

4.7 Transport Policy and Trips Away Guidance

The CPSU has produced a comprehensive guidance on transport and trips away from home involving young people under the age of 18 called "Safe Sport Events Guidance". This may be found online at:

<https://thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions/>

BSAC advises that clubs to consult the Safe Sport Events Guidance and consider the guidance below that has specific relevance to BSAC events.

Transport of Students under 18 years of age

BSAC strongly recommends instructors or persons in a position of responsibility in the club should not transport children and young people, unless they are related to them. BSAC recognises this can and does happen. The following guidance should help clubs and their Officers ensure any transport is safe for all parties.

BSAC Guidance

- Parents/carers should remain responsible for transporting their child to the training venue, or must make private arrangements (e.g. with another parent).
- Parents may neither request nor expect instructors or others in positions of responsibility in the club to transport their child, except in an emergency.
- Clubs may find that a number of children are unable to attend training venues due to transport difficulty. If so, the club should consider hiring a minibus and driver. The company hiring the transport should have suitable insurance and personnel checks for drivers. However, the club must ensure that checks are in place including a DBS check.
- In any emergency, use the guidance on transporting a child given in Appendix 4.10, "Late Collection of Children".

BSAC recognise that in some circumstances transport arrangements are an essential part of a child's participation in training and competition. If every alternative has been exhausted and the club must transport a child, there are a number of safety measures that should be put in place to minimise the risk:

- The driver should have a valid driving licence, MOT, Insurance and a current DBS check.

- The club must obtain from each parent their written agreement to the transport of their child by a specifically named club member. A person other than the driver should discuss arrangements with both parent and child.
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should if possible have more than one child in the car and the child/children should sit in the rear of the car.
- When dropping children at their home after a training session the drivers should alternate which child is dropped off last. If that is not possible alternate the last child to be dropped off home as this would reduce the risk of the driver repeatedly being alone with the same child.
- Ideally the last two children in the car should be delivered to an agreed point (i.e. one of their family homes) to avoid the driver being alone with one child in the car
- Never take the child to your home. If you have your child in the car, take them home after dropping off the other children present.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety and openness is created within your club then the child is more likely to disclose a situation that causes concern.
- Children should wear seatbelts at all times and follow the current government guidance around use of booster seats. <https://www.gov.uk/child-car-seats-the-rules>

Trips away from the club home base

The provision of training in BSAC clubs will often require trips out to the sea, lakes, rivers etc. The above guidance involves the safe transportation of students to away venues. This section is written to assist the club in understanding their responsibilities for the supervision and care of students when parents are not present.

BSAC recommends that, when students attend a venue other than a Leisure Centre or swimming pool, parents are asked to attend and to transport their child. However, in circumstances where this is not possible clubs have a duty of care to ensure they safeguard and provide appropriate care for their students. Clubs should use the following guidance to discharge their responsibility.

A day training event (not requiring an overnight stay)

Parents must be told:

- Transport arrangements, venue details, costs and staff attending.
- To provide phone contact details for the whole day.
- Where and when their child will be collected from and returned to them.
- What kit their child must bring with them.
- What food and drink will be provided and what they must provide for their child.
- Who is the club contact for the event, where they will be and what is their contact number.

Students must be told:

- All site-specific safety requirements and that they must observe the club code of conduct at all times.
- Details of planned training.
- Event rules on use of mobile phones and cameras.
- The likely cost of admissions, food, travel, gas, etc.
- Who they will travel with, where and when they will be collected from (and returned to).

The Club must ensure that:

- All instructors are qualified and experienced and that those with responsibility for children have a current DBS check and the relevant qualification and experience for the training to be undertaken.
- All relevant staff have a current DBS check and that everyone attending has details of their role during training and travel to and from venue.
- A first aid kit is always carried. If no first aid cover is provided by the venue then at least one person attending shall hold a current First Aid certificate.
- Where children are present and no lifeguard is provided by the venue then a qualified lifeguard shall attend.
- The event risk assessment defines number (ratio) and qualification of lifeguards needed on each occasion, their duties and responsibilities.
- At least one person attending must understand and carry a copy of the BSAC Safeguarding Policy in order to advise should a relevant incident occur or be suspected.
- The CWO is aware of the event and has confirmed a suitable contact number for its duration.
- The event risk assessment defines number and qualification of supervisors needed on each occasion, their duties and responsibilities.
- Where possible, a female instructor should support female students and a male instructor support male students. Mixed sex groups of students should be accompanied by staff of both genders.
- The event risk assessment is known to all, defining actions to take in emergency, reporting points, attendance registers, nominated leaders, their roles and responsibilities.
- Emergency medical consent has been sought for all participants. Organisers hold all relevant statements of pre-existing medical condition, so that medication and specific hospital treatment is administered promptly.

A training event requiring one or more overnight stays.

Additionally, the club must also ensure that:

- The event risk assessment considers travel arrangements, venue and accommodation. All concerns must be addressed before the event begins.
- Staff attending should be suitably DBS checked and trained for the role they are to fulfil.
- Parents should be given full information regarding the event including details of venues, cost involved and transport arrangements. Any special requirements of their child should be noted and acted upon e.g. medical conditions, health, dietary, religious.
- If parents do not attend, they must agree with the club chaperones who will satisfy the requirements of caring for those students who are unaccompanied minors. (CPSU guidelines should be followed).
- Arrange room sharing for students in line with CPSU guidance.
- Club instructors and other staff shall never share a room with a student, unless related to that student and with the parent/carer's consent. They shall, however, be easily accessible to students should need arise - e.g. have a room near to students and give students the room phone number.
- Any rule beyond those contained within the club's codes of conduct shall be given in writing and in advance to both students and parents (e.g. accommodation or venue "house" rules).
- Persons supervising under-18s shall refrain from drinking alcohol throughout the event.
- Name an individual not attending the event as the "club contact". A club contact must hold emergency contact phone details for every attendee and is responsible for informing relevant contacts of any situation that arises (e.g. illness requiring collection or change to arrival time home, etc.).

Before organising any event check the guidance on the CPSU website:

<https://thecpsu.org.uk/>

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