

TTW TRANSPORTATION

Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	23 rd November 2019
1.1	Amended document text and language used.	Live	2 nd March 2021
1.2	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 st November 2021
1.3	Edit acceptance and adoption text	Live	21 st July 2022

Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to ensure all staff and volunteers are aware of safety measures to minimise risk, if they need to transport children.

It is not the responsibility of staff or volunteers to transport or arrange transport, for children to and from training or matches. Table Tennis Wales recognises that there are some circumstances where it is unavoidable if a child is to participate in the required training or competition, and if all alternatives have been exhausted, recommends that the following is put on place:

- Ensure anyone providing transport to Children or Adults at Risk, on behalf of the affiliated Club or League, Region or National Governing Body, has a DBS check.
- Check that they have appropriate insurance.
- Talk to the children's parents/carers and get their written agreement to the arrangements.
- Ensure the driver has a point of contact and mobile phone, should they break down.
- Ensure the appropriate Safeguarding Officer is aware of the transport arrangements.
- Avoid having one child alone with the driver, either by having another adult present, or ensuring children are transported in groups, with central pick up and drop off points.
- Children should be sat in the back of the vehicle.
- Always use seat belts and booster seats as required by law.

For further guidance please visit; www.roadsafety.gov.uk

It is accepted that circumstances may arise in the event of an emergency, where an unaccompanied adult may need to transport an unaccompanied child. In such circumstances, the appropriate Safeguarding Officer should be informed as soon as practically possible and in their absence, the National Safeguarding Officer should be informed.

The contact details for the National Safeguarding Officer are on the Table Tennis Wales website www.tabletennis.wales or you can email: safeguarding@tabletennis.wales

Important:

Please save a copy of this document onto your device, complete the information below and email a copy of the 'signed' document to safeguarding@tabletennis.wales

By 'ticking this box, I confirm that I have read, understand and fully adopt the TTW Transportation policy.

Name:

Signed on behalf of: