

## County Durham Sport Partnership

### Transport Guidance

The County Durham Sport Partnership recognises that the issue of transporting children and young people is a very sensitive one for all sports clubs, coaches, officials, volunteers and parents.

The following guidance aims to identify a number of safety measures that should be put in place to minimise the risk of transporting children and young people:

- Any nominated drivers, like all coaches/volunteers who have access to children in your organisation, should have agreed to a Criminal Records Bureau check being carried out on them
- Parents/carers should always be informed of the individual who will be transporting their child, the reasons why and how long the journey will take before they set off
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- Any nominated drivers must have the relevant insurance to carry others, particularly if they are in a paid position or claiming expenses
- The driver should attempt to have more than one child in the car at all times
- When regularly dropping children off after a match or training session coaches/volunteers must alternate which child is dropped off last. (Ideally two children would be dropped off at an agreed point ie: one of their family homes)
- The person who drops children at home should be alternated on a regular basis; this would reduce the risk of any one individual from always being alone with the child
- Any nominated driver should have a mobile phone which is made available to parents before the journey
- All children and young people must be made aware of their rights and there must be a contact to report any concerns they may have in regard to transportation
- All children being transported must wear seatbelts at all times
- The number of children transported must relate directly to the number of seatbelts available in the vehicle
- Parents/carers should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Clubs should have contact numbers for all parents/carers and if possible be provided with an alternative contact number. Parents/carers must have a contact number for the club/coach to inform them of emergencies and possible late collections from sessions/activities

**These procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car**

## County Durham Sport Partnership Guidelines on the Late Collection of Children

The County Durham Sport Partnership recognises that the late collection of children by parents/carers presents clubs and coaches with a potentially difficult situation. It is important that any organisation where this situation could occur should develop written guidelines for parents/carers explaining your organisations stance on dealing with the late collection of children.

The guidelines should:

- Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed
- Include a staff contact number and an instruction to parents/carers to phone if there is any likelihood of late collection
- Ask parents to provide an alternative contact name or number, for staff to use when they are not available on their usual number

In cases of late collection, staff and volunteers:

### **SHOULD:**

- Attempt to contact the child's parent/carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.

### **SHOULD NOT:**

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or sport facility with you alone.

### **Easy Reference Guide:**

Purpose of the trip	<ul style="list-style-type: none"> <li>• Competition, training, social, combination</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• When</li> <li>• Where</li> <li>• Who</li> <li>• Risk assessment of the activity</li> </ul>
Communication with parents	<ul style="list-style-type: none"> <li>• Pick up times</li> <li>• Destination and venue</li> <li>• Competition details</li> <li>• Kit and equipment list</li> <li>• Emergency procedures, home contact</li> <li>• Consent form</li> </ul>

	<ul style="list-style-type: none"> <li>• Code of conduct</li> </ul>
Accommodation	<ul style="list-style-type: none"> <li>• What type</li> <li>• Catering special diets, allergies</li> <li>• Suitability for group, accessibility</li> <li>• Room lists</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Journey times and stopping points</li> <li>• Supervision</li> <li>• Suitability and accessibility</li> <li>• Drivers checked</li> <li>• Insurance</li> </ul>
Supervision and staffing	<ul style="list-style-type: none"> <li>• Ratio of staff to athletes</li> <li>• Male/female</li> <li>• Specialist carers</li> <li>• Responsibilities</li> </ul>
Emergency procedures	<ul style="list-style-type: none"> <li>• First aid</li> <li>• Specific medical details, allergies</li> <li>• Reporting procedures</li> <li>• Home contact details</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Liability</li> <li>• Accident</li> </ul>
Costs	<ul style="list-style-type: none"> <li>• For travel</li> <li>• Payment schedule – deposit, staged payment</li> <li>• Extra meals, refreshments</li> <li>• Spending money</li> <li>• Security</li> </ul>
Arrival	<ul style="list-style-type: none"> <li>• Check rooms, meal times, phones, valuables</li> <li>• Check sporting venue</li> <li>• Collect in money, valuables</li> <li>• Information on medications</li> <li>• Arrange group meetings</li> <li>• Confirm procedures with staff</li> <li>• Rules, curfews</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Safe Sport Away Cards</li> </ul>