



**SOUTH POPLAR & LIMEHOUSE
ACTION FOR SECURE HOUSING**
"It takes a community to grow a child"
Charity Number: 10961985

Transport Policy

Contents

Introduction..... 3

Transport Needs..... 3

Types of Vehicles and Transport Used..... 3

Transporting Young People..... 4

Drivers Code of Conduct in transporting young people 5

Young People Code of Conduct..... 5

Parent/Guardian Transport Code of Conduct..... 6

Use of Vehicles..... 7

Use of Staff Vehicles 7

Transportation Arrangements Assessing Risk 7

Young People Travelling in their Own Vehicles 9

Independent Travel and Personal Safety 10

First Aid Kit and Other Equipment..... 9

Access For All..... 11

Useful Contacts and Sources..... 12

Appendix 1 12

DRIVER REGISTRATION FORM

Appendix 2 13

CHECK LIST – MONITORING DRIVER INFORMATION

Appendix 3 14

TRANSPORT CONSENT FORM

Introduction

SPLASH is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers, partner agencies and commissioned services to share this commitment. The following document identifies the clubs transport policy.

SPLASH is not liable for staff insurance. All staff, volunteers and young people who drive during their working day are informed that they should discuss their insurance needs with their own insurance company, identify their occupation and if they use their cars for any business related activity ensure they have appropriate insurance cover for any work related journeys.

Transport Needs

- We have arrangements in place for young people to travel to and from the youth club independently via train, bus or own cars. We are required from at times to travel on trips, residentials and the like throughout the year.
- Wherever possible and practicable that transport arrangements for young people are undertaken other than in staff private vehicles, with at least one adult (in addition to the driver) acting as an escort.

Types of Transport used:

- Club owned minibus
- Hire coach if deemed necessary from THCT (Tower Hamlets Community Transport)
- Players own cars, bicycles or public transport

Types of Vehicles and Transport Used:

- Club Mini bus, 17 seater:
- The club minibus is used for transporting all age groups
- The vehicle is owned by SPLASH
- The vehicle is insured for the current use and is checked regularly by the safeguarding officer
- The club is responsible for its maintenance by keeping up to date with the mileage and yearly service agreement
- The designated drivers are
 - ♣ Alkhad Ali ♣ Fajjul Hussain ♣ Altabur Rahman

All designated drivers are DBS checked and all information and maintenance is monitored by the safeguarding officer.

Transporting Young people.

There may be occasions when adults are expected or asked to transport young people as part of their duties. Adults, who are expected to use their own vehicles for transporting young people, should ensure that the vehicle is roadworthy, appropriately insured for any other intended use, that the maximum capacity is not exceeded and that they adhere to all other legal requirements.

To ensure that the duty of care both to young people and to staff are being met the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. This must be recorded using a risk assessment. All drivers assigned to transport young people on the club's behalf must sign the driver consent form which covers the below areas:

- Any vehicle used is roadworthy and is appropriately insured
- The driver has insurance to drive the vehicle being used
- If a specialist license is required it is held by the driver e.g. MIDAS, PCV or LGV
- A named person within the club monitors driver's information (Alkhad Ali)
- The safeguarding officer is to monitor driver's information and DBS checks
- All drivers understand the maximum capacity for the vehicle and that this must not be exceeded
- If staff are required, or agree to transport young people as part of a club transport policy then a designated member of staff should be appointed to plan and provide an oversight of all transport arrangements and respond to any difficulties that may arise
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.

