



Head Teacher - Patsy Maltz  
Grad. CIPD, Level 5 NVQ Management and Leadership

Email: [info@alonim.co.uk](mailto:info@alonim.co.uk)  
Telephone: 0203 115 1610

## Staff Car Lift Policy

We do not provide a transportation service at nursery. However, we understand that parents sometimes ask nursery staff to give a child a lift on a local trip outside of the setting and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to our Safeguarding Children Statement.

- The nursery is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we do expect staff members to inform us if they are giving a child a lift in their car for trips or outside of the setting.
- We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for taking your child in their car.
- The member of staff will not be covered by the nursery's insurance whilst transporting the child in their personal car as a private arrangement.
- It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in their car.

Parent/Carer/staff member name: .....

Signature: ..... Date: .....

This Policy was adopted on: December 2024

Signed on behalf of the nursery;



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Date for review: December 2025