



## Table of Contents

<b>PURPOSE</b> .....	<b>3</b>
<b>SCOPE AND APPLICATION</b> .....	<b>3</b>
<b>SAFEGUARDING AND SUPERVISION PRINCIPLES</b> .....	<b>3</b>
<b>ROLES AND RESPONSIBILITIES</b> .....	<b>4</b>
EVENT LEADER / LEADER IN CHARGE.....	4
IN.TOUCH POINT OF CONTACT.....	4
PARENTS AND CARERS .....	4
<b>PERMITTED TRAVEL HOME ARRANGEMENTS</b> .....	<b>4</b>
DISTRICT MINIBUS OR ORGANISED TRANSPORT .....	4
INDEPENDENT DEPARTURE (SCOUTS AND EXPLORERS ONLY).....	5
DEPARTURE WITH ANOTHER PARENT OR CARER .....	5
TAXIS AND PRIVATE HIRE VEHICLES .....	5
COMMUNICATION OF COLLECTION ARRANGEMENTS .....	6
LATE COLLECTION AND SAFEGUARDING ACTION.....	6
RECORDS AND DATA.....	7
NON-COMPLIANCE.....	7
REVIEW .....	7

# Purpose

The purpose of this policy is to establish mandatory requirements governing the travel home and collection of young people attending activities organised by the District and District Sections, in order to:

- a) safeguard the welfare of young people;
- b) ensure clarity of supervision and responsibility;
- c) comply with The Scout Association's Policy, Organisation and Rules ("POR"); and
- d) ensure that safeguarding concerns are identified, recorded, and acted upon appropriately.

This policy shall be read and applied in conjunction with the Scouts **Safeguarding Policy and Procedures**, the **Yellow Card**, and all relevant provisions of POR.

# Scope and Application

2.1 This policy applies to **all District-organised activities**, including meetings, events, trips, and residential activities, involving the following sections:

- Scouts
- Explorers

2.2 For the avoidance of doubt, **sections below Scouts** (Squirrels, Beavers and Cubs) are not within the scope of independent departure arrangements and **must always be collected by a parent or carer**, or by another authorised adult where this has been communicated in advance and agreed.

# Safeguarding and Supervision Principles

3.1 In accordance with POR and the Safeguarding Policy, the District or Section retains responsibility for a young person **until responsibility is formally transferred** by way of:

- handover to an authorised adult; or
- authorised independent departure (Scouts and Explorers only).

3.2 No young person shall be left without appropriate supervision due to unclear, assumed, or uncommunicated collection arrangements.

3.3 Leaders shall ensure that the travel-home arrangements for **every young person** are known, agreed, and recorded prior to the conclusion of the activity.

3.4 An **In.Touch system** shall be in place for all District activities, as required by POR, and shall be used to manage communication and escalation.

3.5 Safeguarding concerns shall be reported and managed in accordance with the **Yellow Card**, including the requirement to report concerns as soon as practicable and in all cases within 24 hours.

# Roles and Responsibilities

## Event Leader / Leader in Charge

The Event Leader shall be responsible for ensuring that:

- this policy is implemented and complied with;
- travel home arrangements are confirmed prior to the end of the activity;
- appropriate supervision continues until handover or authorised departure;
- late collection is managed in accordance with Section 7; and
- safeguarding concerns are escalated without delay.

## In.Touch Point of Contact

An In.Touch system shall be established for the activity, including:

- a designated point of contact;
- escalation arrangements; and
- access to emergency contact information.

Where an adult is designated as the In.Touch point of contact, that individual must hold a valid adult appointment in accordance with POR.

## Parents and Carers

Parents and carers are responsible for:

- providing accurate and current contact information;
- ensuring that collection arrangements are adhered to; and
- remaining contactable during the agreed collection window.

# Permitted Travel Home Arrangements

## District Minibus or Organised Transport

5.1 Where transport is provided by the District (including minibus or coach), young people shall:

- assemble at the designated departure location; and
- be collected from the designated return location (unless suitable independent travel arrangements are in place).

5.2 Young people shall not be released at intermediate locations unless such arrangements have been:

- agreed in advance;
- recorded; and
- communicated to the Leader in Charge.