Drivers Code of Conduct in transporting Young People

- They must be fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive
- That the safety and welfare of the young person is their responsibility until they are safely passed over to a parent/carer
- That they record details of the journey in accordance with agreed club procedures
- That their behaviour is always appropriate
- That there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance (for the type of vehicle being driven)
- That they must report any unexpected journey and the reasons for it to the Head of Youth. Inform parents/carers, if possible, before beginning any unexpected journey and if not at the earliest opportunity
- That any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned
- That they may transport young person in emergency situations or where not to give a lift may place a young person at risk
- The importance of calling an ambulance to deal with serious medical emergencies
- That they must adhere to all legal requirements whilst driving and transporting young people
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving
- That drivers must also be responsible for the laws relating to the use of mobile phones whilst driving. In the event of an accident mobile phone records may be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Staff/Volunteers Must Not

- Offer lifts to young people outside of normal working hours/duty unless this has been agreed with the Head of Youth and parents or carers have consented.

Young people Code of Conduct

- Observe any club code of conduct
- Check travel arrangements and take responsibility for confirming travel times
- Always wear a seatbelt during travel
- Understand their personal responsibilities. Be aware of personal safety and do not participate in any high-risk behaviour.

Young people understand that they should not:

- Do anything which may distract the driver or disturb their concentration
- Accept lifts from staff/volunteers outside of normal working hours, unless this has been agreed by the Head of Youth and their parents or carers know about the arrangements and have consented.

Parent/Guardian Transport Code of Conduct

- Be aware of all arrangements for the duration of the journey including any stops
- Keep a record/register of young person being transported
- Support the driver to ensure seat belts are worn by all
- Take responsibility for any communications during the journey to ensure drivers are not responsible for mobile phone calls
- Make the driver aware of any private transport arrangements made by young person (such as travelling home with parents)
- Re-enforce the code of conduct with young people and ensure that their behaviour during the journey is appropriate.

Use of Vehicles

Hiring a Minibus or Coach

The club may hire a minibus or coach:

Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider
- Ensure that any contracts made with the provider outline the club's commitment to safeguarding
- Clubs may wish to take up references from other customers to establish the credentials and reliability of the company

Request the company to provide confirmation that they have:

- Appropriate public liability insurance
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven
- That any drivers have DBS clearance, if appropriate, for their role with young people
- Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained
 - Fitted with seat-belts appropriate to the size and type of vehicle and passengers to be carried. – Use only age appropriate videos during travel (if video access is available)
 - Clubs may, on occasions, be able to access their local authority or partner schools' minibus. Clubs should still seek confirmation from the partner that the above checks are in place. In addition clubs should ask any partner agency for a copy of their minibus policies and procedures.

Club Leasing a Minibus

The club uses its own minibus as transport and provides some minibus guidelines to staff who drive or use the minibus. Minibuses must only be driven by those who have the appropriate class on their driving licence.

We ensure:

- Staffs complete the driver registration form which records all driver vehicle details for those staff that drive on behalf of the club. (Appendix 1)
- Safeguarding officer is responsible in monitoring the check list for monitoring diver information and managing the communication of the transport policy to staff. (Appendix 2)
- The code of conduct regarding the expectations of behaviour during any journey for both staff and young people /players U18 is shared
- That all drivers have the appropriate class of driving licence for any vehicle they drive
- That all drivers and vehicles are appropriately insured
- The vehicle is roadworthy
- That the vehicle meets all legal requirements for use on the road in the manner intended
- That transport arrangements are confirmed and appropriate in respect of travel times
- That staff who do drive young people as part of their role are required to notify the Youth Work Manager of existing or impending disqualification or conviction
- They inform drivers that regular checks of their driving licence will be required
- They decide upon the age at which club drivers will be allowed to transport young people e.g. Minibus Drivers must be over 21 years or 25 years old with a number of years (2-5 years) driving experience
- That any driver over 70 years old provides the club with details of an annual assessment
- That drivers are informed of the need to report to the club details of any medical conditions which may affect their driving
- That annual consent forms (Appendix 3) identify regular transport practices and ensure additional consent forms are completed for any specific or unusual journey's e.g. annual trips tour
- That young people understand their personal responsibilities
- That drivers are accompanied by another adult when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse

