



# TRANSPORTING CHILDREN CLUB POLICY DOCUMENT

UOAPS could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to training or competitions in a private car and without this support some children would not be able to participate at all, and some competitions would not happen. However, there is a need to ensure that consideration is given to ensuring the safety and wellbeing of both the child and driver (coach/volunteer) as there is in all club activities; this extends to the transportation of children.

If UOAPS does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured
- Consider method of travel, type of vehicle (hiring of minibuses etc)
- The driver has a valid and appropriate license
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats
- There is an appropriate ratio of adults per child
- Drivers take adequate breaks
- If an adult is regularly transporting children on behalf of the club this is regulated work with children and as such this person requires a PVG check

UOAPS strongly advises that coaches and volunteers do **not** take children on journeys in their car alone. If all alternatives have been exhausted and an adult has to transport a child alone, there are a number of safety measures that should be put in place to minimise the risk:

- UOAPS should ensure that the driver as with all coaches/volunteers who have access to children in the Club has undergone safe recruitment including a PVG check and UOAPS should be satisfied that the information provided is satisfactory
- UOAPS should check that the driver has an appropriate and valid driving licence
- UOAPS should ensure that the driver has a vehicle which is fit for purpose, i.e. passed its MOT test and adequately insured
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/guardian of the children they are transporting
- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- Children should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times
- Request parent/carers consent in advance and provide details of the journey
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn

## **Arrangements among parents**

Where parents agree among themselves to share transport for training or competitions this is a private arrangement between them. However if the club/coach/team manager make the arrangements e.g. who will travel with whom, they (the club) may become liable in the event that something goes wrong if correct procedures haven't been followed.