
Transporting Members Policy

It is important that all organisations involved in transporting children and adults at risk should develop a transport policy which is publicised to parents, possibly via the website giving advice on dropping off and collecting children. The Pony Club is no exception to this rule.

In most instances it is the responsibility of the parents, and not the Pony Club, to transport the individual child / adult at risk to and from a nominated meeting point. If a number of parents / carers make arrangements between themselves this is a private arrangement and at the parent's / carer's discretion. It is not the responsibility of the Pony Club.

Principles

- Staff, Members, Coaches and volunteers will be responsible for young people in their care when on the Pony Club premises.
- It is the responsibility of the parent / carer to transport their child(ren) /adults at risk to and from an event.
- It is not the responsibility of the Staff, Members, Coaches and volunteers to transport children and young people to and from an event.
- The Pony Club must receive permission from parent / carer in writing for members to participate in all competitions and away fixtures / events.
- The Pony Club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.
- The Pony Club will require contact numbers for parents/carers, and any alternative numbers if they are not contactable on the number provided.
- The Pony Club will provide the parents / guardians with a contact number which may be used if the parent/carer will be late to collect their child(ren) / adults at risk.

If the branch / centre arranges for private cars to be used to transport the children / adults at risk, The following guidelines must be followed:

- Drivers must register their vehicle with the Branch / Centre.
- Drivers must ensure the safety of passengers.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover (business insurance may be required).
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit.

- Drivers must be aware of their legal obligations when transporting children.
- Parents / guardians must give written permission if their child(ren) / adults at risk are being transported in another adult's car.
- Clear information on the expected time of departure and arrival need to be communicated to relevant people, i.e. parents / carers.
- Drivers should not be alone with a young person in the car at any time. If this situation arises drivers need to ensure that the young person is in the back of the car.
- The driver must have obtained a disclosure check (DBS, PVG or Access NI) and complied with appropriate recruitment procedures.

If the Pony Club formally arranges transport

e.g. mini-buses or people carriers, the organiser must ensure the following criteria are met:

- All drivers must have a valid driving licence and the relevant recruitment procedures, including vetting criteria, must have been followed. Appropriate insurance and breakdown cover must have been arranged.
- The vehicle must be suitable for the number of passengers required to be carried and has the required number of operational safety belts and appropriate child car seats
- The parents must have given their consent for the child / adult at risk to travel in this manner, preferably in writing, and should be given the driver's contact details. The driver should have easy access to all the parents' contact details including mobile phone numbers in case of emergency
- No child or adult at risk should be left alone in the car with the driver, unless it is the adult's own child or adult at risk. If, in extenuating circumstances, this situation arises the child or adult at risk should sit in the back of the car if possible.
- The children involved must be happy with the arrangements and adults who are present should be alert to any signs of disquiet.

If the Pony Club hires a coach from a reputable commercial coach company

It is entitled to assume the company uses properly maintained and insured vehicles and properly licenced drivers. However, it would be reasonable to check these details. Similarly, the organiser should check that the driver holds an up to date disclosure check (DBS, PVG or Access NI).

If a commercial company is used, the children / adults at risk must never travel unaccompanied. At least one adult officer of the Pony Club Branch / Centre must travel with the children / adults at risk and the contact details of those adults must be readily available to any parents who may have reason to contact them.

In the event of a one-off late collection of the children / adults at risk, the accompanying adults should attempt to contact parents and wait with the child or adult at risk, preferably in the company of others.

Parents / guardians should be notified by Pony Club of their responsibility to collect their child promptly. If a relevant person with parental responsibility or their nominated representative is regularly late the Pony Club will:

- Attempt to contact the person with parental responsibility.
- Check the Club contact number for any information regarding the young person.
- Contact the alternative contact name / number.
- Wait with the young person at the Branch / Centre with, wherever possible, other staff / volunteers or parents / carers.
- Remind the person with parental responsibility of the procedure relating to late collection.
- If a person with parental responsibility is not able to be contacted staff may need to report the situation to Children’s Social Care or the Police.

If the coach is likely to be delayed, the parents should be informed as soon as possible. When on a Pony Club trip, camp or other excursion, it is recommended that the parents make their own arrangements to transport the children. If the Pony Club arranges this transport, then it becomes the Branch / Centre’s responsibility and the above criteria must be adhered to. If it is an informal arrangement between families then the Pony Club has no responsibility for the transportation.

Approval date

Review date	Owner

Consent form for travel/driver/medical registration

For use by organisers of competitions away from home, camps, day trips, etc.

CONSENT FORM

Name of Child: _____ Date of Birth: _____

Race/Ethnic Origin: _____ Any Disability or Special Needs: _____

Event: _____

Date(s) of Event: _____

Home Address of parent / carer:

_____ Post Code: _____

Tel. No. (DAY): _____ (EVENING): _____

Mobile No: _____

Contact number of responsible adult if parent / carer is unavailable;

Name: _____ Number : _____

MEDICAL DETAILS:

Doctor's Name: _____ NHS Card No: _____

Additional details: (any information, given in confidence, of which the organisers should be aware – specific dietary requirements, details of any medication, allergies,

etc.) _____

NB: IF ANY SPORT/ACTIVITY IS PLANNED, E.G. SWIMMING, CONSENT MUST BE OBTAINED FROM THE PERSON WITH PARENTAL RESPONSIBILITY AND DETAILS OF CHILD'S LEVEL OF COMPETENCE GIVEN.

Declaration:

I have received comprehensive details of this event and consent to my child taking part in the activities indicated. I consent to my child receiving any medical treatment, which, in the opinion of a qualified medical practitioner, may be necessary.

Signed: _____ (person with parental responsibility)

Date: _____