



## **Travel & Transport Policy**

Aligned to QFCC Standards 1 & 8 – Leadership, Governance and Culture / Safe Physical and Online Environments

Policy Owner: General Manager

Approved by: Board of Directors

Next Review: December 2026

### **1. Purpose**

- This policy ensures that all travel and transport arrangements for children and young people participating in North Gold Coast Seahawks Basketball (NGCS) programs, competitions, and events are safe, transparent, and well-managed.
- It provides guidance for staff, coaches, volunteers, parents, and players when planning, approving, and conducting travel activities.

### **2. Scope**

This policy applies to all NGCS travel involving children and young people, including local and interstate tournaments, training camps, and other association-approved events.

### **3. Principles**

- The safety and well-being of children and young people is the primary consideration in all travel decisions.
- Travel must be planned and conducted in accordance with NGCS's Child Safe Policy, Codes of Conduct, and Risk Management Strategy.
- Parents or guardians must provide written consent for all travel involving minors.
- Supervision ratios and adult-child boundaries must always be maintained.
- Transparency and communication are essential in ensuring a safe environment.

## **4. Planning and Approval**

All travel involving children must be pre-approved by the General Manager or delegate and documented using the NGCS Travel Risk Assessment Form. Planning must consider:

- Purpose and schedule of travel.
- Transportation mode and supervision arrangements.
- Accommodation safety and gender appropriateness.
- Emergency contacts and medical needs.
- Communication protocols with parents/guardians.

## **5. Supervision Requirements**

- At least two adults must accompany any group of children when travelling.
- Supervisors must hold valid Blue Cards and complete child safety training.
- Supervision ratios must be appropriate to participants' age, gender, and needs
- Recommended: 1:8 for older children, 1:5 for younger age groups.
- Adults must not share rooms with children unless they are a parent or guardian.

## **6. Transport Safety**

- Only licensed, insured, and roadworthy vehicles may be used.
- Drivers must hold an open license and have no disqualifications or relevant criminal history.
- Seat belts must always be worn.
- No child is permitted to travel alone with an adult who is not their parent/guardian unless approved in writing by the General Manager and the parent.
- Private vehicle use for official NGCS transport must be approved and recorded.

## **7. Accommodation Standards**

- Accommodation must provide separate sleeping arrangements for adults and children (unless family groups).
- Rooms must be secure, and adults must not enter a child's room without another adult present.
- Curfews and supervision rosters must be clearly communicated to participants.
- Children must always be accounted for at the start and end of each day.

## **8. Communication and Contact**

- Coaches and staff must use approved NGCS communication channels when contacting players or parents.
- No direct one-on-one communication between adults and children outside group or official channels.
- Trip leaders must maintain a contact list with emergency details for all travellers. Any incidents or concerns during travel must be reported immediately to the General Manager or Child Safety Officer.

## **9. Parent/Guardian Responsibilities**

Parents and guardians are expected to:

- Provide accurate emergency and medical information.
- Ensure consent and medical forms are completed before departure.
- Support adherence to the NGCS Codes of Conduct and travel protocols.

## **10. Incident Reporting**

- Any incidents, injuries, or breaches of this policy during travel must be reported immediately and documented using the NGCS Incident Report Form.
- Serious incidents must be escalated to the General Manager, Child Safety Officer, and external authorities if required.

## **11. Related Documents**

- Child Safe Policy
- Codes of Conduct
- Risk Management Strategy for Children & Young People
- Complaints, Reporting and Responding Procedure
- Privacy & Data Protection Policy

## **12. References**

- Child Safe Organisations Act 2024 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Child Protection Act 1999 (Qld)
- Basketball Queensland Travel Guidelines

- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

**Document Control and Version History**

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	December 2025	Board of Directors	GM	December 2026	Initial issue