

Transporting Children and Collection by Parents/Carers

Transporting Children

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

- Where parents/carers plan for the transportation of children to and from the activity, out with the knowledge of Scottish Volleyball it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where Scottish Volleyball plans for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - Ensuring that all vehicles and drivers are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.
 - All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
 - An appropriate ratio of adults per child.
 - Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children.

To safeguard the member of staff/volunteer the following good practice is required:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.
- 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. • 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.

Collection by Parents/Carers

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Scottish Volleyball to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- While the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should sign up to.
- When the session has finished, obligations that we have under guidance, good practice and legislation remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

To help avoid this situation occurring in the first place, here are some points to consider:

- I. Make sure that Scottish Volleyball literature, application forms and consent forms:
 - Are clear about starting and finishing times of sessions.
 - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
 - Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
 - Have a late collection telephone contact and number on Partnership with Parents/Carers Form.
- II. Where possible make sure that there is more than one adult/leader to lock up at the end of a session.
- III. Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although generally we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the welfare of the child must take precedence, so leaving children alone is not an option.
- IV. That you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you must decide of whether to take the child home yourself (see point 5) or call the police (point 6). V. If you are left alone with a child, then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re; good practice to safeguard member of



staff/volunteer) and make sure that you inform the Scottish Volleyball's Welfare Officer and parents/carers as soon as possible.

- V. When all else fails call the police.