5.3 All transport arrangements shall comply with the applicable provisions of POR relating to motor transport and minibus permits.

## Independent Departure (Scouts and Explorers Only)

5.4 Scouts and Explorers may depart an activity independently **only where**:

- a) explicit parental consent has been provided in advance;
- b) such consent is recorded in writing via an agreed district system;
- c) the consent is specific to the activity (or reissued termly); and
- d) the Event Leader has confirmed the arrangements prior to departure.

5.5 Verbal permission provided on the day of the activity shall not be accepted.

5.6 Where the conditions in paragraph 5.4 are not met, the young person shall remain under supervision until collected by an authorised adult.

## Departure with Another Parent or Carer

5.7 Where a young person is to leave an activity with an adult other than their own parent or carer:

- a) the arrangement must be communicated to the leadership team in advance;
- b) the name of the collecting adult must be provided; and
- c) parental consent must be clear.

5.8 Leaders shall not release a young person until satisfied that the arrangement is authorised and appropriate.

5.9 This requirement applies to **all sections**, including Scouts and Explorers.

## Taxis and Private Hire Vehicles

5.10 The District shall not book, arrange, pay for, or otherwise assume responsibility for taxis or private hire vehicles for young people.

5.12 Exceptions may be permitted **only** where:

- authorised explicitly by the **14–25 Team Lead; Programme Lead or Member of the Senior Leadership Team** (or delegated authority);
- parental consent has been obtained; and
- a safeguarding and risk assessment has been completed and recorded.

5.13 Any such exception shall be treated as non-standard and recorded accordingly.

## 5.14 Use of Taxis Where Authorised by Parents or Carers

- a) Parents or carers may choose to permit a young person (Scouts and Explorers only) to leave a District activity by taxi or private hire vehicle.
- b) Where such permission is given, the arrangement shall be treated as **independent departure** for the purposes of this policy.
- c) The District and its leaders:
- shall not arrange, book, pay for, or select the taxi or private hire vehicle;
  - shall not assess or verify the suitability, identity, licensing, or safeguarding arrangements of the driver or vehicle;
  - shall not treat the taxi or driver as an authorised collecting adult or handover person.
- d) Leaders shall not wait with the young person for the arrival of the taxi or private hire vehicle.
- e) Responsibility for the young person shall be deemed to transfer at the point the young person departs the activity location independently, in accordance with the recorded parental permission.
- f) Permission for departure by taxi or private hire vehicle must be recorded as permission to leave independently as per the provisions of section 5.4 of this policy:
- g) In the absence of such recorded permission, the young person shall remain under supervision and shall not be permitted to leave independently.

## Communication of Collection Arrangements

- 6.1 Collection times and locations shall be communicated to parents and carers in advance of the activity's conclusion.
- 6.2 Where an activity is delayed, parents and carers shall be informed as soon as reasonably practicable via the agreed In.Touch arrangements.
- 6.3 Parents and carers are expected to be contactable for the duration of the collection period.

## Late Collection and Safeguarding Action

- 7.1 Any collection delay exceeding **15 minutes**, without prior communication, shall be treated as a **safeguarding concern**.
- 7.2 In such circumstances, leaders shall:
- a) continue to supervise the young person appropriately;
  - b) attempt contact using the In.Touch system;
  - c) record the circumstances, actions taken, and outcomes; and
  - d) escalate concerns in accordance with the Yellow Card where required.

7.3 Repeated late collection, inability to contact parents or carers, or any circumstances raising concern about the young person's welfare shall be escalated as a safeguarding matter.

## Records and Data

8.1 Travel permissions and collection arrangements shall be recorded in the District's approved systems.

8.2 Safeguarding records shall be handled in accordance with Scouts safeguarding procedures and data protection requirements.

## Non-Compliance

9.1 Failure to comply with this policy may result in:

- revised attendance conditions being imposed; and/or
- escalation under safeguarding or disciplinary procedures, as appropriate.

## Review

This policy shall be reviewed annually by the District Trustee Board, or sooner where required following a safeguarding incident or material change to POR or Scouts safeguarding guidance.