
Safe transport and travel

This guide explains safe practices when planning travel and travelling with children, young people and adults at risk.

Whether you are organising or supervising travel, this advice will help keep everyone safe.

For clubs and organisations

Have and implement policies and guidelines

Have clear policies and guidance that outlines your organisation's safeguarding measures to keep everyone safe when travelling with children, young people and adults at risk.

Include:

- processes and requirements for people organising and supervising travel
- everyone's roles and responsibilities while travelling, for example, appointing a travel organiser and supervisor
- expectations of safe and appropriate behaviour while travelling
- how and who to report concerns to.

Everyone understands what they need to do

Make sure everyone:

- is aware of and follows the policies and guidance for travelling with children, young people and adults at risk, and they understand what they need to do
- is encouraged and are safe to speak up and report any concerns, particularly children, young people and adults at risk.

For organisers

Start planning early and assess the risks

Start planning well in advance and follow your club or organisation's policies on travel. Have a focus on safeguarding when thinking about the logistics, for example, age, number of people travelling, supervision, type of vehicle, route you'll take.

Conduct a full risk assessment, covering all aspects of the travel. Include:

- safeguarding risks
- the planned route and alternatives if it needs to change
- planned and unplanned stops
- activities during the trip
- managing behaviour
- if people go missing and other emergency situations.

Identify and document the risks, and the safeguarding measures to mitigate the risks.

Plan for emergencies

Develop emergency procedures for situations such as illness, injuries, or instances where someone feels unsafe during travel.

Put together a list of local emergency services and who to contact in an emergency.

Appoint supervisors and a travel leader

Make sure supervisors, leaders and helpers are all safety checked before travelling.

Ask for expressions of interest for travel supervisors. Make sure they understand what experience they need for the role, for example, first aid, understanding children and managing negative behaviour. They must be safety checked and complete safeguarding education.

Appoint a travel leader who is responsible for overall supervision and decision-making. Make sure they have the right skills to handle situations that may arise before, during and after the trip. Tell them they must be safety checked and complete safeguarding education.

Share information and get consent

Give parents and caregivers detailed information about the trip. Include itineraries, safeguarding considerations and your contact information. Make sure supervisors have contact details for all parents and caregivers.

Discuss the trip with the children, young people or adults at risk.

- Give them the opportunity to ask questions and provide their thoughts.
- Let them know that if they feel unsafe at any time, to tell an adult they trust or the travel leader straightaway.
- Get written consent from parents or caregivers for each child, young person or adult at risk.

Ask parents or caregivers about:

- medical or dietary requirements, and get consent to administer medication if required
- relevant cultural, religious or support needs.

Transport arrangements

Make sure all vehicles are safe and drivers have full driver licences. If hiring vehicles, make sure they are from reputable hire companies, and drivers are qualified and safety checked.

Arrange for the travel leader or supervisor to be responsible for tickets, passports and other documents if they are required for travel.

Plan for regular breaks during long journeys and supervise children, young people or adults at risk during breaks.

Overnight stays (if required)

Follow the policies, procedures and guidelines for safe overnight stays.

Arrange supervision and support

Ensure there are enough supervisors for the ratio of adults to children, young people or adults at risk. Think about their ages and any special needs.

All supervisors (including the travel leader):

- are safety checked
- understand and follow transport and travel policies, procedures and guidelines
- are trained in child safeguarding practices and managing negative behaviours
- understand the how everyone should behave on the trip
- are aware of the risk areas and how to mitigate them, including emergency procedures and safeguarding practices
- have information about the children, young people or adults at risk such as their physical, emotional and medical needs.

Have at least one supervisor who has a current first aid certificate. For large groups consider more than one.



Post-travel review

Evaluate the trip and identify areas for improvement with the travel leader and supervisors.

Gather feedback from children, young people or adults at risk, and parents and caregivers to help with future planning.

For supervisors and travel leader

Before you travel

Make sure you know what to do before travelling.

- Ensure you know who the travel leader is. They are responsible for overall supervision and decision-making.
- Get to know and understand:
 - 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.

Get everyone's contact details

Take contact details with you and keep in a secure place. Get contact details for:

- other supervisors or helpers
- parents and caregivers
- the children, young people or adults at risk
- local emergency services, and travel and accommodation providers (if required).

Get written consent from parents and caregivers. Include consent to administer medication, if required.

Managing behaviour

- Set clear expectations, so everyone knows what behaviour is expected.
- Encourage the children, young people and adults at risk to report any concerns to an adult they trust, or to the travel leader.
- Address any inappropriate behaviour, such as bullying or rough play, immediately.

Transport arrangements

Make sure all vehicles are safe and drivers have full driver licences.

For anyone driving, the travel leader should ensure:

- they have a full and clean driver licence
- their vehicle is warranted, registered, and has enough fuel for the trip
- they only take the agreed route, or alternative if required
- they stay up to date with road closures or major roadworks.

If required, check the travel leader or one of the other supervisors has tickets, passports and other documents if they are required for travel.

Have regular breaks during long journeys.

Overnight stays (if required)

Follow the policies, procedures and guidelines for safe overnight stays.

During travel

Keep children, young people and adults at risk safer when you travel.

- Avoid alone time with children, young people and adults at risk during the trip that you aren't the primary caregiver for. Follow the guidelines for working alone with children if this happens.
- Don't take children, young people or adults at risk alone in a vehicle unless it's an emergency, and follow the guidelines for doing this safely.
- Dress appropriately in the presence of children, young people or adults at risk.
- Don't use devices like phones or cameras in areas such as toilets, bathrooms or anywhere children, young people or adults at risk are changing.
- Ensure children, young people, or adults at risk are supervised during travel, and it meets the required adult to child ratios.
- Take regular head counts during the trip, especially before you leave and after any travel breaks or activities.

More information

Planning and supervising safer overnight stays – sportintegrity.nz

Working alone with a child or young person – sportintegrity.nz

Taking and sharing images – sportintegrity.nz

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