

Transporting Children

Where it is necessary to transport children, the following good practice is required:

- Where parents/carers decide the transportation of children to and from the activity, without involving **[Organisation/club name]** it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where **[Organisation/club name]** makes arrangements for the transportation of children the members of volunteers/staff involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - All vehicles and drivers are correctly insured.
 - The driver has a valid and appropriate license.
 - All reasonable safety measures are available, e.g. fitted, working seatbelts or booster seats.
 - There is an appropriate ratio of adults per child.
 - Drivers take adequate breaks and are not included in the ratio of adults to children.
 - If an adult is regularly transporting children on behalf of the club this may be defined as a 'regulated role' with children. As such, this person would be required to be a member of the PVG Scheme. To establish whether a role is regulated work with children contact [Volunteer Scotland Disclosure Services \(VSDS\)](#).

Sports volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided, the following guidelines should be followed to ensure the safeguarding of children and provide transparency for all concerned:

- Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a session.
- Where possible, have another adult accompany you on the journey.

- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive
- Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures, e.g. children in the back seat, seatbelts worn.

