**Safeguarding**

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| **Transporting Children** |

Transporting children to and from practice, home and away matches is a vital part of the routine of rugby. Without transportation, children can be excluded from playing at these events. However, the issue of transporting children to and from rugby activities can provide challenges for clubs.

It is reasonable for clubs to place full responsibility on parents/ guardians for ensuring appropriate transportation arrangements are made. This is because many clubs could not operate without parents/guardians ensuring that children are transported to and return home from events in a private care. In some situations, parents may plan to transport each other’s children and/or young people to and from the club. If this is the case for your club, then make it known to parents that this is a personal arrangement between parents outside of the rugby club.

However, where a coach, volunteer or staff member is organising transportation of its children and young people, the club has a responsibility to take reasonable steps to safeguard these young people for whom they have a duty of care. The template policy below outlines good practice and procedures to follow for when this occurs.

If you have any queries, then please contact [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)

**[INSERT RUGBY CLUB LOGO]**

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| **Transporting Children Policy** |

Where it is necessary to transport children, the following good practice is required:

* Where parents/carers decide the transportation of children to and from the activity, without involving **[INSERT RUGBY CLUB]** it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
* Where **[INSERT RUGBY CLUB]** makes arrangements for the transportation of children the members of volunteers/staff involved will undertake a risk assessment of the transportation required. This will include an assessment of 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 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 defined as a ‘regulated role’ with children. As such, this person would be required to be a member of the PVG Scheme. To establish whether a role is regulated work with children contact [Volunteer Scotland Disclosure Services (VSDS)](https://www.volunteerscotland.net/).

Sports 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 to ensure the safeguarding of children and provide transparency for all concerned:

* Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a session.
* Where possible, have another adult accompany you on the journey.
* Call ahead to inform the child’s parents/carers that you are giving them a lift and inform them when you expect to arrive
* Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
* Take all reasonable safety measures, e.g. children in the back seat, seatbelts worn.