

## **Guidelines for Transporting Children and Young People**

It is important that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by bus or coach the following should be considered:

- use a reputable company providing transport and necessary insurance
- ensure sufficient supervisors are on each coach (male and female if mixed teams)
- all participants should have a seat and seat belt regulations must be adhered to
- parents/carers are issued with detailed information of drop-off and pick-up points and times
- all supervisory staff are issued with all relevant information of passengers e.g. name/contact number of parent/carer, name/contact number of person who is collecting them (if different), pick-up/drop-off point, medical information, emergency telephone number
- participants are not to be left unsupervised, i.e. dropped off when a parent/carer is not there

If using mini-buses then consideration must be given to the relevant legislation, both in the UK and abroad.

If private cars are used for transport, the Club should not make transport arrangements. The parents/carers should arrange transport for their own children.

On no occasion should a child be taken alone in a car by a club official, except in an emergency where there is no other adult available to accompany them. If possible, the child should sit in the back seat and it is preferable to take more than one child.

For more information about transporting children see the [CPSU Briefing Paper](#) on Guidelines on transporting young people in your car.