

The Use of Car Seats Policy and Procedure

Car seats must be used for all children until they reach EITHER their 12th birthday OR 135cm in height.

Booster seats (**with a back**) may be used for children who weigh 15 Kg and over.

In the Front Seat

- The child **MUST** use the correct child restraint.

In the Rear Seat

- The child **MUST** use the correct restraint, where seat belts are fitted.
- There are three exceptions where there is not a child seat available. In each case the child **MUST** use the adult belt instead:

They are -

- 1) in a licensed taxi or private hire vehicle;
- 2) if the child is travelling on a short distance for reason of unexpected necessity;
- 3) if there are two occupied child restraints in the rear which prevent the fitment of a third.

In addition, a child 3 and over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

It is the driver's legal responsibility to ensure that the child is correctly restrained.

Using Child Seats

The child must legally use the child seat for almost every single journey, no matter how short.

- Take time to get the child comfortably strapped in.
- Make sure the seat's harness (if it has one) is correctly adjusted for your child. It should be quite tight, so that only one or two fingers can fit between the child's chest and harness.
- Clothing can affect how snugly the harness fits, so check it every journey.
- The harness buckle should not rest over the child's tummy. If you are using a booster seat or cushion, the adult seatbelt restrains both the child and the seat or cushion.

Make sure that:

- the belt is worn as tight as possible
- the lap belt goes over the pelvic region (from hip-bone to hip-bone), not the stomach
- the diagonal strap rests on the child's shoulder, not the neck (some seats have a clip to help position the belt).
- Never tuck the seatbelt under the child's arm or behind their back.

Some children go through a phase of slipping out of the harness or releasing the buckle. But do not modify the buckle to prevent this, you might affect the quick release mechanism.

Date of Review	Changes Made	Signatures	Date of Next Review
15/01/15	Highlighted in red	A. Ferguson	January 2016
06/05/2016	None	A. Ferguson	May 2017
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