- Only drivers with suitable prior experience should tow trailers. Trailers should not be towed when carrying young people and young people as passengers. Further guidance on towing trailers is available at <http://www.minibustrainingandsafety.co.uk/minibustowing.htm>
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving
- That records of every journey made, including start and end destinations, mileage covered, times of journey and driver details are recorded for each journey to enable the club to properly answer requests, if required, under section 172 of the Road Traffic Act (request for details of driver following offence e.g. speeding offence. http://www.motorlawyers.co.uk/offences/failing_to_identify_driver.htm)

Best practice for clubs using a person to drive the minibus on a regular basis would be to provide access to the DVLA “D1 minibus” assessment training. Details of DI Assessment centres are available at <http://www.minibustrainingandsafety.co.uk/d1minibustraining.htm>

Use of Staff Vehicles

If clubs decide that staff will be required, as part of their policy development, to use their own vehicles during working hours and/or for transporting young people then the club should:

- Ensure that appropriate policies and procedures are in place to safeguard young people /players and staff.
- Include this requirement within the job descriptions and/or any role specifications for staff.
- Ensure all staff who use their personal vehicle as part of their duties:
 - Have appropriate vehicle insurance
 - Have the appropriate driving licence and are not subject to any driving restrictions as a result of health problems or driving convictions
 - That the vehicle used is roadworthy and meets all legal requirements for use on the road
 - That the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried
- Provide training for staff and young people and information for parents on the Club’s Transport Policy.

Transportation Arrangements Assessing Risk

The risks associated with transport and travel must be assessed and a risk assessment form completed to ensure that control measures are put in place to minimise risk to the lowest level possible.

We must ensure that:

- The Youth work Manager or designated person should identify potential risks and complete a risk assessment for the journey. A Transport Risk Assessment Form.
- Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so
- Young people should not be left in a vehicle unattended
- Drivers should be informed it is their responsibility to ensure that all passengers are wearing seat belts during a journey
- The content of the risk assessment should be shared with those involved in travel, to ensure that everybody understands the risks and control measures
- A mobile phone should be available for use in an emergency and the name of the club emergency contact should be communicated to those involved in the journey.

Young People Travelling in their Own Vehicles

Many young people will pass their driving test at some point. Most will then be keen to drive and may have access to either their parents’ cars or decide to purchase a car for themselves. Clubs should be aware of the increased risks associated with young drivers and a wealth of statistics and resources are available at:

<http://www.rospa.com/roadsafety/youngdriversatwork/> This site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which clubs’ and young people may find interesting for educating young drivers.

We must ensure that young people and their parents understand that:

- If using their own vehicle during the day travelling to and from the youth club or trip the young people may need 'business use' on their insurance. They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however;
 - Young people and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football young people.

We should not:

- Ask young people to provide transport for peers or staff during their working hours.

Information for young people - The New Driver:

Many newly qualified drivers lack experience on the road and need to continue to develop their skills.

The statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found at http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069873 The site provides advice to help new drivers through the first twelve months after passing the driving test.

We must make our new young drivers consider:

- Avoid driving between midnight and 6 am unless it's really necessary. Many of the worst collisions happen at night
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passenger than your vehicle is suited for (check the number of seat belts)
- Make sure everyone in the car is wearing a seat belt throughout the journey. • Adhere to the legal requirements in respect of the use of mobile phones
- Never show off or try to compete with other drivers, particularly if they are driving badly
- Don't drive if they have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving
- Keep the speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. Encourage them to get plenty of experience driving on their own before driving a more powerful car
- Driving while uninsured is an offence
- That there are a number of types of insurance cover available. Young people and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet their young person's driving needs.
-

REMEMBER that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence.

