

VERWOOD TOWN FOOTBALL CLUB

Travel & Transport Policy

Safeguarding players during travel to and from club activities

Version	Version 1.0 – April 2026
Date of issue	April 2026
Review due	Annually, or following any significant incident or change in FA guidance
Policy owner	Club Welfare Officer / Club Secretary (as applicable)

1. PURPOSE

This policy sets out the club's requirements for transporting players, particularly under-18s, to and from matches, training and club events. It is designed to keep players safe and protect volunteers from allegations.

2. GENERAL PRINCIPLES

- The safety and welfare of players is the primary consideration in all transport arrangements.
- Transporting a child without parental consent is not permitted under any circumstances.
- Adults must not be alone with a child in a vehicle (1-to-1 travel) unless the child is their own. This applies regardless of gender.
- All transport must be arranged with parents'/carers' knowledge and prior consent.

3. PARENTAL CONSENT

Before any club-arranged or club-facilitated transport of under-18 players takes place, the team manager must ensure:

1. Written or documented consent has been obtained from the player's parent or carer.
2. The parent or carer knows the pick-up and drop-off arrangements, including estimated times.
3. Emergency contact details are held for the journey.

Consent forms may be issued at the start of the season for regular transport arrangements or on a per-journey basis for one-off events.

4. DRIVER REQUIREMENTS

Any adult transporting players on behalf of VTFC must:

- Hold a valid driving licence appropriate to the vehicle being used
- Have adequate motor insurance that covers them for transporting others (including passengers who are not family members — standard policies may not cover this; drivers should check)
- Hold a current FA-accepted Enhanced DBS Check if the transport involves regular unsupervised contact with under-18 players
- Not be under the influence of alcohol, drugs or any substance that may impair their ability to drive
- Ensure all passengers wear seatbelts and that appropriate child seats are used where required by law

5. PROHIBITION ON 1-TO-1 TRAVEL

Important: An adult must never transport a child 1-to-1 unless that child is their own. This rule is absolute and applies regardless of how well the adult knows the player or family.

Where a player needs transport and no alternative is available, the manager must:

4. Contact the player's parent or carer to arrange alternative transport
5. If no alternative can be found, ensure a second adult is present in the vehicle
6. Ensure the parent or carer is informed of and agrees to the arrangement in advance

6. MINIBUSES AND LARGER VEHICLES

Where a minibus or larger vehicle is used:

- The driver must hold an appropriate licence (category D1 for minibuses with 9–16 passenger seats)
- The vehicle must be roadworthy and insured for the number of passengers being carried
- A second responsible adult must travel as a passenger to supervise the group
- Player details and emergency contacts must be carried on the journey

7. AWAY MATCHES AND TOURNAMENTS

For fixtures where players will be away from their home area for an extended period:

- Full travel details must be communicated to parents/carers in advance
- A named adult must be designated as responsible for the group throughout the journey
- Managers should refer to the Trips & Tours Policy for any overnight travel

8. INCIDENT REPORTING

Any accident, near-miss or safeguarding concern arising during transport must be reported to the Club Welfare Officer and the committee immediately. An incident record must be completed.

9. REVIEW

This policy will be reviewed annually.

Key Contacts	
Club Welfare Officer	Clare Nixson – welfare@vtyfc.co.uk / 07758 246452
Dorset FA Safeguarding	safeguarding@dorsetfa.com / 01202 688270