



## TRANSPORT POLICY & PROCEDURE

### PURPOSE

The aim of this policy is to:

- Minimise the risk of a transport related incident occurring at a Heads Together event.
- Ensure members of staff and volunteers are adequately trained to respond appropriately and competently.

### POLICY

On Camp: All participants are asked not to leave camp grounds during the running of a camp without informing a Heads Together member of staff and only for emergencies or a prearranged reason.

Participants must only travel with their families/carers. It is not permitted to travel in anyone else's vehicle.

Staff and Volunteers must only travel with other staff/volunteers and not with families or participants.

Heads Together staff and volunteers cannot provide transport to participants.

Exemptions will be considered on an as needs basis.

### PROCEDURE

Participants must advise a Heads Together member of staff of their intention to leave a Heads Together event outside the documented event finishing time. Stating the time they intend to leave, who is leaving with them, where they are going and if returning, their intended return time.

A Heads Together member of staff will contact them if they do not return in the time frame.