

## GOOD PRACTICE – TRANSPORTATION

*The following guidance comes from the Child Protection in Sport Unit. Information is also available on the Hockey Wales website – [www.hockeywales.org.uk/safeguarding](http://www.hockeywales.org.uk/safeguarding)*

The CPSU encourages coaches not to take children on journeys alone in their car but the following guidance is given:

### **Best Practice**

**Best practice is clearly to avoid transporting a child alone**, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- The club must receive **permission from parents/carers** for young people to participate in all competitions/training/away matches which will include permission for adult club members to transport their child/children in their vehicles.
- The driver like all coaches/volunteers who have unsupervised access to children in your organisation should have agreed to a **vetting check**, where eligible, being carried out on them.
- **Parents should be informed** of the person who will be transporting their child, the reasons why and how long the journey will take.
- **A person other than the planned driver should talk to the child** about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have **insurance** to carry others, particularly if they are in a paid position or claiming expenses.
- **Drivers should not be alone with a young person at any time in a car.** If the situation arises, the driver must make sure that the **young person is in the back of the car.**
- Children should **wear seat belts** at all times

### **CPSU Briefings**

- The driver should attempt to have **more than one child** in the car.
- When transporting children after a match or training session coaches/volunteers **should alternate which child is dropped off last.** Ideally two children would be dropped off at an agreed point such as one of their family homes.
- The person who returns the children to the agreed point, such as a family home, should be alternated; this would reduce the risk of any one individual frequently being alone with any child/children.
- The driver should have a **point of contact and mobile phone** should they break down.
- Ensure that children are **aware of their rights** and they have someone to turn to or report any concerns they may have. If a culture of safety is created within your club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.

### **Late Collections**

- These can present clubs and coaches with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. If a parent/carer is late, the club will:
  - Attempt to **contact the parent/carer**
  - **Wait with the young person** at the club/venue with wherever possible other staff/volunteers/parents.
  - **Remind parents/carers of the policy** regarding late collection
  - **Parents/guardians should have a contact number for the club/coach** to inform them of emergencies and possible late collections.
  - Relevant club adults should be able to find **contact details for parents**
  - If parents/carers remain uncontactable, staff will have to report the situation to the Local Authority Children's Social Care Department or the Police.