New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The 'Pass Plus' scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

Anyone involved in an accident:

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them
- Provide details of their insurance provider to any person involved in the accident
- If there is damage to another motor vehicle, they should ask the driver for all of the details identified above. If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

If involved in an accident with an uninsured motorist

- Report any accident with an uninsured driver to the police
- It is advised that any accident should also be reported to their insurer

Mobile Phones

Since February 2007 it is an offence for Motorists to use a hand-held mobile phone whilst driving. This may result in a fixed penalty fine and the award of three penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Independent Travel and Personal Safety

We must ensure young people are alert to personal safety issues when travelling. Advice may include:

- Plan ahead, make sure you know where you are going and how to get there
- Check public transport times to avoid long periods of waiting
- If using taxis book in advance when possible. Use only registered taxi providers
- Only 'hail' black cabs on the streets
- When walking, stick to busy well-lit streets
- Avoid danger spots like quiet or badly lit alleyways, subways or isolated car parks
- Try to keep to public areas
- Try not to keep all your valuables in one place
- Stay alert and keep your mind on your surroundings – remember if you are wearing headphones or chatting on a mobile phone, you will not hear 'trouble' approaching
- If you think you are being followed, trust your instincts and act. As confidently and carefully as you can, cross the road turning to look and see who is behind you. If you are still being followed, keep moving. Make for a busy area and tell people what is happening
- Try to keep both hands free and don't walk with your hands in your pockets
- If you are in accommodation provided or arranged by the club ensure you are aware of the guidance to clubs on selecting accommodation providers, the information in that document provides some simple safety hints you should be aware of in and around your 'digs'.

Access for All

SPLASH is committed to ensuring that our services and transport works for everyone, including disabled people. Our designated vehicle is accessible by wheelchair via the tail-lift. All seating can be rearranged depending on the needs of the young people. We have a valid Exemption Certificate for the use of our service users

All designated drivers are suitably qualified on handling the tail-lift and working with disabled people in regards to the minibus.

First Aid Kit and Other Equipment

The following items are a must to be kept on board the minibus and it is the responsibility of the driver and the safeguarding officer to monitor and replenish this.

First aid kit

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation.

Fire extinguisher

At least one fire extinguisher (two are recommended for accessible minibuses)

Advised by Vosa Technical Office – 0300 123 9000

The VOSA Public Service Vehicle Inspection Office advised "Check that the fire extinguisher is of the correct type. They must contain water or foam and be marked BS 5423 or EN3 and have a minimum fire rating of at least 8A or 21B."

Please note Dry Powder and Halon extinguishers are no longer permitted in vehicles

Other equipment

It is recommended that the following should also be carried:

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phone card or change for the phone
- Webbing cutter
- A high-visibility coat complying with BS EN 471
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch

Useful Contacts and Sources

Further advice and guidance on transport and personal safety may be found at the following sites:

DVLA	Driving a Minibus Fact sheet http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498
HOME OFFICE	Guide to Personal Safety and other areas of safety advice Keep safe - a guide to personal safety Reducing and preventing crime and ensuring people feel safe in their homes and communities. http://www.homeoffice.gov.uk/crime/
LEGAL ADVICE	General legal advice, including motoring offences http://www.motorlawyers.co.uk/
ROAD SAFETY	Minibus Safety "Code of Practice" produced by a working group in association with http://www.rospa.com/roadsafety/advice/minibus/info/Minibus_Code_2008.pdf Minibus pre-drive safety check http://www.rospa.com/safetyeducation/adviceandinformation/health-andsafety-at-school/minibus-safety.aspx Minibus Training Courses http://www.minibustrainingandsafety.co.uk/d1minibustraining.htm Minibus - Towing Advice http://www.minibustrainingandsafety.co.uk/minibustowing.htm Coaches seat belts - advice www.parliament.uk/briefing-papers/SN00542.pdf Code of Practice Home/School Transport of Pupils with Additional Support Needs http://www.angus.gov.uk/atoz/pdfs/codeofpracticespecialneedstransport.pdf
SUZY LAMPLUGH TRUST	General Guidance http://www.suzylamplugh.org/about-us/ Personal Safety Information for young people and young people http://www.suzylamplugh.org/personal-safety/information-for-young-people-and-young-people/ Parents' Handbook http://www.suzylamplugh.org/personal-safety/parents-handbook/

Manager Signature: St. Christine Frost Date: 27/09/2020

Safeguarding Child Officer: MAH Date: 27.09.2020

Review date

This policy will be reviewed every year or sooner in the event of legislative changes or revised policies and best practice.

