



## **GENERAL PRACTICE GUIDELINE – TRANSPORTING CHILDREN**

Cumbernauld AAC does not generally take responsibility for the transport of children to and from venues. If the club does expressly accept responsibility for travel arrangements, it will undertake a risk assessment and confirm the following:

- 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 – (see child ratio guidelines)
- Drivers take adequate breaks.
- If an adult is regularly transporting children on behalf of the club this may be considered as regulated work with children. As such it will be assessed whether this person requires to join the PVG scheme.

Personnel within the club, including coaches and volunteers, will be discouraged from transporting children to activities and events by car. However, when this situation cannot be avoided the following guidelines will be followed:

- Parents are asked to agree to the club transporting children where necessary by means of a 'tick box' on the club membership form. This is completed annually or on joining the club.
- Should the parent not have given consent on the membership form, consent from the parent/carer will be sought in advance.
- Parents will always be provided with details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible have 2 adults in the car for the journey.