



# ATLANTIC RACQUET CENTRE (ARC) TRANSPORT POLICY

This policy provides guidance for when Atlantic Racquet Centre needs to arrange to transport children (for example to a National Club League event)

Atlantic Racquet Centre will ensure the following

- Parents are informed of the destination, reason for the journey and who the driver will be
- Parents return to the venue a completed [Consent and Emergency Contact Form](#) and the driver should have a copy of this with them on the journey in case of emergencies
- There are two adults in the car
- Children are seated in the back of the vehicle at all times
- If the children are a mixture of female and male, where possible the two adults should also be male and female
- There is an established procedure in the event of a breakdown/emergency.
- The driver has a valid UK driving licence, satisfactory DBS check, correct insurance, MOT certificate and complies with laws on the use of seatbelts and restraints
- If transporting children in a mini-bus or bus, the driver must also have the correct type of licence ([more info here](#))

This will be used in conjunction with our risk assessment form for all trips.

This Policy is recommended for approval by:

Signed:



ARC Chair: Anoushka Lynd

Date: 12/04/2024

Signed:



Club Welfare Officer: Tish Shere

Date: 12/04/2024