

Safe transport and travel

For clubs and organisations

- There are policies in place that outline all aspects of safe transport and travel with children, young people or adults at risk.
- There are processes to ensure:
 - a full risk assessment is done
 - supervisors and travel leader are safety checked
 - supervisors and travel leader have received safeguarding training
 - parents and caregivers receive detailed information and give informed consent
 - concerns of any kind are reported and dealt with efficiently and effectively.
- There is clear guidance for everyone to follow to ensure safe and appropriate behaviour during travel.
- Everyone is aware of and follows the policies, procedures and guidance for transport and travel.
- Everyone is encouraged and safe to speak up if there are any concerns, particularly children, young people and adults at risk.

For organisers

You have:

- selected the type of transport, and confirmed it meets all safety standards
- conducted a full risk assessment and there are safeguarding measures in place to mitigate the risks
- put in place emergency procedures for all situations
- recruited the appropriate number of supervisors and appointed a travel leader
- ensured supervisors and the travel leader are safety checked and have received safeguarding training
- given parents and caregivers detailed information about the travel



- received written consent from parents or caregivers
- discussed the travel plans with the children, young people or adults at risk
- gathered all relevant information on the children, young people, adults at risk and adults who are attending
- contact information for everyone who is travelling, parents and caregivers and local emergency services, and travel and accommodation providers (if required)
- run a debrief session and gained insights to inform future travel.

For supervisors and travel leader

Before travelling, you understand and are confident you know what to do. This includes:

- the policies and procedures you must follow before and during travel
- how to manage risks, including for emergencies
- information about the children, young people or adults at risk relevant to the trip, for example, medical or dietary requirements
- the full itinerary, for example, the route, planned stops, and activities.

During the trip you confirm:

- all required documentation has been collected and is accounted for
- the transport meets the agreed requirements and safety standards
- the agreed routes can be travelled and are safe
- the people driving are qualified and safe
- follow all safeguarding and supervision practices, and requirements
- immediately address inappropriate behaviour
- act on any concerns from the children, young people or adults at risk by reporting it through the right process.

More information

Travelling with children and young people – sport integrity.nz

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