**APPENDIX 2**

**Transport Guidelines**

It is important to ensure that all steps are taken to ensure the safe transport of children.

If children are to be transported by coach the following should be considered:

* Use a reputable company providing transport and necessary insurance.
* Ensure sufficient supervisors are on each coach.
* All participants have a seat and seat belt regulations are adhered to.
* Ensure the company completes DBS checks on their drivers.
* Parents/carers are issued with detailed information of pick up and drop off points and times.
* All supervisory staff are issued with all relevant information, in respect of passengers e.g., name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
* Participants are not to be left unsupervised (taking age of child into consideration) i.e., dropped off and a parent/carer is not there.
* If private cars are used for transport, you should ensure parental consent has been obtained **(see** **Appendix** **16)**.