

Version Control			
Version number	Author	Date	Changes
V1	Kay Fletcher	15 th April 2020	Approved and to be circulated to staff

COVID 19 GUIDANCE - Use of Pool Cars 15 April 2020

Introduction

The Department has now got access to 3 Pool cars for use by Children social care and CFWS staff.

This guidance sets out: -

- Circumstances when a Pool Car may be needed
- How to access the cars
- What you will need to drive a Pool Car
- How you return the car

Circumstances when a Pool Car may be needed

These cars are intended for use in those high-risk situations where normal transport arrangements cannot be used due to presenting COVID-19 symptoms. They are only to use in situations when it is necessary to escort children/family members who: -

- **Have presenting symptoms of COVID-19**
- **Are self-isolating due to someone in their household presenting with COVID-19 symptoms**
- **Escorting children when their COVID-19 status is unknown and are in a high-risk category – e.g. newly presenting USAC/CP medical when child's COVID-19 status cannot be established.**

Some examples of those situations when a child or family member may need to be moved urgently include - fleeing domestic violence, placement breakdown, section 47 enquiry/CP medical/16/17 homelessness.

These cars are being cleaned regularly, including after each use where risk of transmission of the virus is high. They are accessible by any member of Children's social care or CFWS staff in the circumstances set out above who has a valid driving licence.

How to access the cars

We have 3 hire cars which are parked at County Hall and Wigston Police station.

Before booking use of a car it is essential to establish the COVID -19 status of the child and family. This should be a routine part of your planning processes in response to information when a placement may be disrupting, within a CP Strategy meeting when planning a Section 47 or other situation when a child or family require transporting.

This planning will attempt to establish if there is a risk of COVID-19 transmission. If during planning of a journey the COVID 19 status of the child and family cannot be established and additional risk factors are known (for example a newly presenting USAC who may have been in a high-risk area) there should be consideration of the need for the Pool car.

Once it has been identified and agreed by a manager that a member of staff requires access to a car in the circumstances as set out above, you should: -

- Make arrangements to access PPE by completing the necessary form and getting approval from your manager in line with PPE guidance
- Send an email to Children's duty at FRCD to request the Pool car setting out brief reasons. Childrensduty@leics.gov.uk
- Ring FRCD on 0116 305 0005 to confirm the time that you will collect the car.
- Confirm that you can collect your PPE
- Collect the keys from the FRCD office at county hall once availability is confirmed

Keys will be moved to OOH office Anstey Frith for accessing after 5pm and over weekends/ bank holidays. OOH will manage access to the cars and keys over these periods.

What you will need to drive a Pool Car

To use the car, you must present your driving licence on collection. A photocopy will be taken and kept for reference purposes.

The car should be fully fuelled, however If the car needs petrol you are advised to fill up and obtain a receipt. We are making arrangements for the cost of fuel to be reimbursed once this receipt is presented to FRCD business admin team. This may be via petty cash – or from normal expenses claims.

Use of PPE

As the cars are for use with children and families who are presenting COVID-19 symptoms it is likely that you will need to use PPE when using the car. You will need to follow the guidance that has been shared regarding use of PPE. There are packs of PPE available in some localities and at County Hall.

Given that the cars are mainly located at County Hall it is possible to collect the PPE when collecting the car however it is your responsibility to obtain the required PPE and to include the following steps when arranging collection of the Pool car so that it is available for collection with the car.

How to request a PPE pack

To obtain PPE you should follow the guidance which is:-
Seek permission from your Service Manager or Head of Service and then email directly to: Julie.Killick-Stephan@leics.gov.uk in Business Support, who will oversee the distribution of packs at all sites.

To access PPE you will need to provide the following detail:

- **The mosaic number relating to the child to be visited or name**
- **The case level/legal status (e.g. child in care / Section 47)**
- **What date the pack is required by**
- **When the individual will collect the pack and from which office/location**

Importantly, the Service Manager must also be copied into the email as the authorised approver.

Following the visit(s)

It is important that we keep as many resources at hand as possible, and therefore any resources that are unused must be returned once the visit has taken place. This includes any empty hand sanitiser bottles, as we are looking to source additional quantities which we can then transfer into the returned bottles.

How you return the car

The car must be returned to the same place it was collected even if this is after 5pm.

Car keys must be returned to FRCD business admin team as soon as possible after use - and no later than 9am the following morning if the car is returned after 5pm.

Any incident or damage to the car must be reported to FRCD admin team immediately.

15 April 2020