



## **GUIDELINES FOR TRANSPORTING CHILDREN AND VULNERABLE ADULTS**

Although Wesport as a strategic partnership may not be a deliverer of sport, if other agencies or, organisations are doing so on our behalf we expect a certain standard to be worked to including in the area of transportation of children and vulnerable adults. The following procedures and guidelines are the standards we want you to adopt with transportation.

### **Procedures related to the transportation of children and Vulnerable Adults**

- Parental consent should also be obtained if children and vulnerable adults are involved in any transport arrangements as part of Wesport activities.
- Good communication should be established with parents/ guardians with particular reference to obtaining consent for day trips as well as overnight trips. They should also be informed of pick up times, destination and venues, activity details and any other requirements.
- Parents should ensure that they inform staff/ coaches/ volunteers of any medical or dietary requirements that their child may have.
- Staff, coaches and volunteers should be carefully chosen and vetted, and their roles should be clearly defined
- A team leader should be appointed who has the overall responsibility for the children and vulnerable adults well being, behaviour and sleeping arrangements.
- Where there are mixed teams there should be at least at one female in the management/ coaching structure
- Adults should not share a room with a child

**This information is available in alternative formats on request.**

- Unless in exceptional circumstances staff, coaches and volunteers should not take children alone on a car journey however short
- It should be ensured that there is the correct ratio of staff to children
- If a child suffers a significant injury or accident, the parent/ guardian should be informed as soon as possible
- Where private vehicles are used all staff, coaches and volunteers should ensure that parental consent has been obtained to transport children and vulnerable adults

**Staff, coaches and volunteers should not:**

- take the child to their own home or to any other location
- ask the child to wait in a vehicle or sport facility with you alone
- Send the child home with another person without parental permission.

This Section is not exhaustive and Wesport recognise that in extreme circumstances it may be necessary to take exceptional action. This action is defensible if it can be established that not taking any action would be of a greater detrimental effect to the welfare of the child.

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