



# Dunning Golf Club

## TRANSPORTING CHILDREN - POLICY STATEMENT

Clubs do not generally take responsibility for the transport of players to and from venues. 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/booster seats.
- Drivers take adequate breaks and are not included in the ratio of adults to children.
- 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

Volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided the following guidelines should be followed:

- 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.
- Where possible, have another adult accompany you on the journey.

### Collection By Parents/Carers

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the Partnership with Parents/Carers Form and let the parent/carer know how to contact the club if they are held up.

### Dealing With The Situation

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of staff/volunteers to transport children home. If attempts to contact an adult who is responsible for the child fail, the Safeguarding Officer and social work should be informed. Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Safeguarding Officer and parents/carers as soon as possible.

### Trips Away From Home (Involving Overnight Stays)

Designate A Safeguarding Officer For The Trip And A Home Contact Person

The Safeguarding Officer should act as the main contact for dealing with concerns about the safety and wellbeing of children whilst away from home. Children and parents or carers should be given a detailed itinerary and should be informed of the Safeguarding Officers contact details and arrangements for handling concerns. There should be procedures in place to manage an emergency situation, this should include the appointment of a Home Contact person who would be the main point of contact for coaches and parents/carers.

### **Risk Assessment**

Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an on-going process throughout the trip.

#### **Travel Arrangements**

If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs.

### **Adult to Child Ratios**

Trips should be planned to involve at least two adults, (preferably one male and one female). See the guidelines in the Scottish Golf Safeguarding Handbook on adult to child ratios to assess the numbers of adults required to supervise the group safely.

Adults responsible for managing the trip should be recruited and selected using the procedure for recruitment and selection of sports volunteers/staff in regulated work with children. All adults should sign the Safeguarding policy, procedures and code of conduct.

### **Accommodation**

Find out as much as possible in advance about the venue/accommodation – wherever possible, a visit is useful.

Check the health & safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.

Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements where possible.

### **Exchange Visits/Hosting**

Before departure, make sure there is a shared understanding of the standards expected during home stays between the club, host organisation/families, parents/carers and children themselves. Put in place arrangements for the supervision of children during the visit.

When a club is assigning a host family they should be appropriately vetted utilising the PVG Scheme or equivalent police checks and references thoroughly checked.