



Transporting Children & Young People Policy & Guidance

HOCI CYMRU

H O C K E Y W A L E S

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1. Purpose

This guidance supports hockey clubs, coaches, team managers, officials, and volunteers in ensuring children, young people, and vulnerable adults are transported safely to and from hockey-related activities. It is based on national safeguarding guidance (NSPCC/CPSU) and incorporates best practice from across sport.

2. Key Principles

- The safety and welfare of children must always come first.
- Parents/carers are responsible for arranging transport for their own children unless the club or organisation explicitly takes on that role.
- Transporting children must not expose adults or children to unnecessary risk.
- Where the club/organisation is involved in arranging transport, These include, but are not limited to:
 - **Risk assessment** of the transport arrangement, including the nature of the journey, supervision required, and any individual needs.
 - **Parental/carer consent** (where applicable), with clear information provided about transport plans.
 - **Suitable supervision**, ensuring appropriate adult-to-participant ratios and that no one-to-one situations occur unless agreed and risk-assessed.
 - **DBS checks** (where required) for drivers and supervising adults, in line with the club's safeguarding policy.
 - **Clear roles and responsibilities**, confirming who is responsible for supervision at each stage of the journey.
 - **Safe vehicle standards**, including valid insurance, roadworthiness, and use of appropriate safety equipment (e.g. seatbelts).
 - **Agreed communication procedures**, including emergency contact details and clear arrival/departure arrangements.
 - **Consideration of individual needs**, including those of children, young people, and vulnerable adults.

3. Organised vs. Private Transport

Private arrangements made by parents/carers to transport their own children or car-share with others remain the responsibility of those individuals.

If the club/organisation arranges, requests, or assigns adults (including other parents) to transport children on its behalf, it assumes a duty of care and must take appropriate safeguarding measures.

4. DBS Requirements

Transport Type	Example	DBS Required?
Private parent arrangement	Parent gives lift as a favour	✗ No
One-off or emergency lift	DBS-checked coach provides a lift due to an unforeseen or <u>emergency situation</u> (e.g. delayed or missed collection), following best-practice guidance	✗ No (follow best practice)
Club-organised regular transport	Assigned volunteer provides weekly lifts	✓ Yes
Club-arranged taxi/minibus	Taxi hired for a festival	✓ Yes (for supervising adult)

✓ **DBS is required when transporting children is part of a role or responsibility that is regular or expected (e.g. every week).**

✗ **DBS is not required for one-off emergency lifts and/or private parent/guardian arrangements.**

5. Best Practice for Transporting Children

If transporting children is necessary, the following measures should be taken:

5.1 Consent & Communication

- Obtain written consent from parents/carers covering:
 - Who is driving
 - Journey purpose and destination
 - Expected travel times

5.2 Suitability of Drivers

- Drivers involved in formal transport roles should:
 - Be DBS checked (if transport is regular)
 - Hold a valid UK driving licence
 - Have appropriate insurance and MOT
 - Confirm with insurer if using their car as part of a voluntary/club role

5.3 Safeguarding Measures

Where transport is arranged by the club/organisation, the club is responsible for ensuring appropriate safeguarding measures are in place.

Where transport is a private arrangement between parents/carers, coordination and responsibility sits with those parents/carers.

Good practice safeguards include:

- Avoid **one-to-one transport** where possible; transport **two or more children** together.
- **Rotate drop-off order** so the same child is not consistently dropped off last.
- Use **public or open pickup/drop-off points** (e.g. car parks, club facilities) where feasible.
- Ensure the **driver carries a mobile phone** and has **emergency contact details** for parents/carers and the club.
- Ensure **children know who to speak to** if they feel unsafe, uncomfortable, or concerned at any point.

6. Late Collections

Late pickups pose a safeguarding and supervision risk.

- Clubs must set clear expectations with parents regarding collection times.
- Parents should provide at least one emergency contact.
- Coaches should be able to contact parents or an emergency contact if a child is not collected.
- Parents should also have a club/coach number to notify of delays.

7. Vehicle & Passenger Safety

7.1 Seat Belts & Booster Seats

- All people must wear seatbelts at all times.
- Follow seatbelt laws:
 - Children under 12 years old or 135cm must use a booster seat.
 - Older children must use an adult seatbelt.
 - See: [Gov.uk Seatbelt Law](#)

7.2 Minibuses & Taxis

- Clubs hiring minibuses or taxis must:
 - Ensure you use licensed minibus / taxi providers when hiring
 - Ensure parental consent is in place
 - Have a supervising adult if transporting minors
 - Where a club representative is driving a hire or club-arranged vehicle, the club must ensure that appropriate insurance is in place and that the driver holds a valid and suitable driving licence.

If taxis do not have child restraints, children over 3 years old can use adult belts in the back seat.

8. Building a Safeguarding Culture

- Clubs should publicise the identity and contact details of the Club Welfare Officer.
- Create an environment where children feel safe to speak up about concerns.
- Assign a second adult to check in with the child ahead of planned lifts to confirm they're comfortable.
- Promote safeguarding messages across transport-related activities as much as match play.
- Every child and vulnerable adult to be made aware of transportation guidance

9. Example Scenarios in Hockey

Scenario	Best Practice	DBS Required?
Coach drives two players home weekly	Consent, 2+ in car, rotates drop-off	✔ Yes
Parent gives another child a lift once	Private arrangement, no club role	✘ No
Club assigns someone to coordinate lifts	Safeguarding check, records kept	✔ Yes
Taxi to training arranged by club	Safeguarding lead oversees process and club provides supervising adult	✔ Yes (supervising adult)

10. Useful Links

- [NSPCC CPSU Transport Guidance](#)
- [Gov.uk Child Car Seat Laws](#)
- [Gov.uk Seatbelt Law Overview](#)

4.USEFUL CONTACTS

ORGANISATION	CONTACT DETAILS	WEBSITE
Police (Child Protection Team)	999	
NSPCC (National Society for the Prevention of Cruelty to Children)	0808 800 5000 Free 24 hour helpline	www.nspcc.co.uk
Hoci Cymru Lead Safeguarding Officer	safeguarding@hockeywales.org.uk	www.hockeywales.org.uk
Your Club Welfare Officer	Please contact your club for details	



FURTHER INFORMATION

For further information about any aspect of Transporting Children & Young People Policy & Guidance Policy, please contact:

Hoci Cymru

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