



## **TRANSPORTATION OF YOUNG PEOPLE**

This policy provides a clear framework for volunteers when transporting young people, in their own vehicles.

These guidelines must be followed to ensure that the duty of care to volunteers and young people is being fulfilled by assessing and managing the associated risks and implementing appropriate control measures, where necessary.

### **Drivers**

- Volunteers are not specifically required to transport young people in their own vehicles unless they are willing to do so.
- It is the responsibility of the volunteer to hold the appropriate licence and ensure that their vehicle is roadworthy
- Drivers must ensure that their insurance covers volunteer driving – check your policy on the ABI website (volunteer driving).
- Drivers must be at least 21 years of age and should have at least 1 year's previous driving experience.
- Drivers must be in good health and be physically capable of driving safely. If drivers are on any medication, they must ensure that the preparation does not affect their ability to drive, if in doubt they should seek medical advice.

### **Transportation**

- It is advised that drivers are accompanied by another adult when transporting young people as this significantly reduces the risk of distraction, accident and injury and allegation of misconduct or abuse. If this is not practically possible the risks must be assessed and measures put in place to ensure that the risks are reduced to the lowest level.
- Whenever possible, young people should travel in the back seats of the vehicle.

### **Emergency Transportation of Young People**

Circumstances may sometimes arise where the risk of not transporting a young person is greater than not doing so, for example where a child is left at an event without transport and the distance to home is too far or too dangerous to walk, or where the child is unwell and requires medical attention at a level below the threshold for an ambulance callout.

### **Parental Permission**

Parents must give their permission for young person to be transported in a volunteer's vehicle. Where it is not practically possible to gain written consent then verbal consent should be recorded on the Consent Form, noting date and time.

## PARENTAL CONSENT FORM

Dear Parent/Guardian/Carer

Please sign below to give your permission for your daughter to be a passenger in a vehicle that is owned, maintained and driven by a YLCGA volunteer.

**Name of child**

**Date/s of journey**

**Destination**

**I give permission for my daughter to travel to and /or from the destination shown above.**

**Print Name**

**Signature**

**Note:** Every effort should be made to obtain written consent but where this is not practically possible verbal consent must be given and details recorded below.

**Name of person giving consent:**

**Reason given for journey:**

**Date and time consent given:**

**Information taken and recorded by:**

**(Name of volunteer)**