

GUIDELINES FOR TRANSPORTING CHILDREN

Scottish Swimming appreciate that clubs could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to training or competitions in a private car and without this support some children would not be able to participate at all, and some competitions would not happen. However, there is a need to ensure that consideration is given to ensuring the safety and wellbeing of both the child and driver (coach/volunteer) as there is in all club activities; this extends to the transportation of children.

If the club does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including 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.
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Scottish Swimming strongly advises that coaches and volunteers do **not** take children on journeys in their car alone. If all alternatives have been exhausted and an adult has to transport, a child alone there are a number of safety measures that should be put in place to minimise the risk:

- Clubs should ensure that the driver as with all coaches/volunteers who have access to children in your organisation should have undergone a PVG check and the club should be satisfied that the information provided is satisfactory
- Clubs should check that the driver has an appropriate and valid driving licence
- Clubs should ensure that the driver has a vehicle which is fit for purpose, i.e. passed its MOT test and adequately insured
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/guardian of the children they are transporting
- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- Children should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times
- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

Arrangements among parents

Where parents agree among themselves to share transport for training or competitions this is a private arrangement between them. However if the club/coach/team manager make the arrangements e.g. who will travel with whom, they (the club) may become liable in the event that something goes wrong if correct procedures haven't been followed.