



Hayes (Kent) Cricket Club Limited

Policy for Transporting Junior Members

Original: March 2025 — Reviewed and confirmed valid: April 2026

Review due: March 2027

Hayes (Kent) Cricket Club Limited (“the Club”) recognises that the transportation of junior members (anyone under the age of 18) to and from matches, training sessions and club events requires careful management to ensure the safety and wellbeing of all young people involved.

This policy applies to all Club coaches, volunteers, team managers, officials and parents or carers who transport junior members on behalf of the Club or as part of Club activities.

1. Parental Responsibility and Consent

- Parents and carers are primarily responsible for transporting their children to and from Club activities.
- Where a Club volunteer, coach or team manager offers to transport a junior member, written consent from the junior’s parent or carer must be obtained before the journey takes place. Consent may be obtained via the Club’s standard consent form as part of the annual membership process or on a journey-specific basis.
- Any standing arrangement for a junior to travel regularly with a non-parental adult must be confirmed in writing by the parent or carer at the start of each season.

2. Adults Transporting Junior Members

- Adults should not transport a junior member alone in a vehicle (i.e. one adult and one child, unrelated). Where this is unavoidable, the parent or carer must have given specific written consent for this arrangement and must be informed of the pick-up and drop-off times and locations.
- Wherever possible, at least two adults should be present, or another junior member should also be travelling, to avoid a situation where an adult is alone with a single child.
- Adults transporting juniors on behalf of the Club should be DBS-checked where this is required under ECB guidance, and must hold a valid driving licence, appropriate motor insurance (including business use where applicable) and ensure their vehicle is roadworthy and has valid MOT and tax.
- Adults must not transport junior members under the influence of alcohol or any substance that may impair their ability to drive safely.

3. Journey Planning and Communication

- The team manager or coach must maintain a record of which adult is responsible for transporting which junior members for each away fixture or event.
- Parents and carers must be informed of journey arrangements – including departure times, expected arrival times and the name of the adult responsible for transport – in advance of the journey.
- In the event of a delay, accident or emergency during a journey, the transporting adult must contact the relevant parent or carer and a Club Officer as soon as it is safe to do so.

4. Emergencies During Transport

- In the event of a road traffic accident or other emergency, the safety of all passengers is the priority. Emergency services should be called immediately where required.
- The Club Safeguarding Officer and the parents or carers of all junior passengers must be notified as soon as possible following any incident.
- A written record of any transport-related incident must be completed and retained by the Club Safeguarding Officer.

5. Concerns

- Any concerns about the transportation of a junior member should be reported immediately to the Club Safeguarding Officer.
- If a junior member is collected by someone other than their registered parent, carer or named responsible adult, the team manager or coach must verify the arrangement with the parent or carer directly before releasing the child.

Originally drafted March 2025. Reviewed April 2026 – content remains valid and consistent with ECB safeguarding guidance and current good practice. No material changes required. Review due March 2027.