

Motorsport UK Guidance for Teams – Safe Transport and Travel

Purpose

This document seeks to provide advice to all Motorsport UK Teams travelling to any activities Permitted or arranged by/on behalf of Motorsport UK. Specific focus is given to ensuring that people who may be deemed to be at an increased risk of harm due to age, disability, health, or other reasons, are adequately protected from harm whilst travelling.

Aims

This guidance aims to:

- Ensure the safety and welfare of individuals during travel.
- Establish clear guidelines and responsibilities for safe travel.
- Promote awareness of and compliance with travel safety best practices.
- Minimise risks to Motorsport UK Licence holders who are required to travel to participate in Permitted Events.

Responsibilities

Due to the nature of motorsport, many people travel regularly to participate in events. Often travel is with the persons responsible Guardian – whether a parent or carer, however there are occasions when travel is with a Coach or Team member.

When children and young people travel without their legal guardian, the Team staff are acting In Loco Parentis; this means they have the legal responsibility for the child.

Team staff need to be able to recognise and respond appropriately to any concerns and know who to report these to.

Travel Planning and Risk Assessments

Teams should take into consideration the following steps prior to booking or confirming travel arrangements:

- Conduct a risk assessment for each trip, consider:
 - Who is travelling?
 - What is the size of the party?
 - What are their needs?
 - Where are you going?
 - What is the likely duration?
 - What mode of transport is being used?



- Ensure travel arrangements utilise reputable providers, ensure they have the required insurances and licences,
- If accommodation is required, ensure it is appropriate for the group and consider any specific risks such as swimming pools or open water that may be on-site or nearby.
- Plan routes in advance, considering the safest and most direct options.
- Keep a record of all travel plans, including contact details for accommodations, transport providers, and local authorities.

The following sections will help you to select the most appropriate transport and travel arrangements.

Private Vehicles

Should a staff/club member, coach, volunteer or third party need to use their personal vehicle to transport children, young people, or adults at risk, the following should be in place:

- The driver must have a valid driving licence, and the vehicle must be roadworthy as evidenced by a current MOT and insured (including for those within the car and for work purposes).
- The car must be suitable for the number of passengers and have adequate seat belts and child safety seats in accordance with legal requirements.
- Driving hours should be limited to prevent fatigue, with recommended breaks for long journeys.
- Ensure that children and young people are sat within the backseats of the vehicle where possible.
- Written consent should be obtained from the parent or guardian outlining that they are happy for their child/ren to travel in an individual's private vehicle.

Public Transport

On occasion, children, young people and adults at risk may arrange to arrive at the event or activity by public transport. On these occasions:

- Speak with the person and their parent, guardian or trainer in advance to agree the services they will be using and the timings of these.
- Provide guidance on staying safe on public transport.
- Consider group travel arrangements to enhance safety.
- Ensure the person travelling has the phone number of the organiser so they can make contact if required.
- Obtain consent from parents, guardians or carers to confirm they are happy with the travel arrangements.



- Discuss contingency plans in case there are delays or disruption to transport services.

Air Travel

Any requirements for children, young people or adults or risk to travel internationally without their parent, guardian or carer must consider the following:

- There must always be a nominated and accessible point of contact available for both participants and parents to make contact with.
- The organising body (club, team, etc) must ensure that all travellers have the necessary documentation, including passports, visas, health documentation and insurances.
- Itinerary must be shared with parents and guardians in addition to Team staff.
- Provide advice and guidance about the likely weather that will be experienced during the trip and advise on the equipment required.

Accommodation

When individuals, staff and third-party contractors are needed to stay over as part of the event or travel plans, additional thought must be taken into providing a safe and secure whilst in transit. Teams should consider the following:

- Book accommodations with reputable providers, prioritising those with strong safety and welfare standards.
- Review accommodation for safety features (e.g., fire exits, secure locks).
- Ask for a copy of the hotels / accommodations safeguarding risk assessment.
- Provide single rooms for all adult staff and volunteers.
- It is preferable for children and young people of the same gender to share rooms (2 or 3 per room) in single beds.
- Staff and children should be positioned on the same floor and corridor when travelling.
- Children and young people must have a way of contacting the supervising staff at any time.
- Itinerary to be shared with individuals prior to the trip with no changes being made 24 hours before travelling.

Safeguarding Children, Young People and Adults at Risk

When travelling with children and/or adults at risk, the following must be in place:

- All staff should have completed the Motorsport UK online safeguarding e-learning [course](#).



- There should also be a lead staff member responsible for safeguarding who has completed the Driving Safer Cultures [course](#).
- There must be appropriate ratio's for adequate supervision.
- All staff must be familiar with the Team's Safeguarding Policy. They must know how to report any concerns about the children, young people or adults at risk who they have responsibility for.
- Information about health conditions or welfare needs must be obtained in advance and be accessible to staff at the event. This includes information on allergies, medication, neuro-diverse conditions, and activities where additional support is required. An example form can be found [here](#).
- [Consent Forms](#) for photography and filming must be obtained before travel and staff need to be aware of any restrictions on photography or filming of children within the group.
- Staff in regulated activity must have completed a [Suitability Check](#) (DBS or PVG) at an enhanced level, issued within the last three years through Motorsport UK.

Behaviour and Conduct

When travelling with children and young people, the supervising adults must provide clear guidance on the expected behaviours and conduct of all parties. All people travelling must be reminded of the importance of Race with Respect, this includes:

- Behaviour and conduct during travel and social activities as well as any sports activities.
- Prohibiting the use of alcohol and controlled substances by drivers and staff responsible for young participants under the age of 18.
- The staff members know how to deal with and report poor behaviour or conduct.

Health Concerns and Emergency Situations

When organising trips and travel, as part of the risk assessment the organising party should have a robust contingency plan in place should the event or travel arrangements need to change at short notice or be cancelled. Topics for consideration include:

- Ensure one member of the travelling group is first aid trained.
- Provide information on accessing healthcare and hospital services at the destination as well as when travelling should a member of the travelling party become unwell.



- Establish a communication plan for emergencies, including local emergency numbers and the contact details of the nearest embassy or consulate (if travelling overseas).
- Carry a first aid kit and any necessary personal medication, with knowledge of its use.
- The contact numbers of next of kin for those travelling as well as any other documentation that may be relevant in an emergency.

Incident Reporting

If any incidents occur while away at an event or activity, all staff should be aware of the need to record their decisions and actions.

Before travelling staff should be aware of how to report back to the Team so they are aware of any incidents and can ensure appropriate statutory and legal procedures are followed.

Reporting Methods:

- Report to your Team Manager
- Motorsport UK Online Reporting [Form](#)
- Email – safeguarding@motorsportuk.org
- If there is an immediate risk of harm, report to the Police via 999.

Review and Reflect

After travelling to events and activities, the organisers may wish to conduct a de-brief to provide an opportunity to review and reflect on the practices. This will help to:

- Ensure all staff have an opportunity to feedback on arrangements and the event.
- Enable the Team to reflect on their current practices.
- Ensure all incidents are recorded and updated.
- Provide an opportunity for participants to shape future activities.