



Transport, Drop Off & Collection Guidelines

Transport Procedure

Please follow this next list to ensure that transportation is kept to the required standards:

- Ensuring that the vehicle is fully insured and that the driver has the correct licensing paperwork
- Ensure seatbelts are working and are always used.
- It is recommended that children always occupy the back seat
- Written consent must be gained from parents to ensure that they acknowledge the travel
- Before travel an agreed collection and drop off point and time should be agreed

The driver should ensure that someone else is aware of the travel plans and estimated travel times, including a Designated Person where possible and it is recommended that records are kept of all travel arrangements.

Try to ensure that there is more than one adult present during trips and that there is a sufficient adult to child ratio.

Drop off and collection procedure

It is the responsibility of all parents and carers to ensure that the young person in their care is dropped off and collected at the correct time, in the designated area.

It is the organisations responsibility to ensure that all parents and carers are formally informed in writing of the timetables of sessions or matches that their child can attend, and have an agreed drop off and collection time and place to begin and end each of these sessions. Any changes in timetables should also be communicated in writing. They should also collect parental consent from the parent or carer to show that the child has permission to be at the session and can take part in all the activities that take place.

For all sessions the following should be taken into consideration by both coaches and parent/carers:

- Age of children
- Location of session
- Are there any disabled participants or any participants with access or learning problems
- The type of activity to be undertaken
- The time of the activity

Late collection procedure

It is the responsibility of parents/carers to transport their child to and from the activity, except where specific arrangements have been made.

Parents/carers should have a contact number for the coach therefore if there are any issues, they can contact the coach to make other arrangements for their child's collection. The coach should also have



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the parents/carers contact details, as well as a secondary contact that can be used in emergencies and this should be available at all training sessions or matches in case of any issues that may arise.

If a child is not collected on time the coach should:

- Attempt to contact the child's parent/carer
- If no reply they should contact the secondary emergency contact
- Wait at the location of the session and ensure there is another adult present

A coach should never:

- Wait alone with a child
- Take them home
- Send the child home with another adult, unless there is parental consent