

## Transportation of Children and Young People Policy

### **Commitment to Te Tiriti O Waitangi**

New Zealand Lacrosse recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

New Zealand Lacrosse is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection, and Participation.

### **Background**

New Zealand Lacrosse has a legal responsibility to ensure the safety and well-being of children, young people, staff, and volunteers engaged in work or activity associated with the New Zealand Lacrosse. This includes the transportation of children and young people.

### **The purpose of this policy**

To ensure that children and young people are safe when traveling when engaged in New Zealand Lacrosse activities or events.

To ensure that staff and volunteers work in ways that safeguard children/young people and themselves.

### **Who does this policy apply to?**

#### **Staff:**

This policy applies to all staff who are employed, volunteer (including parents and caregivers), or engaged by New Zealand Lacrosse, including contractors.

#### **Children and young people:**

This policy applies to all children and young people up to 18 years of age who are taking part in New Zealand Lacrosse activities.

### **Our commitment**

New Zealand Lacrosse is committed to ensuring we take all reasonable steps to ensure the safety and well-being of children and young people when they are traveling to engage in activities associated with New Zealand Lacrosse.

### **Minimum requirements**

These are the minimum requirements when the activities of New Zealand Lacrosse require the transportation of children and young people via staff, volunteers, or a commercial organisation such as taxi, or bus companies. The following must be adhered to:

- All drivers and chaperones must have cleared Police vetting and reference checks to the standards required in The Children's Act 2014 and recruited in accordance with the New Zealand Lacrosse Safer Recruitment Policy.
- All drivers must have a current full New Zealand driver's licence or approved equivalent.
- Any new penalties must be disclosed to the New Zealand Lacrosse.

- If you carry passengers for hire or reward, you need a passenger (P) endorsement. <https://www.nzta.govt.nz/driver-licences/getting-an-endorsement/getting-an-endorsement-pvio/applying-for-a-passenger-p-endorsement/#who-needs-a-passenger-endorsement>
- Staff and volunteers must not consume alcohol or drugs (illegal or prescription where they might impair the driver's ability to safely drive) prior to or during the transportation of children and young people.
- Staff and volunteers who transport or work with children and young people must submit to random alcohol and drug tests as required by the New Zealand Lacrosse.
- Failing a drug or alcohol test will always result in instant dismissal.
- All vehicles (private and commercial) must have a current WOF.
  - Be appropriately insured to be used for business purposes.
  - Passengers must not exceed the maximum capacity.
- Drivers must ensure seat belts are worn by children and young people while in transit.
- Appropriate child car seats must be used. If a car seat is not available, the driver should not transport a child.
- Speed limits must be adhered to, and weather conditions must be taken into account.
- Parents, caregivers, or whānau must give written consent if their child is going to travel in another adult's car.
- Pick-up and drop-off locations, expected time of departure, and arrivals must be communicated to children and young people, staff, volunteers, parents, and caregivers well in advance of the event.
- New Zealand Lacrosse relevant staff and volunteers will have up-to-date contact details of the parents and caregivers of children and young people involved in New Zealand Lacrosse activities.
- Contact details of key staff must be communicated to children, young people, parents, caregivers, whānau staff, and volunteers well in advance of the event.
- Drivers can remove a child or young person from the vehicle for bad behaviour, but must not leave them unattended. The child or young person's parent, caregivers or whānau, Child Safeguarding Representative (CSR)/line manager, or in extreme cases, the Police, should be contacted.

### **Safe ways of working**

Staff, volunteers, and contractors must be familiar with the New Zealand Lacrosse code of conduct.

New Zealand Lacrosse strongly encourages staff and volunteers not to:

- Drive a child or young person home or to any other place (other than your own child)
- Find yourself left alone with a child or young person in a vehicle or club premises (other than your own child)
- Send a child or young person home with another person without prior arrangement and permission from their parent or carer
- Substitute an approved driver without prior permission from the New Zealand Lacrosse.
- Use your own vehicle to transport children and young people at any time, either to and from a training session or to away matches (other than your old child).

*There may be occasions where a child or young person requires transport in an emergency or where not transporting them may place a child or young person at risk. These circumstances must be immediately communicated to parents, caregivers, whānau, and New Zealand Lacrosse at the time and be recorded and reported to the New Zealand Lacrosse and parents/caregivers within 24 hours.*

*If a situation occurs when a driver is unable to avoid being alone in a vehicle with a child or young person, then the driver must ensure that the child or young person is in the back of the vehicle sitting behind the passenger seat.*

A risk assessment must be carried out and risk managed before transporting children and young people to an event including:

- