



## **TRANSPORT POLICY**

### **Dropping off and collecting young people from club activities**

Richmond Hockey Club is committed to safeguarding children and young people and ensuring that appropriate arrangements are in place for transport to and from club activities.

- Parents and carers are responsible for transporting their child or children to and from club training sessions, matches and events.
- Coaches, team managers and volunteers are responsible for young people **only during organised club activities**, and not for transport to or from those activities unless prior arrangements have been formally agreed.
- The club must receive parental or carer consent for young people to participate in competitions, away fixtures or club events.
- The club will hold up-to-date emergency contact details for parents and carers.
- Parents and carers must inform the club of any relevant medical information relating to their child.
- When collecting children, parents and carers should come to the pitch or agreed collection point and must not wait in the car park, so coaches and volunteers are aware of who the child is leaving with.
- Where parents or carers of older children (Under 12 and above) feel comfortable with their child walking home or making their own way home, this **must be clearly agreed in advance** with the relevant coach or team manager.

### **Late collection of young people**

Richmond Hockey Club recognises that late collection can present safeguarding concerns and will manage such situations carefully and sensitively.

If a parent or carer is late collecting a child, the club will:

- Attempt to contact the parent or carer using the provided contact details.
- Check whether the club has received any message regarding delayed collection.
- Wait with the young person at the club venue, ensuring that, wherever possible, more than one adult is present.
- Remind parents and carers of the club's expectations regarding punctual collection.



If a parent or carer remains uncontactable and the situation becomes a safeguarding concern:

- The club may need to report the matter to the appropriate safeguarding authorities, such as local safeguarding partners, in line with the club's Safeguarding and Protecting Young People Policy.
- Staff and volunteers must **not**:
  - Take the child home or to another location;
  - Ask the child to wait alone in a vehicle or in a club facility with a single adult;
  - Send the child home with another person without explicit parental permission.

Dated April 2026 by Richmond Hockey Club Committee