



Worcester City Women's Football Club Guidance on Transporting Young People in Cars

1. Introduction

The issue of transporting children/young people in cars, particularly a coach's own car is one which can cause concern, however it can sometime be a necessary part of the role. These guidelines aim to give advice to those who undertake this task in order to keep themselves and the people they are transporting safe.

2. Guiding Principles

The guiding principle should be that transporting children/young people in staff cars, should be the exception to the rule rather than the norm unless it is an accepted part of a coach's role. Any journeys undertaken should always be planned, absolutely necessary and not unplanned.

In certain circumstances children/young people may need to be transported in an emergency situation. It is anticipated that these by the nature of them being emergencies would be very rare. This guidance, however, still needs to be followed to ensure the safety of coaches and young people.

In situations that have not been planned for, coaches will still need to act in the best interest of young people. If this means they have to be transported in a car, then as long as the coach is following this guidance and associated risk assessment and is not breaking any road traffic legislation, then they will be covered by the club for this action as long as they are not acting in a negligent manner. Only where parents/carers are unable to transport their child should they be transported in a coach's car.

3. Drivers and their Vehicles

Drivers are responsible for their own vehicles roadworthiness and appropriateness for the task to be undertaken and their fitness to drive.

Drivers must ensure that they:

- Have an appropriate valid driving license
- Are insured for the journey
- Have a valid MOT certificate
- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs (this includes prescription drugs if they affect your ability to drive).
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be worn at all times.
- Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.

4. Children / Young People

Before children/young people are transported in staff cars, the need and reasons for this method of transportation should be clearly established. Once this has been established a full picture of the needs of the child/young person (including physical,



emotional, behavioural and medical) and the risks that this may present to them or the staff involved when transporting them needs to be established. The information will need to be reviewed regularly to ensure it remains valid.

5. Travelling

Except in emergency situations which are in the best interests of the young person as previously mentioned, only pre planned journeys should be undertaken. All journeys should have a fixed start and finish point and these should not be altered. A system should be in place for the details of all journey's to be recorded (where to and from, route details, time journey starts and ends, who is going to be transported, car details etc) All coaches need to be made aware of this and the details should be monitored. A system needs to be put in place and communicated to staff to ensure an appropriate response is summoned and action taken in the event of an accident or emergency during transport. All staff who transport children/young people as part of their role should have access to a mobile phone or the appropriate means of communication. All journeys should only be for named children/young people and other people family/friends etc should not be transported with the child/young person if they are not named and part of the arrangement. Drivers must not use mobile phones etc, drink, or smoke while driving and should be aware of the highway code and drive appropriately and within speed limits. In order to facilitate this when planning journey's, adequate time for the journey must be allowed. All Loads should be carried in the boot where possible or should be suitably secured.

6. Children/Young People under 18

Parents/carers must give their permission for children/young people to be transported in a club coach's vehicle. Every effort should be made to gain written consent but where this not practically possible; details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted, unless it is an emergency situation in the best interests of the young person. This will usually only be where the young person would be put at risk by not transporting them. Children/young people must behave appropriately while travelling in the vehicle. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken. If the child/young person has a medical condition that is likely to require medication, appropriate medication must be available. A parent/carer or member of staff who has received training in administering medication should accompany the young person in the vehicle.

7. Accidents/Incidents

Any accident which occurs when transporting young people must be reported to the club safeguarding officer. In the case of a road traffic accident, this must be reported by the driver, to their own insurance company and passengers and their parents must be advised of the name and address of the insurance company, if wishing to make a claim