as soon as is possible and complete the appropriate paperwork to report this.

7. Risk Assessment

Before supported transportation takes place, an assessment must be undertaken and the findings recorded. This assessment is done via the 'supporting transportation agreement'.

The assessment must include:

- Any risk to participant from road safety or members of the public
- Any risk to the participant that may be implicit in travelling in a motor vehicle
- Any particular risks to participants or staff (physical or emotional) of arriving at a destination earlier or later than expected
- Policy for contacting next of kin in case of emergency
- Any legal requirements that must be met in relation to transport in a motor vehicle

8. Monitoring and Review

This policy will be reviewed biennially.