



## **Advice on good practice for travel arrangements for trips**

**Staff/volunteers must consider whether it is necessary to transport children to and from a venue/events for Scottish Rowing organised trips. The general principle is that no individual adult should be left alone with a child or children and they must be accompanied at all times by another adult should this be unavoidable.**

### **Who is responsible for transporting children to and from a venue/event?**

Coaches and other staff/volunteers are not responsible for transporting children to and from the venue/event, unless as part of a venue organised trip (see below).

It is reasonable for managers and coaches to place responsibility on parents for ensuring appropriate transport arrangements are made for their children.

Parents may choose to make private arrangements with another adult (such as a family friend) to transport their child, however, should let the manager know.

### **What happens in situations when the squad Management needs to transport children?**

In situations where the squad manager is arranging transport for children (for example, to an away regatta) the squad manager must ensure the following:

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents return to the a completed 'Parental Consent Form for Attendance at SR Events' and the driver should have a copy of this with them on the journey in case of emergencies
- There are two adults in the car
- Children are seated in the back of the vehicle at all times
- If the children are a mixture of female and male, where possible the two adults should also be male and female
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving licence, satisfactory PVG check, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence ([more info here](#))

The Child Protection in Sport Unit (CPSU) also has further guidance on this topic in their Safe Sports Events toolkit which you can access on the [CPSU website](#).

## Template – Away day trips and events checklist

An essential safety checklist for Scottish Rowing squads

### Communication with parents

- Drop off and pick up times
- Destination and venues
- Competition details
- Kit and clothing required
- Food and drinks required
- Consents/registration forms received
- Medical details and medication
- Process for parent contacting coach or young person

### Transport

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

### Supervision and staffing

- Ratio of staff to athletes (include 'down' time)
- Male/female
- Specialist carers
- Responsibilities

### Emergency Procedures

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Athlete information

### Insurance

- Liability
- Adequate Cover