

**Chester FC Community Trust Community Trust**



**COMMUNITY  
TRUST**

**Transport Policy**

**Reviewed: August 2024  
Date of Next Review: August 2025**

## **Overview**

Chester FC Community Trust are committed to safeguarding and the welfare of children and young people and expects all of the staff to share this commitment. The Chester FC Community Trust Transport Policy provides staff, parents/carers, and participants with all the information they need regarding travel and transport while taking part in our activities. Consideration is paid to the welfare of children, young people and vulnerable adults whilst travelling on Trust transport, whilst being transported by a Trust member of staff, or whilst travelling to or from Trust activities. This is particularly relevant to students enrolled on the Trust's education programmes.

## **Trust Transport**

The Trust may purchase, lease or hire minibuses for transporting participants, staff and equipment to training, matches and events. In accordance with the minibus insurance regulations, only staff over 25 years of age are permitted to drive the vehicles providing that the Trust gives them permission to do so providing they have the D1 driving licence. When staff use a Trust minibus for the main purpose of transporting children, young people or vulnerable adults there are the following requirements:

- Vehicles should all have a minimum of one accompanying member of staff in addition to the driver.
- Members of staff must have an enhanced DBS disclosure through the FA's registered body.
- Staff are required to notify the CEO of existing or impending disqualifications or convictions.
- Staff are required to notify the CEO of any medical conditions which may affect their driving.
- Staff are required to submit their licence for regular checks as requested by the Trust.

When using external transport providers, the Trust will require them to provide a copy of their public liability insurance, provide a qualified DBS checked driver(s) and ensure that all vehicles used are safe and fit for purpose. When travelling via this method, participants will always be accompanied by a staff member.

## **Regulations for Staff Transporting Young People**

Members of staff are not expected or asked to transport children, young people and vulnerable adults in their private vehicles as part of their duties. Staff understand that

circumstances may sometimes arise where at the discretion of the staff member 'the risk of not transporting a young person in greater than doing so' for instance: a train is delayed, a late football fixture and the distance home is too far or dangerous to walk, or in the event of an emergency.

In the unlikely event that a member of staff feels that they have to transport a child, young person or vulnerable adult in their private vehicle because it is the safest or only option, they must as far as possible adhere to the following guidelines:

- Inform the designated safeguarding officer of the journey, the reasons, any incidents that arise (immediately) and when the journey is complete.
- Have an enhanced FA accredited DBS.
- Have a roadworthy and appropriate vehicle that is fully insured, taxed, MOT and generally fit for purpose. The Trust will not take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles.
- Have permission from the parent/carer of the child, young person or vulnerable adult.
- Have another member of staff present (if possible) or more than one child, young person or vulnerable adult to accompany one another.
- Seat the participant in the back seats of the car where possible.
- Ensure all passengers are wearing seatbelts and act appropriately for the duration of the journey.

When a member of staff is transporting a child, young person or vulnerable adult, they must understand that the safety and welfare of the participant is their responsibility until they are safely passed over to a parent or carer. Staff must be fit to drive and free from any drugs, alcohol or medication which may inhibit or impair their ability to drive. Their behaviour must be appropriate at all times. Any incidents that occur on the journey must be reported to the designated safeguarding officer as soon as possible. When transporting children, young people or vulnerable adults, staff must adhere to all legal requirements such as not using mobile phones. They must also consider recommendations such as taking breaks whilst driving and being aware of the dangers associated with tiredness when driving.

### **Children, Young People and Vulnerable Adults Using Trust Transport**

Once travelling on Trust transport is confirmed, children, young people and vulnerable adults have a responsibility to ensure that they are well prepared and on time. Participants should understand their personal responsibilities such as wearing a seatbelt and not participating in any high-risk behaviour, for instance distracting the

driver or disturbing their concentration. Participants should not ask for or accept lifts from members of staff in private vehicles unless in exceptional circumstances. In such instances the advice given in the previous section, regulations for staff transporting children, young people and vulnerable adults should be adhered to.

Parents/carers should never ask staff members to provide transport for their child in a personal vehicle. No parents/carers are allowed to travel on any form of Trust transport unless there are serious extenuating circumstances – such as accompanying a child to hospital/home.

### **Information for Players Travelling Independently (Including Public Transport)**

With regards to independent travel such as walking or using public transport. Players are advised not to travel alone after normal work hours. Players are reminded that they represent the Trust at all times and any act of misconduct may result in suspension or dismissal from the Trust.