



Guidance for transporting members (20th February 2015)

Heanor Swimming and Lifesaving Club encourage lift sharing in order to minimize the cost of participation and reduce the impact on the environment. In many cases transport to training and competitions is organized between parents in which case such arrangements are deemed a private matter and outside the remit of the Club.

For the purpose of this document the term parent will refer to parents, guardians and carers.

When transport is provided by the Club the following safeguards shall be applied:

General Arrangements

- 1) The Club strongly recommends that coaches and volunteers do not take children on journeys in their car alone. If all alternatives have been exhausted and an adult must transport a child alone there are a number of safety measures that shall be put in place to minimise the risk:
 - a) The driver, like all coaches and volunteers who have access to children should be subject to the governing body's recruitment policy and therefore have agreed to a DBS check being carried out on them.
 - b) The driver has the responsibility to ensure that their vehicle is fit for purpose. i.e. has a valid MOT and is adequately insured
 - c) The driver must ensure that they have the appropriate, and valid, driving licence.
 - d) The parents should be informed of the person who will be transporting their child, the reason why and how long the journey will take. Parents must indicate that they are happy with this arrangement.
 - e) A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- 2) The driver should ensure wherever possible that they have more than one child in the car.

- 3) When dropping off after an event or training session, the coach / volunteer should alternate which child is dropped off last. Ideally two children would be dropped off at the final agreed point. ie one of their family homes so that no child is alone with a teacher / coach.
- 4) Children should know that if they feel uncomfortable about a situation they can talk to the clubs Child Protection Officer.
- 5) Children should be secured adequately in line with the current regulations by an appropriate seatbelt and be instructed to behave responsibly in vehicles at all times.
- 6) The driver should ideally have emergency breakdown cover, plus access to a mobile phone.
- 7) The driver should have contact details for the parent of the children they are transporting.

Away Travel to Events

- 1) Children should be aware of the travel plan, venue and time for collection and time of return.
- 2) Children should have a clear understanding of what standard of behaviour is expected of them.
- 3) Parents should be made aware of the above; cost of travel and must have completed an Event Consent Form detailing any medical issues that the relevant people should be aware of.
- 4) Parents should also have the name and contact details of the relevant person in the event of an emergency.
- 5) Other coaches / volunteers need to be made aware of what their responsibilities are in advance of the trip.
- 6) If the trip is a long journey, it is important that all coaches / volunteers have an itinerary and each others contact details.

Late Collection

These can present the club and coaches with particular difficulties. Parents should be familiar with pick up times and make every effort to be waiting for their child to arrive. The club will always attempt to inform parents of any significant delay and encourage children to inform parents when the journey home is within a given time of arriving back at the agreed location. The club will have contact numbers for parents. Parents should have a list of contact numbers for the club to inform them of emergencies and possible late collections.

In the event of a late collection the coaches / volunteers may:

- 1) Attempt to contact the parent.
- 2) Make contact with the club's Child Protection Officer to inform them of the situation.
- 3) Wait with the child. Wherever possible do so in the company of other people.
- 4) Remind parents of the policy in relation to late collections.
- 5) In extreme cases not invite the child to future events that involve away travel.

In the event of a late collection the coaches / volunteers should not:

- 1) Take the child to their own home or to any other location
- 2) Ask the child to wait alone with them in their vehicle
- 3) Send the child home with another person without parental permission.

Parents must know that it is not the responsibility of the Club to transport children if the parent is delayed.