

POLICY 8



Transportation of Children and Young People Policy

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Background to this policy

Ice Speed Skating New Zealand has a legal responsibility to ensure the safety and wellbeing of children, young people, staff, and volunteers engaged in work or activities associated with Ice Speed Skating New Zealand. This includes the transportation of children and young people.

The purpose of this policy

To ensure that children and young people are safe when travelling when engaged in Ice Speed Skating New Zealand activities or events.

Minimum requirements

These are the minimum requirements when the activities of Ice Speed Skating New Zealand require the transportation of children and young people via staff, volunteers, or a commercial organisation such as taxi or bus companies.

To ensure that staff and volunteers work in ways that safeguard children and young people and themselves.

Scope – Who does this policy apply to?

Staff:

This policy applies to all staff who are employed, or volunteer (including parents and caregivers), or are engaged by Ice Speed Skating New Zealand or its member clubs, including contractors.

Children and young people:

This policy applies to all children and young people up to 18 years of age who are taking part in Ice Speed Skating New Zealand activities.

Our commitment

Ice Speed Skating New Zealand is committed to ensuring we take all reasonable steps to ensure the safety and wellbeing of children and young people when they are travelling to engage in activities associated with Ice Speed Skating New Zealand.

The following must be adhered to

- Drivers must ensure seat belts are worn by children and young people while in transit.
- Appropriate child car seats must be used. If a car seat is not available, the driver should not transport a child.
- Speed limits must be adhered to, and weather conditions must be taken into account.

- All drivers and chaperones must have cleared Police vetting and reference checks to the standards required in The Children’s Act 2014 and recruited in accordance with Ice Speed Skating New Zealand Safer Recruitment Policy.

- All drivers must have a current full New Zealand driver’s licence or approved equivalent.

Any new penalties must be disclosed to Ice Speed Skating New Zealand.

- If you carry passengers for hire or reward, you need a passenger (P) endorsement.

Staff and volunteers must not consume alcohol or drugs (illegal or prescription where they might impair

- the driver’s ability to safely drive) prior to or during the transportation of children and young people.

Staff and volunteers who transport or work with children and young people must submit to random alcohol and

- drugs tests as required by Ice Speed Skating New Zealand.

Failing a drug or alcohol test will always result in instant dismissal.

- All vehicles (private or commercial) must:

- have a current WOF
- be appropriately insured
- passengers must not exceed the maximum capacity

Safe ways of working

Staff, volunteers, and contractors must be familiar with Ice Speed Skating New Zealand Code of Conduct.

Ice Speed Skating New Zealand strongly encourages staff and volunteers not to:

- drive a child or young person home or to any other place (other than your own child) without permission of their parents/caregivers/whānau.
- find yourself left alone with a child or young person in a vehicle or club premises (other than your own child)
- send a child or young person home with another person without prior arrangement and permission from their parents or caregivers
- substitute an approved driver without prior permission.

- Parents, caregivers, or whānau must give written consent if their child is going to travel in another adult’s car.
- Pick up and drop off locations, expected time of departure, and arrivals must be clearly communicated to children and young people staff, volunteers, parents, and caregivers well in advance of the event.
- Ice Speed Skating New Zealand relevant staff and volunteers will have up to date contact details of the parents and caregivers of children and young people involved in Ice Speed Skating New Zealand activities.
- Contact details of key staff must be communicated to children, young people, parents, caregivers, whānau, staff, and volunteers well in advance of the event.
- Drivers can remove a child or young person from the vehicle for bad behaviour but must not leave them unattended. The child or young person’s parents, caregivers or whānau, Child Safeguarding Representative (CSR)/club delegate or in extreme cases, the Police, should be contacted.

There may be occasions where a child or young person requires transport in an emergency or where not transporting them may place a child or young person at

risk. These circumstances must be immediately communicated to parents, caregivers, and whānau and be recorded and reported to a CSR or club delegate and parents/caregivers within 24 hours.

If a situation occurs when a driver is unable to avoid being alone in a vehicle with a child or young person, then the driver must ensure that the child or young person is in the back of the vehicle sitting behind the passenger seat.

A risk assessment must be carried out and risk managed before transporting children and young people to an event including:

- transportation or health needs of the children and young people
- the safety and appropriateness of the vehicle
- the length and planned route of the journey and rest stops
- weather and traffic conditions
- how many drivers are required to allow regular breaks
- child to adult ratios.

Staff and volunteers must report any safety and child protection concerns in relation to a child, young person, staff member, or volunteer to CSR, Director of Development, and the President of Ice Speed Skating New Zealand.

