

# Policy on the Transport of Children



**Rationale** Leaders and other adult members often transport young people taking part in GirlGuiding New Zealand activities and it is important that all reasonable safety procedures are observed.

**Purpose**

- To protect the personal safety of young people in their care.
- To protect the adult transport providers.
- To give advice to leaders on suitable procedures and practices.
- To give protection to GirlGuiding New Zealand.

**Guidelines** If leaders are arranging private transport, they: -

- must ensure permission from the young person's caregiver is obtained
- must ensure that the driver is a suitable and trustworthy person and should sight their driver's licence to check that it is current
- should take all reasonable steps to ensure that the vehicles involved are insured and roadworthy, that the vehicle is not overloaded, that there is one seat belt per passenger and that seat belts are used
- must ensure that all children from 0-7 years are correctly secured in an approved child restraint\*
- must ensure that all children aged 7- 8 years are correctly secured in an approved child restraint\* if one is available in the vehicle (and if not, in any child restraint or safety belt that is available)
- should follow the general rule that young people should not be transported by drivers under the age of 18 years. (An obvious exception could be a ranger who has parental permission and holds the appropriate licence to transport other rangers.)
- must ensure that parents/caregivers know the name of the driver with whom their daughter is travelling
- must ensure that drivers are given a list of names of those they are transporting and are well briefed as to route, timing and other arrangements.
- If leaders are chartering or hiring transport, the leader must ensure the operator is appropriately licensed.
- Except in an emergency, a leader should not allow unit members to be transported home after a meeting or event without the permission of the parents/caregivers.
- In the event of an accident involving injury or major damage, the district co-ordinator and through her, the regional co-ordinator and National Office must be informed. An incident/accident notification form should be completed and copies provided as required on the form.

**Conclusion** Leaders must act with all reasonable care so that the safety of young people in their care is paramount and to ensure that the good safety record of GirlGuiding NZ is maintained.

\*An approved child restraint includes:

- Infant restraints for young babies (often called **baby capsules**)
- Restraints for older babies, toddlers and preschool children (often called **car seats**)
- **Booster seats** for preschool and school aged children
- **Child safety harnesses** (used with or without a booster seat) for preschool and school aged children.

All approved child restraints display standard markings to show they are approved. Further information can be found on [www.nzta.govt.nz/childrestraints](http://www.nzta.govt.nz/childrestraints).

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