

Transport Policy – WCF

Introduction

This is a “live” document, which will be regularly reviewed and updated as and when necessary.

Definitions - In this Policy the following terms/expressions shall mean:

- WCF– means Worcestershire Cricket Foundation
- ECB – means England and Wales Cricket Board
- Child or young person – refers to persons under the age of 18
- Safe Hands - means the ECB’s cricket policies and procedures for safeguarding children within cricket.
- Coach - any individual responsible for training, mentoring, or supervising players in cricket.
- Events – means any session, festival or activity organised by WCF

Purpose

This policy lays down the WCF approach to travel arrangements for cricket events. Our approach means that parents/carers are responsible for transportation to and from any and all events.

Scope

This policy applies to anyone working within WCF, whether on a full-time, part-time, or volunteer basis.

Policy Statement

WCF is committed to offering the highest level of coaching and support. This policy is designed to ensure that this commitment is upheld.

The issue of transporting children to and from cricket events can present challenges. WCF supports the ECB statement in their Transporting Children to Cricket Activities guidance that full responsibility is placed on parents/carers for ensuring appropriate travel arrangements are made. It is not the responsibility of our coaches, staff members or volunteers to arrange transportation, or transport a child, to and from any cricketing events. The position held by WCF is that coaches, staff and volunteers do NOT transport children to and from cricket events.

Implementation

- It is the parent or carer’s responsibility to make the necessary arrangements for their child to get to the venue for the stated time, either by transporting their own child or by making arrangements with other parents/carers.
- It is the parent or carer’s responsibility to make the necessary arrangements for their child to be returned from the venue to home by, transporting their own child or by making arrangements with other parents/carers.

- The respective coach will undertake checks at the end of any event that all children have been collected. In the event of arrangements breaking down, the coach will attempt to contact the parent/carer and agree a new arrangement.
- Should the coach be unable to make any contact, they will stay at the venue with the child until contact is made with the parent or carer. The coach will try and ensure that other children or preferably adults are also at the venue until new arrangements are sorted and carried out.
- The coach will inform their line manager and/or the County Safeguarding Officer and a plan of action will be devised to ensure the child is safe.
- Any transport provided by WCF will be in “exceptional circumstances” and deemed to be “with parental consent” and “without liability”. This will be self-reported to the County Safeguarding Officer and recorded as a low-level concern.

Use of Minibus

WCF realise that some events, through both being a long distance away and more than one day in duration, will possibly require the use of a minibus to transport the participants. In the event of this, WCF will follow the guidelines laid out below:

- The minibus and designated driver(s) have the appropriate level of insurance, over the age of 21 and have an acceptable driving license.
- The minibus will be to the required level of road worthiness and adequate for the distance and type of travel required.
- No pressure is applied, and no discrimination given to those people who do not wish to travel by minibus, however no other form of transport will be offered for participants refusing use of the minibus.
- More than one designated driver will be appointed if the journey is further than 60 miles one way
- All staff and designated drivers are aware of WCF’s “Code of Practice for Safe Use of Minibuses”.
- WCF coaches will (as well as the points laid out in the “Managing Child Away from the Club” policy) inform the parents/carers of:
 - meeting point and meeting time
 - approximate time of return
- Ensure that parents/carers are informed of the minibus leaving time and arrival time at pick up point.
- Ensure all legal requirements are met during the journey.
- Ensure all participants are collected before leaving the pick-up point, if a participant is not picked up, then the coach will follow procedures outlined above.

Monitoring and Review

The policy will be reviewed every 3 years from the date of creation, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by UK Sport and/or the ECB
- Periodic audits and/or feedback from coaches or participants
- As a result of any other significant change or event

Written in line with the ECB Safe Hands Policy.

<https://www.ecb.co.uk/about/policies/safeguarding/policies-and-procedures>

Version	Date approved	Date revision due	Responsible	Signed
1	January 2025	January 2028	Safeguarding Lead	