



<b>STATUS:</b>	DRAFT
<b>REQUIREMENT:</b>	- CEO SIGN-OFF - BOT SIGN-OFF
<b>DATE:</b>	15/12/2015
<b>REVIEW DATE</b>	15/12/2018

## GUIDANCE ON TRANSPORTING CHILDREN

1. This guidance should be used by Great Britain Wheelchair Rugby Clubs (GBWR) when making plans to transport children. It should be used in conjunction with the GBWR Safe and Sound Safeguarding policy.
2. Clubs should develop a transport policy. preferably publicised to parents via the club welcome pack and club website, giving advice on dropping off and collecting children. It should be made clear that it is the responsibility of parents, not the club, to transport their child to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement and at the parents' discretion. If a club hires a coach from a reputable commercial coach 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. An adult member of the club must travel with the children and that person's contact details must be provided to any parent who has reason to contact them. If the club formally arranges transport eg using minibuses or people carriers (as opposed to facilitating travel arrangements between parents) then the club should ensure that:
  - drivers have a valid driving licence and recruitment procedures, including vetting criteria have been followed and appropriate insurance and breakdown cover has been arranged. In the case of minibuses, guidance on eligibility to drive can be found in the DVLA information leaflet DVLA- MinibusDriving – Inf 28, a copy of which is on the GBWR website. Further guidance can be found at [www.nidirect.gov.uk/driving-a-minibus](http://www.nidirect.gov.uk/driving-a-minibus)
  - the vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats
  - parents give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone numbers
  - no child is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises the child should sit in the back of the car if possible
  - the children involved are happy with the arrangement and adults are alert to any signs of disquiet
3. 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 CWO/ club official and remind parents of their responsibility to collect their child promptly.
4. **Medical information**
  - 4.1. Clubs and parents should make arrangements for medicine to be administered to any under 18s where they are unable to administer themselves.

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### Great Britain Wheelchair Rugby



4.2. Medical details should be available on all away trips and events. The Club welfare officer should be the primary holder all medical and personal information. The CWO should make arrangements for times when they are not with individuals and nominate a responsible adult who has access to information, for example when not travelling with the child.

## 5. Contacts

5.1. Clubs should have a list of contacts with them at all times, they should include:

- safeguarding contact (children's services/LADO) for local authority of where the event is being held
- parents contact list
- CWO and Club Manager contact details
- GBWR Lead Safeguarding Officer number
- vehicle breakdown service

## 6. Further Information

- [www.gov.uk/driving-a-minibus](http://www.gov.uk/driving-a-minibus)
- [www.indirect.gov.uk/driving-a-minibus](http://www.indirect.gov.uk/driving-a-minibus)