



Transport Policy

Under usual circumstances, Redgate Sports is not responsible for the transport of its students to their sports coaching and mentoring sessions. It does, however, recognise that it has a duty of care to all students attending the sessions when they are travelling to and from the sessions as well as on arrival and departure. When the need arises Redgate Sports will make every effort to help students, parents/carers, schools and other agencies with their transport arrangements.

Redgate Sports recognises that transport arrangements change regularly and that there is a need to ensure all parties involved in the care of the students are kept updated. This is especially so when students may not be returning to the same place they left eg: they may arrive at a session from school and then return home, if they are travelling by taxi or making their way to and from sessions alone.

Redgate Sports will enquire about all transport arrangements and keep these on file.

Redgate Sports expects to be updated by parents/carers/schools/other agencies in advance of any transport arrangement changes.

Redgate Sports sessions held on a student's school premises during the school day

There are no transport arrangements for Redgate Sports to consider in this situation as students are joining and leaving the sessions from within their own school environment.

Redgate Sports sessions held away from a student's school, if the student is not attending education or during school holidays

Parents/carers must either:

1. Hand the student over to the Redgate Sports coach on arrival and collect them from the designated pick up point,
2. Inform Redgate Sports staff in advance if another adult is bringing and/or collecting the student to/from a session,

3. Inform Redgate Sports in advance and in writing if the student is making their own to and/or from sessions, or
4. Inform Redgate Sports in advance and in writing if the student will be arriving at or leaving a session by taxi. Some taxi journeys may be organised by Redgate Sports.

If the taxi is late or has not turned up to collect the child it is the responsibility of the parent/carer to inform Redgate Sports as soon as possible.

It is the responsibility of the taxi organiser to reorganise the arrangements and inform Redgate Sports of the changes.

Redgate Sports coaches must:

1. Receive students on arrival and register their attendance.
2. Inform parents/carers/school as appropriate if a student travelling to a session independently or by taxi is more than 15 minutes late.
3. Hand students over to their parent/carer/nominated named adult as appropriate at the designated collection point.
4. If the person collecting the student is not the person expected to pick up, the coach must contact the parent/carer for permission and record the details on the Redgate system. If they cannot be contacted the Redgate Sports Late Collection Procedure will apply.
5. Inform parents/carers/school as appropriate when a student travelling independently or by taxi has left a session.

Redgate Sports will set up a WhatsApp group for any student regularly arriving / leaving by taxi so that the taxi organiser can facilitate logistics and ensure that all parties are aware of any change in arrangements, delays, when a student has left etc.

To do this, the following information will be required:

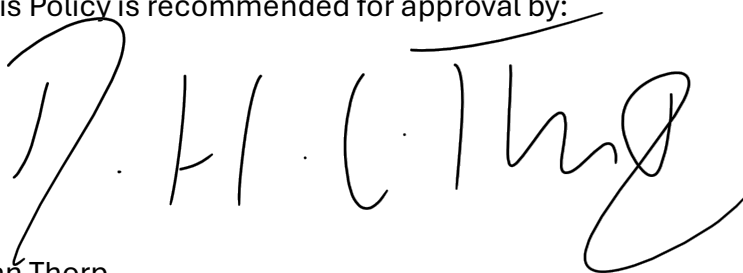
- a. Taxi company name
- b. Taxi contact information
- c. Departure and destination points

- d. Contact number for the parent/carer/nominated adult sending / receiving the child

The parties to the WhatsApp group will be parents/carers/other agencies as appropriate.

If by prior arrangement a Redgate Sports coach is collecting the student from school or home the Lone Working Policy rules regarding transporting children will apply.

This Policy is recommended for approval by:



Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 13.06.2025

POLICY REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Transport				