



## **BWFC Academy Transport: Driver Guidance Policy**

For the purpose of this guidance document, a Child or Children means any person under the age of 18 that a Driver (employed/contracted by a Club) has contact with whilst fulfilling their duties for the Club.

### **1. Recruitment**

Whether a driver is contracted or employed by the Club to transport Children, they should be subject to stringent safe recruitment procedures and ongoing monitoring.

- 1.1 All drivers must hold a UK driving Licence free of any offences (held for at least two years) and possess a D1 Licence (minibus driving Licence - in place since 1<sup>st</sup> January 1998).
- 1.2 All drivers must be subject to safe recruitment procedures outlined in Premier League/EFL Rules.
- 1.3 Subject to an Enhanced DBS
- 1.4 All drivers must have mandatory safeguarding training and basic first aid training.

### **2. Additional information**

- 2.1 The club will specify a maximum period that their drivers can drive before taking a break. As a guideline, no more than 3 hours continuously. Children/Young people must cooperate with this break and observe it as a time for quiet.
- 2.2 It is the Club's responsibility to ensure that all vehicles used to transport Children/Young people are in a roadworthy condition, have the necessary documentation and that appropriate insurance applies for all drivers who transport Children.
- 2.3 It is the Club's responsibility to keep a record that states that each vehicle is roadworthy, the date the check was made, the name of the individual or garage that made, the check and that it conforms to the legal requirements for such a vehicle.
- 2.4 The Academy does not support or endorse the use of young players to mutually transport each other. However, if Scholars wish to drive each other on occasions to or from the Academy or its activities (e.g. education, matches) they must ensure that, the player who drives has appropriate insurance cover (including business), given the potential loss of earnings that may be faced should an accident occur. Scholars must provide a copy of their relevant insurance details to the Academy Operations Manager prior to using their vehicle as above.

### 3. Club Driver Code of Conduct

The aim of the code of conduct (incorporating some best practice) is to safeguard Children, drivers and The Academy.

- a. Drivers must have a working knowledge of their Club's full Safeguarding Children policy and procedures.
- b. Drivers must avoid divulging personal details, contact telephone numbers or details about their personal life to Children.
- c. If a driver sees conduct, hears comments or is in any way alerted to concerns about a Child, then they should raise this with the Club Designated Safeguarding Officer (DSO) for further guidance in the first instance. However, if a Driver considers that a Child is in immediate and direct danger then they should seek protection and advice from the police immediately and advise the Club DSO that they have done so.
- d. Drivers must not give treats or gifts to any Child.
- e. Drivers are not permitted to accept gifts from Children or their family (this includes money). The Club DSO must be aware of anything drivers are given by Children and their family so this can be noted and should reference in the future be made to it, it will be deemed to be common knowledge.
- f. Drivers are not permitted to accept social invitations to any event from a Child or their family that they have met through their role with the Club. In some rare situations this might be appropriate, but in all circumstances the Club should be advised.
- g. Drivers are not permitted to take photographs/video footage of any Child or their family for personal use. If asked by a family to take a photograph of them with their camera, then this is permitted.
- h. Drivers must manage their behaviour at all times.
- i. Drivers must be aware of their language and tone when speaking to / in the presence of Children. At no time should drivers use language that could be considered offensive, obscene or profane around Children. Drivers should also bear in mind religious and cultural sensitivities.
- j. A vehicle is not a suitable place for a Child to change their clothing; they must not under any circumstance do so.
- k. All physical contact with Children should be avoided wherever possible. If this cannot be avoided and the Child has to be lifted, have as little physical contact with their body as possible. Drivers should place their hands as carefully as possible on the outside part of the Child's torso, well below the armpits at a line with the waist, to do so. If it is a female Child then particular care must be taken not to place any part of one's hand near or on the chest area.
- l. Drivers must not arrive for work under the influence of alcohol or any other substance.

- m. Drivers must not consume alcohol within 8 hours of commencing their duties and if more than 8-10 units of alcohol have been consumed, this increases to 12 hours.
- n. Drivers may not consume alcohol or use any other substance during their shift.
- o. Drivers must ensure that they know how to contact their line manager and line manager's deputy.
- p. Drivers must carry any identification that the Club has issued them at all times while on duty.
- q. Drivers must be familiar with and work in accordance with the Club's missing children/ found children protocol.
- r. Drivers must pay particular attention to their personal hygiene and ensure that their appearance remains 'presentable' at all times.
- s. Drivers must ensure that they have had sufficient sleep to undertake their driving duties.
- t. Drivers must not use a mobile telephone or any other hand held device in any circumstances whilst driving or whilst the engine of the vehicle is running. Any communication should be via the vehicles Bluetooth if fitted.
- u. Drivers must not make individual arrangements to transport a Child alone. Transport arrangements made on behalf of the Club must be approved by the Club and will be recorded. Drivers are expected to contribute to these arrangements by advising on expected times/journey routes they will take and of any specific road difficulties they are aware of. Any change in approved transport arrangements will need to be reapproved.
- v. Drivers must advise the Club of any change to their circumstances which may have a bearing on their ability to undertake the tasks associated with being a Driver for a Club. This includes without limitation all medical and criminal situations including speeding offences, temporary physical disability and use of prescription drugs which advise against the use of machinery whilst taking the medication.
- w. Drivers must ensure that they have contact numbers for the journey should they be delayed so that childcare providers etc. can be contacted and advised of any delay.
- x. Drivers must not allow a sole Child to sit in the front of the vehicle, irrespective of which vehicle is being used or how short the travel distance is. If there are multiple passengers in the vehicle and a Child/Children sit in the front seats of the vehicle, then they must be the first to get off the vehicle so that, at no time, is the Driver in the position that a sole Child is left in the front seat.
- y. It is the responsibility of the Driver to ensure that:
  - i. If a Child is 11 years old or under or less than 1.35 metres tall then they should be restrained appropriately, or if that is not possible, they must wear seat belts.

- ii. Children aged 12 or older or taller than 1.35 metres must wear a seat belt, where available.
- iii. All passengers travelling in a minibus that has a weight of 2,540kg or less must wear seat belts that are provided in the vehicle. The law does not require passengers in the back of minibuses to wear seat belts, however all passengers are strongly advised to wear seat belts on all journeys.
- z. Drivers are not permitted to divert from an agreed route unless:
  - i. their line manager or their designated deputy advises of a late change and will take responsibility to record this retrospectively;
  - ii. due to road conditions or incident and therefore directed by police or a similar agency;
  - iii. the Driver or a passenger becomes ill and the diversion is to a recognised facility that can appropriately attend to the medical emergency;
  - iv. if a journey is interrupted by an incident, accident or breakdown; or
  - v. the vehicle becomes un roadworthy.
- aa. In the event of 3.26.4 or 3.26.5 mentioned above, the Driver must contact their line manager or designated deputy immediately so that the Club is aware and able to respond in support of the situation if necessary.

**To be reviewed: July 2020**

**S Ellis Academy DSO**