

## Transporting Cadets

- No Cadet / YP is to be transported in a Leader's own private motor vehicle.
- No Leader should be alone with a Cadet / YP in any vehicle; there must be at least one other person present, preferably an adult.
- Transport arrangements must be documented in the risk assessment for the event or activity, to include supervision ratio and gender.

If situations arise that mean the above are unavoidable, in all cases permission should be sought before action is taken and only with the full knowledge and consent of a supervising officer (a Cadet Coordinator may not necessarily be a supervisor.)

This person should be at least one rank above the person seeking permission to transport the Cadet, and a minimum of a Sergeant or Police Staff equivalent) and/or the child /young person's parents/carers. A written record must be made by the supervising officer of their decision to allow the situation to take place.

If it is not possible to obtain authorisation from the supervisor or consent from the parent/carer, then a dynamic risk assessment of the situation takes place. This means that the risk of the young person being conveyed in the vehicle, rather than being left alone and vulnerable, must be assessed.

If the young person is to travel in the vehicle with a lone Cadet Leader, then they should sit in the rear of the vehicle. A written record (e.g. pocket book entry) must be made of the circumstances, effectively showing details of this dynamic risk assessment. The young person should give their consent, verbally and if possible, in writing (in the pocket book). The parent/carer should be informed of the circumstances at the earliest possible time, as should a supervisor.

### **When can Leaders offer transport to cadets?**

In certain situations, leaders may be required or offer to transport cadets as part of an activity e.g. going to an activity centre/events/camps etc. The Force has a duty to carry out a risk assessment covering the health and safety of their leaders and to manage any known risks.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the cadets. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Leaders should not offer lifts to cadets unless the need for this has been agreed to in advance. A designated leader should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats.

Leaders should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Leaders should never offer to transport cadets outside of their normal working duties, other than in an emergency or where not doing so would mean the cadet may be at risk. In these circumstances the matter should be recorded and reported to both their leader in charge and the cadet's parent(s). The Force's health and safety policy should set out the arrangements under which leaders may use private vehicles to transport cadets