



Transportation of Children Guidance

Introduction

This document gives advice on safe transportation of children and young people. Clubs and Counties should develop a Transport Policy which is publicised to parents via their welcome pack and website. This guidance does not apply to private arrangements between parents.

The issue of transporting children to and from their sports activities safely can present challenges for many clubs. Squash clubs could not operate without the goodwill of volunteers and parents ensuring children are transported to and returned home from events in a private car. It is reasonable for clubs and coaches to place full responsibility on parents for ensuring appropriate transport arrangements are made.

England Squash does not advocate coaches transporting children on journeys in their car. However, where the club or coach is organising transportation of its young members and asks or requires parents to transport other people's children on the club's behalf, the organiser has a responsibility to take reasonable steps to safeguard the young people for whom they have a duty of care.

The Child Protection in Sport Unit encourages volunteers or staff not to take children on journeys alone in their car. If under extenuating circumstances this is unavoidable the child should sit in the back of the car. Parents should be informed as soon as possible that this situation has arisen.

Key Considerations

- A person other than the planned driver should talk to the children about transport arrangements and check they are comfortable about the plans, including who to report to if they have a concern
- Establish the suitability of any driver – the driver, like all volunteers who have unsupervised access to children in your club, should have agreed to a vetting check (where appropriate)
- Parents should be informed of transport arrangements, including details of the person who will be transporting their child, the reasons why and how long the journey will take
- Parents should sign a written consent form
- The club should ensure that the driver has valid car insurance, MOT and a driving licence prior to carrying any passengers
- The driver should check their cover with their own insurance company if they want to use their car as part of their paid or volunteer role
- Clubs should ensure there is more than one child in the car – the final two children should be dropped at an agreed meeting place so no child is alone in the car

- The driver should have a point of contact at the club and also one for each child they are transporting, as well as a charged mobile phone in case of an emergency or breakdown

Seatbelts

Children should wear seatbelts at all times when travelling in a car. The law is as follows:

- Children must have an appropriate restraint or seatbelt when travelling in a car or goods vehicle:
 - Under 12 years old, or up to 135cm tall, must use the correct type of car seat <https://www.gov.uk/child-car-seats-the-rules>
 - Children over 12 years old or 135cm, whichever comes first, should use an adult seatbelt

Alternative Transport

If a club hires transport such as a minibus or coach from a reputable commercial company, it is entitled to assume that the company provides properly maintained and insured vehicles and properly licensed drivers. However, children must never travel unaccompanied. A member of the club/county (DBS checked) must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them.

Late Collection

In the event of a late collection of children, coaches and volunteers should:

- Attempt to contact the parents
- Wait with the child, preferably in the company of others,
- Notify the Club Welfare Officer
- Remind parents of their responsibility to collect their child promptly