



**SOCIAL SERVICES AND HOUSING
DIRECTORATE**

**POLICY FOR THE USE OF
CHILDREN'S CAR SEATS**

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POLICY FOR THE USE OF CHILDREN'S CAR SEATS

The Directorate of Social Services & Housing has purchased several car seats and booster seats for staff use when transporting children.

- Anyone transporting clients must ensure they have the correct insurance to enable them and the person(s) they are transporting to be covered in the event of an accident.
- These seats are held with the Family Support Team at the Children's Service Centre and should be used at all times when staff are transporting children.
- The booking out book, held with the Family Support Team, must be completed whenever equipment is used.
- If a member staff has their own car seats/booster for use when transporting children, that staff member is responsible for ensuring that the seat is in safe working order and is suitable for the child being transported.
- Anyone using the car seats provided must ensure that they are aware of how to correctly fit the car seat they wish to use and that the seat they wish to use is the correct seat for the age of the child being transported. (Full instructions on the fitting of the car seats and identification of which seat is suitable for which age group is held in the booking out book for the seats.)
- There is a section in the booking out book which requires the user to sign to say they have read and understood the instructions and are able to fit the seat safely.
- Any faults identified with the equipment must be reported to the Family Support Team and that piece of equipment should be withdrawn from use until the fault is resolved.

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