Appendix 1

DRIVER REGISTRATION FORM

Event & Date: _____

Name of driver _____

Address _____

Postcode _____

Vehicle Make _____ Model _____ Reg. No _____

- I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Club or the Head of Youth
- I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover
- I confirm that I have a valid driving licence
- I confirm that I am not currently banned from driving
- I confirm that I have read the club transport policy for the safe transport of young people
- I accept that I will provide original documents for viewing and supply copies of all driving relevant documentation with this Registration Form: e.g. registration document, MOT certificate, driving licence, insurance certificate.

Signature _____ Date _____

Print Name _____ Role at club _____

Approved by Name & Title _____ Date _____

Appendix 2

CHECK LIST – MONITORING DRIVER INFORMATION

It is recommended that in all cases, employees / volunteers should only transport young people after reading the club transport policy and confirming they have completed the Driver Registration Form (Appendix 1) this check list pro-forma should then be completed by a senior member of the Youth Department or apprentice programme to ensure the driver and manager are aware of all requirements. .

Name of Driver _____ Role at club _____

Vehicle to be used: - Make _____ Model _____ Reg. No. _____

Reason for requirement of staff transport _____

Requirement	Response	Checked by (name)	Date
1. Has the driver confirmed they have no criminal convictions which would disqualify them from driving?	Yes / No		
2. Has the driver completed the Volunteer Driver form?	Yes / No		
3. Has the driver been issued with a copy of the transport policy and signed for receipt?	Yes / No		
4. Has the drivers legal documents been checked? Driving Licence; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role.	Driving Licence Yes / No MOT Cert. Yes / No Insurance Cert Yes / No Business Use Yes / No Transporting Trainee Footballers Yes / No		
5. Will there be an additional adult escort on the journey?	Yes / No		
6. Has a parental consent form been completed and submitted to Head of Youth?	Yes / No (To be retained by Youth Department)		
7. Have measures have been put in place to safeguard the driver and apprentice? Has a risk assessment form been completed	Yes / No Have control measures been checked by designated person?		

Signed (Driver) _____ Print Name _____

Role: _____ Date _____

Signed (Manager) _____ Print Name _____

Role: _____ Date _____

Appendix 3

TRANSPORT CONSENT FORM

This consent form should be completed by the parent or legal guardian of any player U18 years who will be transported by club arranged transport during the term of their contract with Newport County AFC. In order that your young person may participate in the activities organised by the club it is essential that you complete and return this form to the academy manager, supplying relevant information and your consent as parent / or legal guardian.

- By consenting to this I am stating that my young person is in good health and that they are not being transported contrary to medical advice
- In the unlikely event of an accident occurring, I give my permission for a designated representative of (Name of Football Club) to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.

Young person's name Date of birth

Name of parent/guardian: Relationship to young person:

Address:

Town Post Code.....

Emergency contact telephone no.: Mobile Tel:

Please provide a second emergency contact name and telephone number:

Name Relationship to young person Tel.no:

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your young person has any medical conditions that may need to be taken into account, please give details below. The following information will assist the club staff in caring for your young person.

Special dietary/medical needs: Does your young person suffer from travel sickness? Yes / No

Does your young person suffer from: Asthma o Hayfever o Diabetes o Epilepsy o Nut Allergy o

Any other allergies (e.g. penicillin/nuts/anaesthetic)..... PI

ease add any other relevant information:.....

Will your young person carry any required medication with them during any travel journey? YES / NO

if so please specify

I consent to my young person using organised club transport during the period of their contract with (Name of Club) that is between (month & year) and month & year)

Signature: Date:

Please write your name in fullRelationship to player

Clubs should ensure that a copy of this consent form is left with the emergency contact for the club who is not travelling on the journey.

