

Travel Policy

1) Why does the Club have a Travel Policy?

The purpose of the Travel Policy is to provide clarity and guidance in respect of any travel or transport arrangements put in place by the Club, such as away games, tournaments, day trips, match attendances, Club organised social events etc. The requirement for clarity and guidance on this issue is also a matter properly identified within the Club's Safeguarding Risk Assessment and this Policy addresses those risks.

2) What do I need to consider in terms of travelling arrangements?

- Appropriate insurance should be in place by the driver allowing them to carry others.
- The rules of the road (including speed, safety, consumption of alcohol etc) should be adhered to **at all times**.
- Only the permitted number of passengers should be allowed in the relevant vehicle.
- All travel guidelines (such as weather travel warnings) and public health guidelines (such as Covid travel protocols in effect from time to time) should be adhered to.

3) What About Travelling with Children?

The term "child" or "children" refers to any young person under the age of 18. In addition to the above, the following applies with regard to children:-

- The use of seat belts and booster seats (where appropriate) etc should be adhered to At all time. If in doubt guidance can be found here:-
https://www.citizensinformation.ie/en/travel_and_recreation/roads_and_safety/seatbelts_when_motoring_in_ireland.html
- It is a matter for parents/guardians to arrange transport to events for children unless specific arrangements are made. If parents/guardians make personal arrangements between themselves this is not the responsibility of the Club, though they are recommended to adhere to the Travel Policy.
- Where specific arrangements are made by the Club, children being transported should have the express permission of parents/guardians to do so.
- Clear itineraries for transport arrangements including the purpose of trip, how long the journey will take and the collection and drop off details and contact details for the appropriate adults in charge should be provided. By way of sample message from a Coach/Organiser:-

The team are playing an away game at [Club],[address] on the [date], which is about a [] mins. journey. The Club has arranged transport. [Insert any details on cost for player/parent]. Players travelling need to be at [Collection Point] at [Time] sharp. After the game, we expect to return back at [Drop off point] by around [Times] and parents/guardians picking up need to be there on time. Coach [Name] can be contacted at [Phone Number] for any queries and the Club Travel Policy is also on the website. If travelling with us, please confirm by [date] so we can check numbers.

- Parents/guardians have a responsibility to ensure that they are fully aware of any transport arrangements and that they are happy with them. Children should be collected promptly and it is a matter for parents/ guardians to make any necessary arrangements. In the event that a parent/guardian is late for collection or drop off immediate contact should be made with the contact person involved. In the event a child is late being collected efforts should be made to contact the parent/guardian to make whatever other appropriate arrangements can be made.

4) What happens if a driver is left alone with a child?

For all travel arrangements, including regular single vehicle travel arrangements, the driver should seek to avoid being alone with a child (unless of course they are that child's parent/guardian). To ensure best practice in terms of child safeguarding, the following is to be applied:-

- Attempt to have more than one child in the car;
- Attempt to have another adult with you in the car for any part of a journey where you would otherwise be alone with a child.
- Think about how you could schedule drop offs to help avoid being left without another adult. Don't be afraid to ask an adult to stay with you for the last part of a drop off;
- If the risk of a driver being left with a single child passenger is apparent, consider who from the pool of drivers at hand is best placed on account of being Garda vetted. Don't be afraid to ask.
- If with one player, put the player in the back seat and drop off at an appropriate location.
- For regular arrangements, get parental permission for transport. It is recommended best child protection practice that a person other than the planned driver should talk to the child to confirm transport arrangements to check they are comfortable about the plans; that you seek to alternate drivers if possible and also alternate which child is dropped off last.
- A driver should have a point of contact/mobile phone.

5) What if I have questions about Travel or Transport?

You can contact any of your coaches, the Club's Children Officer or the Club Secretary. Additional and related support material and guidance is available from:-

- The Club's Supervision Policy, the Club Child Protection Policy
- <https://www.fai.ie/sites/default/files/atoms/files/FAI%20Child%20Welfare%20Safeguarding%20Policy.pdf>
- <https://www.sportireland.ie/sites/default/files/2020-01/safeguarding-guidance.pdf>