



## **Newbury District Swimming Club**

# **Transport Policy**

*Wavepower 2016-19 Section 2.4 Page 83 and NSPCC Child Protection in Sport Unit document, Safe sport events, activities and competitions (2013)*

### ***POLICY MANAGEMENT:***

This policy was adopted by the Committee on 12<sup>th</sup> November 2018.

### **Purpose**

In the main, parents are responsible for the transport of their child to and from club training and other events.

Transport is typically only organised for Arena and Thames Valley League galas. It may also apply to any swim camps organised by the club.

This sets out the Clubs policy on transportation which is in accordance with Wavepower and NSPCC guidance.

### **Introduction**

- Parents/carers are responsible for the safe delivery and collection of their child to and from any training session or competitive event, except when the organisation is providing transport for the team.
- It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for members to and/or from any training session, event or gala.
- Arrangements made between parents to transport the children of other members are at the sole discretion of the parents concerned.

### **When transport is provided by the organisation**

The club often use coaches so the whole team can travel to league events together and may arrange other transport for any camps.

### ***Coach travel***

Where the club is providing coach transport for the team, parents/carers will be provided with written details via email or on the club website of:

- The type of transport being provided, e.g. coach.
- The departure time and the expected time of arrival back.
- The venue for members to meet the coach and the venue from which they can be collected upon their return.
- The contact number of a nominated officer at the event for emergency use only.

The club will ensure written consent is obtained by each parent/carer and that contact details for any parents that are not travelling with the child are checked to make sure they are up to



date. This will be achieved by the parent/carer adding their contact details to the team managers list when dropping their child off. We recommend that for child age 12 and under parents travel on the coach with their child.

### ***For camps***

Where transport is arranged for a swim camp it could be in the form of minibus, private cars driven by team managers or other forms of public transport. Any such transport arrangements will be included in the camp information along with required permissions and specific travel information.

### ***Minibuses***

The club will ensure that any driver of a minibus on behalf of the club has the appropriate licence, insurance and experience to drive the vehicle.

### ***Private cars***

On the rare occasions that volunteers, parents or swimmers are asked to use their own cars to transport young people on the club's behalf (rather than as a private arrangement between parents), the club will:

- Ensure that these drivers are aware of their legal responsibility for children and young people in their cars.
- Assess drivers' suitability to transport other people's children on behalf of the club, as we do for any voluntary role with responsibility.
- Check the drivers insurance and driving licences.
- Seek agreement from parents for their children to be carried in other parents' cars.
- Arrange a central dropping point for all swimmers rather than individual home drops. Those in charge of arrangements need to check that the swimmers are collected.

The driver is responsible for ensuring that children and young people have and use a seat belt. Drivers will not use vehicles without seat belts, exceed the recommended number of passengers or speed limit. The driver is also responsible for checking with their insurance company if any changes need to be made to their policy in order to transport the children for this event as different insurance companies have different rules.

### **Using public transport**

Where possible when using public transport, the team manager will book well in advance, so that seats can be reserved and the party can travel together. Permission will be sought from parents and information about the travel will be given (such as train or ferry time or flight number).

### **Supervision while travelling**

The event level of supervision will be considered as part of the risk assessment.



- The team manager is responsible for the group at all times, including maintaining good discipline.
- The driver should not normally be responsible for supervision, but this may be the case with smaller groups of older swimmers.
- All group members should be aware of the location of the emergency door, first-aid kit and fire extinguisher on the transport.
- The team manager should be aware of alternative routes or means of travel in the event of delay or cancellation.
- Safety of the group when crossing roads.
- Safety on buses, trains or ferries – the team manager will make clear to the group members how much or how little freedom they have to roam.
- Sufficient stops at suitable locations to ensure the safety and comfort of all group members, including staff and the driver.

In the event of a vehicle breakdown or accident, the group should remain under the direct supervision of the team manager or other staff wherever possible.

When getting on or off transport, the club will conduct a headcount and provide support for swimmers who have mobility difficulties, including wheelchair users.

### **Transporting children without an adult**

Coaches and officers unrelated to a member under 18 years of age should not transport members alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm.

In an emergency, if a child has to be transported without a relative present, two suitably DBS checked adults should be present and the child should always be placed in the back seat with the adults in the front. If possible, parental/carers consent should be obtained in advance.