



# HRC Policy for Transporting Children and Vulnerable Adults

## Introduction

Transporting children and vulnerable adults to and from training, running events and other activities can present challenges. Haverhill Running Club (hereinafter referred to as 'HRC') is reliant on parents and the goodwill of volunteers, especially coaches, to ensure that children and vulnerable adults are transported safely to and from training and events.

It is expected that the parents of children or vulnerable adults who attend training and events will take full responsibility for transportation arrangements. However, there may be circumstances in which volunteers (especially coaches), or parents of other children/vulnerable adults in the Club, are required or asked to provide transportation. For example, where it has not been possible for the parent to collect their child/vulnerable adult from training or transport them to an event in which they are participating.

The vast majority of people who agree to provide transportation in these circumstances will have a genuine desire to ensure children and vulnerable adults stay safe at all times. However, we accept that there is a minority of people in society who could take advantage and use this as an opportunity to harm them. In this respect, HRC has a duty of care to ensure that reasonable steps are taken to safeguard children and vulnerable adults.

This policy forms part of HRC's wider commitment to safeguarding by setting out the requirements that parents, coaches and other volunteers must observe when providing transportation for children or vulnerable adults. It aligns closely to guidance published by the [Child Protection on Sport Unit of the NSPCC](#), and [UK Athletics](#).

**Definitions:** The terms 'child' refers to any child or young person under the age of 18. The term 'vulnerable adult' refers to any person aged 18 or over who needs care and support because of age, illness, or disability and who may be unable to protect themselves from harm or exploitation because of their situation. The term 'parents' should be read as parents and carers inclusively.

## General policy requirements

HRC will ensure that the start and finish times of training sessions and events are communicated to children/vulnerable adults and their parents, and that arrangements for drop off and collection are clearly understood by everyone who needs to know.

Parents are required to provide two telephone numbers (primary and secondary) that they can be contacted on in an emergency. In addition, HRC will provide parents with the contact details of at least TWO HRC representatives who can be contacted on the day of the training session or event .

Parents of children or vulnerable adults, who wish for them to travel to and/or from training sessions or events unaccompanied (in accordance with their age and stage of development) should give advanced notice/consent in writing to [welfare@havehillrunningclub.com](mailto:welfare@havehillrunningclub.com). Requests will be reviewed by HRC's Welfare Officer, who will check the arrangements are appropriate and confirm agreement (or otherwise) with parents before they are implemented.

Parents should ensure that they do not drop children/vulnerable adults off too early for training and events as the venue may not be open or the required number of adult HRC representatives may not be present. If the venue is not open or the required number of adult HRC representatives are not on site when they arrive, the parent should wait with the child/vulnerable adult until at least TWO adult HRC representatives are present.

Parents should collect children and vulnerable adults promptly from training sessions and other events. If parents are likely to be delayed for any reason they must inform HRC before the end of the session or event using the contact details provided and give an estimated time of arrival.

HRC coaches and volunteers have a duty of care to children and vulnerable adults in their charge and this continues when the activity has finished and to the point when a parent collects them. If parents are late picking up children or vulnerable adults, the wellbeing of the child or vulnerable adult takes precedence and he/she must not be left alone. A minimum of TWO adults should remain at the venue until they are collected.

It is not the responsibility of coaches/volunteers to transport children or vulnerable adults to and from training sessions or events. However, if there is an emergency or circumstances that prevent parents from providing such transportation, it may be possible to agree for the parents of other children/vulnerable adults, coaches or volunteers to transport them, subject to the 'transportation requirements' set out below.

Any request by a parent for a child or vulnerable adult to be transported to/from training sessions or events must be made in advance and in writing to [welfare@havehillrunningclub.com](mailto:welfare@havehillrunningclub.com). The reason for the request along with details of transportation needs (e.g. date and time) should be included. HRC's Welfare Officer will discuss with relevant coaches/volunteers to determine feasibility and ensure HRC's transportation requirements can be met. The Welfare Officer will communicate the decision with the parent.

In emergencies or in circumstances that prevent a formal written request being made in advance, the parent may request transportation for a child or vulnerable adult (or HRC may offer this) over the telephone. The details of any agreed transportation must then be confirmed in writing with the parent and communicated to the HRC Welfare Officer.

Any request by a parent for a child or vulnerable adult to be transported to and/or from training sessions or events will be regarded as a 'one-off' unless explicitly agreed otherwise.

If a parent does not notify HRC that they will be late in collecting a child/vulnerable adult from a training session/event or simply fails to collect them (with or without notification), and it has not been possible for HRC to contact the parent, HRC's Welfare Officer should be informed and asked for advice. Transportation by another parent or by HRC coaches/volunteers may be the only option in these circumstances, providing HRC's transportation requirements can be met. However, such an incident or repeated lateness by parents may indicate a safeguarding issue and will be addressed in accordance with [HRC's Safeguarding Procedures](#).

## **Transportation requirements**

The following requirements must be adhered to when children or vulnerable adults are being transported to and/or from training sessions and events by someone other than their parents:

- A minimum of two adults, ideally one of each gender where at all possible, should be in the vehicle transporting a maximum of three children/vulnerable adults. Children and vulnerable adults should not be alone in a vehicle with only one adult unless in an emergency.
- At least one adult in the vehicle must have a valid DBS check.
- In the event of an emergency where transporting children or vulnerable adults with only one adult in the car is unavoidable then the driver **MUST** have a valid DBS check and the transportation **MUST** be agreed with the Welfare Officer first.
- Someone other than the driver (this could be the other adult in the vehicle) should ensure the children or vulnerable adults being transported are comfortable with the transportation arrangements.
- Children and vulnerable adults should sit in the rear seats of the vehicle and wear seatbelts at all times. The adults should sit in the front seats of the vehicle.
- The driver of the vehicle must have a valid driving licence, along with valid car insurance and MOT for the vehicle being driven.
- At least one of the adults in the vehicle must have a working mobile phone, along with contact numbers for the parents of each child or vulnerable adult they are transporting.
- If the same children or vulnerable adults require transportation on more than one occasion, every attempt should be made to ensure that at least one of the adults in the vehicle is different on each occasion.
- Children and vulnerable adults should be made aware of their rights to be safe and have a named person to whom they can report any concerns.

## **Further guidance**

For further information and guidance about this policy write to [welfare@haverhillrunningclub.com](mailto:welfare@haverhillrunningclub.com)

For further general information about HRC's Safeguarding policies and procedures, visit the [Inclusion, Welfare and Child Protection](#) page of the HRC website.