



Brynteg Tigers Out of Hours Club Transport Policy

Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to ensuring the safety and wellbeing of children while being transported for outings, trips, or other off-site activities. We follow:

- CIW National Minimum Standards
- Welsh Government road safety guidance
- UK child passenger safety laws
- Health & Safety at Work Regulations

This policy outlines safe, responsible transport procedures and safeguarding expectations.

2. Scope

This policy applies to:

- Children attending the club
- Staff, volunteers, and approved drivers
- Any vehicle used to transport children for club activities
- All off-site journeys, including short local trips

3. Staff Responsibilities

Staff must:

- Maintain correct staff-to-child ratios during transport
- Supervise children at all times
- Check all safety equipment before departure (seatbelts, car seats, booster seats)
- Keep an accurate register of children being transported
- Follow all road safety rules and speed limits
- Ensure no child is ever transported alone with a single adult
- Carry emergency contact details and essential medication (e.g., inhalers, EpiPens)

4. Vehicle Requirements

All vehicles used must:

- Be licensed, insured, and roadworthy
- Have business-use insurance if privately owned
- Meet legal standards for child transport

- Have appropriate child seats based on:
 - Age
 - Height (under 135cm)
 - Weight
- Have seatbelts for every passenger
- Be fitted with working locks, lights, and safety equipment

Important CIW Requirement

Staff personal vehicles must not be used unless:

- Approved by the Responsible Individual
- Fully insured for business use
- Risk-assessed
- Equipped with appropriate child seats

5. Driver Requirements

Drivers must:

- Hold a valid driving licence
- Have an enhanced DBS check
- Have business-use insurance if using their own vehicle
- Never use mobile phones while driving
- Follow all road laws and club procedures
- Be trained in:
 - Child passenger safety
 - Emergency breakdown procedures
 - Behaviour management during transport

6. Journey Planning

- Routes are planned in advance and risk-assessed
- Staff are aware of pick-up/drop-off points and timings
- Children are briefed on behaviour expectations
- Headcounts conducted:
 - Before departure
 - During stops
 - On arrival
- Weather and environmental risks considered (heat, ice, flooding, road closures)

7. Supervision & Safety

- Staff positioned to supervise children appropriately (front and rear of vehicle)
- Children remain seated with seatbelts fastened throughout the journey
- Car seats and boosters fitted correctly
- Emergency kit carried:
 - First aid kit
 - Emergency contact list
 - Mobile phone
 - Essential medication
- Staff ensure safe boarding and exiting of vehicles

8. ALN, Medical & Additional Needs

Transport arrangements must consider:

- Additional Learning Needs (ALN)
- Medical needs
- Mobility needs
- Behavioural needs

Adjustments may include:

- Extra staff
- Specific seating arrangements
- Additional supervision
- Carrying care plans and medication

9. Parental Responsibilities

Parents/carers must:

- Ensure children arrive on time for transport
- Provide accurate medical or dietary information
- Sign consent forms for all off-site journeys
- Provide appropriate clothing for weather conditions

Consent Requirement

No child will be transported without parental consent.

10. Incidents During Transport

Any:

- Accidents
- Near misses
- Behavioural incidents
- Vehicle breakdowns

must be:

- Recorded in the Accident/Incident Log
- Reported to parents/carers promptly
- Escalated to the Responsible Individual
- Reported to CIW or RIDDOR if required

11. Breakdown / Emergency Procedure

If a breakdown or emergency occurs:

1. Pull over safely
2. Keep children seated unless unsafe
3. Move children to a safe area if needed
4. Contact the Responsible Individual
5. Contact parents if delays occur
6. Record the incident
7. Follow emergency services advice if involved

12. Review

This policy is reviewed:

- Annually
- After any transport-related incident
- When routes, vehicles, or regulations change
- Following CIW recommendations