



IRONBRIDGE ROWING CLUB TRAVEL & TRANSPORT POLICY

(Aligned with British Rowing, Sport England & CPSU safeguarding guidance)

1. PURPOSE OF THIS POLICY

This policy defines how travel to and from training, events and competitions must be managed to ensure:

- The safety and wellbeing of junior athletes
- Clear roles and responsibilities for parents, coaches, volunteers and the club
- Compliance with British Rowing, Sport England and CPSU safeguarding standards

This policy forms part of the club's Safeguarding & Child Protection Policy.

2. CLUB POSITION ON TRANSPORT

- The club does not provide transport or operate a minibus.
- The club does not arrange, allocate or coordinate lifts for juniors.
- Parents/carers are fully responsible for their child's travel.
- Coaches and volunteers are not expected to transport juniors.

3. SAFEGUARDING PRINCIPLES

All adults must:

- Treat child welfare as paramount.
- Avoid one-to-one situations with juniors wherever possible.
- Avoid transporting juniors alone unless absolutely unavoidable.

- Maintain boundaries, professionalism and transparency at all times.

4. CLUB WELFARE OFFICER (CWO)

- The club has a designated CWO.
- The CWO oversees safeguarding, including travel-related concerns.
- All incidents, exceptions or concerns must be reported to the CWO.
- Parents and juniors will be told who the CWO is and how to contact them.

5. SAFEGUARDING TRAINING, VETTING & DBS REQUIREMENTS

To meet British Rowing safeguarding standards:

- All coaches, volunteers and adults with regular junior contact must complete safeguarding training.
- DBS checks are required for all coaches, volunteers and any adult acting on behalf of the club.
- Any adult transporting juniors on behalf of the club must be DBS-checked unless acting purely as a parent in a private arrangement.
- Parent-to-parent private lifts do NOT require DBS checks.
- The club will not coordinate car shares to avoid creating regulated DBS-required activities.

6. WHEN A JUNIOR ASKS FOR A LIFT

6.1 Standard Rule

A junior must NOT be transported by a coach, volunteer or club adult unless ALL of the following apply:

1. Explicit parental/carer permission is obtained; AND
2. A second adult is present; AND
3. At least one of the adults is DBS-checked if acting in a club role.

If these conditions are not met, the lift must NOT take place.

6.2 Private Parent Arrangements

- If both adults are parents and acting privately (not in a club role), no DBS check is required.
- The club is NOT responsible for assessing or approving these arrangements.

6.3 If a Junior Is Stranded

- Contact the parent/carer immediately.
- Keep the junior safely supervised.
- Do NOT allow the junior to leave alone if unsafe.
- Do NOT transport the junior alone.
- If two adults are available but neither is DBS-checked AND at least one is acting in a club role, the lift must NOT occur unless emergency conditions apply.
- Record and report the incident to the CWO.

6.4 Emergency Situations

Emergencies include:

- Parent/carer unexpectedly unavailable
- Unsafe weather or location
- Illness or immediate risk to the junior if left waiting

Emergency Procedure:

1. Contact the parent/carer immediately.
2. Obtain explicit permission for transport.
3. Attempt to locate a second adult.
4. If a coach/volunteer is transporting, they should be DBS-checked wherever possible.

5. If no DBS-checked adult is available AND the junior would otherwise be unsafe, a non-DBS adult may drive the junior ONLY with parental permission.
6. Junior must sit in the back seat.
7. Drive directly with no detours.
8. Record all details and report to the CWO within 24 hours.

7. DOCUMENTATION & RECORD KEEPING

Any coach/volunteer transport MUST be logged:

- Driver name
- Junior name
- Date/time
- Reason for transport
- Parental permission
- Second adult present (or emergency justification)

Records are kept securely by the CWO.

8. PARENT/CARER RESPONSIBILITIES

Parents/carers must:

- Arrange all travel for their child.
- Ensure punctual drop-off and collection.
- Inform coaches of changes to collection.
- Ensure any private driver is safe, legal, insured and trusted.

9. CAR SHARING (PRIVATE ARRANGEMENTS)

Club:

- May signpost parents to each other.
- Will not arrange, allocate or vet car shares.
- Holds no responsibility for private travel.

Parents:

- Must assess safety, insurance and suitability themselves.

10. TRAVEL TO EVENTS & REGATTAS

- The club will publish meetings and collection times.
- Parents must arrange travel unless they share with another parent and this is done as a private arrangement.
- Coaches must be informed of supervision at events that are not those of the parent/ carer
- Juniors may NOT travel in towing vehicles.

11. ADULT BEHAVIOUR DURING TRANSPORT

Any adult transporting juniors must:

- Hold a valid licence and insurance.
- Use legal restraints and seatbelts.
- Never drive under the influence.
- Maintain appropriate conduct.

- Avoid leaving a child alone in unsafe locations.

12. REPORTING CONCERNS

Transport-related concerns must be:

1. Reported immediately to the CWO,
2. Logged formally,
3. Escalated to British Rowing where appropriate.

13. COMMUNICATION WITH PARENTS & JUNIORS

Upon joining:

- Parents and juniors receive this policy.
- They receive CWO contact details.
- They are informed how to raise safeguarding concerns.

14. POLICY REVIEW

- Reviewed annually or sooner if national guidance changes.
- Compliance is mandatory for all club members.
- Breaches may result in safeguarding action.