

APPENDIX 9 - SAFEGUARDING TRANSPORT GUIDANCE & DRIVER CODE OF CONDUCT & RESPONSIBILITIES



To be read in conjunction with the GB Taekwondo Safeguarding Children Policy and Procedures

Transport Guidance

Recruitment

All staff or if a driver is contracted or employed by GB Taekwondo to transport children must be subject to stringent safe recruitment procedures, as outlined within this policy document.

All drivers must:

- Hold a valid and appropriate driving licence (held for at least two years).
- Have at least 1 year's previous driving experience.
- Have basic first aid training.
- Possess a D1 licence (minibus driving licence - in place since 1st January 1998)*.
- Be in good health and physically capable of driving safely. If necessary, medical advice should be obtained.
- Ensure all passengers are wearing a seatbelt.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.

* Drivers of a minibus must be over 21 years of age and held a licence for 2 years.

Where a member of staff is responsible for driving they must notify their line manager of existing or impending disqualification or convictions.

Additional information

- Vehicles used to transport passengers should be in a road worthy condition, have the necessary documentation and appropriate insurance.
- The seating capacity of any vehicle must not be exceeded.
- As a guideline, a driver should not drive for more than 3 hours continuously. Passengers must cooperate with this break and observe it as a time for quiet.

Hiring a minibus, or coach hire

GB Taekwondo from time to time hire minibuses or services of a coach company. It is important to seek confirmation of the following standards when selecting either of these:

- Ensure the company is a reputable transport provider.
- Ensure that any contracts made with providers outline GB Taekwondo's commitment to safeguarding.

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Request the company provides the following:

- Appropriate public liability insurance.
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle driven.
- That drivers have DBS clearance, if appropriate, for their role with children.

Request the company provides information on any vehicles which will be used, that they are:

- Appropriately insured, roadworthy and are regularly maintained.
- Fitted with seatbelts appropriate to the size and type of the vehicle and passengers to be carried.
- Use only age appropriate videos during travel (if video access is available).

In addition, GB Taekwondo should ask any partner agency for a copy of any such minibus policies and procedures (as appropriate).

Anyone involved in an accident

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.
- If there is damage to another motor vehicle they should ask the driver for all of the details identified above.

If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

If involved in an accident with an uninsured motorist

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

Mobile Phones

It is an offence for motorists to use a hand-held mobile phone whilst driving. This may result in a fixed penalty fine and the award of three penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

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Driver code of conduct & responsibilities

The following, incorporating best practice, is to safeguard children and other passengers and drivers:

- Drivers must adhere to the content of the policy within.
- Drivers must avoid divulging personal details, contact telephone numbers or details about their personal life to Children.
- If a driver sees conduct, hears comments or is in any way alerted to concerns about a Child, then they should raise this with the Safeguard Officer in the first instance. However, if a Driver considers that a Child is in immediate and direct danger then they should seek protection and advice from the police immediately and advise the Safeguard Officer that they have done so.
- Drivers must not give treats or gifts to any Child.
- Drivers are not permitted to accept gifts from Children or their family (this includes money).
- Drivers are not permitted to accept social invitations to any event from a Child or their family that they have met through their role with GB Taekwondo. In some rare situations this might be appropriate, but in all circumstances the Safeguard Officer should be made aware.
- Drivers are not permitted to take photographs/video footage of any Child or their family for personal use.
- Drivers must manage their behaviour at all times.
- Drivers must be aware of their language and tone when speaking to and in the presence of Children. At no time should drivers use language that could be considered offensive, obscene or profane. Drivers should also bear in mind religious and cultural sensitivities.
- A vehicle is not a suitable place for a Child to change their clothing; they must not under any circumstance do so.
- All physical contact with Children should be avoided wherever possible. If this cannot be avoided and the Child has to be lifted, have as little physical contact with their body as possible. Drivers should place their hands as carefully as possible on the outside part of the Child's torso, well below the armpits at a line with the waist, to do so. If it is a female then particular care must be taken not to place any part of one's hands or on the chest area.
- Drivers must not arrive for work under the influence of alcohol or any other substance.
- Drivers must not consume alcohol within 8 hours of commencing their duties and if more than 8-10 units of alcohol have been consumed, this increases to 12 hours.
- Drivers may not consume alcohol or use any other substance during their shift.
- Drivers must ensure that they know how to contact their line manager.
- Drivers must carry any identification that GB Taekwondo has issued them at all times while on duty.
- Drivers must pay particular attention to their personal hygiene and ensure that their appearance remains 'presentable' at all times.
- Drivers must ensure that they have had sufficient sleep to undertake their driving duties.
- Drivers must not use a mobile telephone or any other hand held device in any circumstances whilst driving or whilst the engine of the vehicle is running. Is it acceptable for drivers to use a hands-free mobile phone.

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- All transport arrangements must be made by or approved by GB Taekwondo. Drivers are expected to contribute to these arrangements by advising on expected times/journey routes they will take and of any specific road difficulties they are aware of. Any change in approved transport arrangements will need to be reapproved.
- Drivers must advise GB Taekwondo of any change to their circumstances which may have a bearing on their ability to undertake the tasks associated with being a Driver. This includes without limitation all medical and criminal situations including speeding offences, temporary physical disability and use of prescription drugs which advise against the use of machinery whilst taking the medication.
- Drivers must ensure that they have contact numbers for the journey should they be delayed so that childcare providers etc. can be contacted and advised of any delay.
- Drivers must not allow a sole Child to sit in the front of the vehicle, irrespective of which vehicle is being used or how short the travel distance is. If there are multiple passengers in the vehicle and a Child/Children sit in the front seats of the vehicle, then they must be the first to get off the vehicle so that, at no time, is the Driver in the position that a sole Child is left in the front seat.

It is the responsibility of the Driver to ensure that:

- If a Child is 11 years old or under or less than 1.35 metres tall then they should be restrained appropriately, or if that is not possible, they must wear seat belts.
- Children aged 12 or older or taller than 1.35 metres must wear a seat belt, where available.
- All passengers travelling in a minibus that has a weight of 2,540kg or less must wear seat belts that are provided in the vehicle. The law does not require passengers in the back of minibuses to wear seat belts, however all passengers are strongly advised to wear seat belts on all journeys.

Drivers are not permitted to divert from an agreed route unless:

- Their line manager or their designated deputy advises of a late change and will take responsibility to record this retrospectively.
- Due to road conditions or incident and therefore directed by police or a similar agency.
- The Driver or a passenger becomes ill and the diversion is to a recognised facility that can appropriately attend to the medical emergency.
- A journey is interrupted by an incident, accident or breakdown.
- The vehicle becomes not roadworthy.

In the event of the latter two bullet points, the Driver must contact their line manager or designated deputy immediately so that GB Taekwondo is aware and able to respond in support of the situation if necessary.

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