



## Transport Policy

Our transport policy is not designed to make traveling inconvenient or expensive. It is to make sure our students are safeguarded and arrive at their destination safely with minimal risk.

When WHG organises a transfer for students, we will do this using one of our local private hire companies, this is to ensure that drivers are Enhanced DBS-checked, punctual and presentable.

Students aged 16+ may use public transport but please check with WHG before booking tickets as we may be able to suggest the most convenient way or that a taxi would be more convenient.

Students under the age of 16 are not allowed to travel 'out of area' alone even though they may have their parents' permission.

If students under 16 wishes to travel 'out of area', they must be accompanied by an adult (21 years+). On a day trip they must return at an appropriate time set by the Local Guardian (LG).

'Out of area' is defined as an area that is under the care of the student's assigned LG.

If a student is over the age of 16 and wishes to go out of area, they may do so but we will need written permission from agents/parents. This would only be applicable to a day trip and not an overnight stay unless accompanied by an adult (21 years+).

Students under the age of 16 may not travel in and around London unless accompanied by an adult (21 years+).

Students are never permitted to stay in University halls of residence.

If a student wishes to stay anywhere except with a WHG host family, we must have the address of where they are staying, contact phone numbers and photo ID of the responsible adult (21 years+) that they will be staying with.

Students must not stay in a hotel/hostel overnight unless they are accompanied by an adult (21 years+) of the same gender.

We must have photographic evidence of ID and age of the adult (21 years+) responsible for the student.

Written parental consent will be required for any of the above.

WHG must receive all relevant documentation and permissions in writing for students wishing to stay anywhere that is not a WHG host family at least 72 hours before departure.

### Policy Review Date

1<sup>st</sup> August 2020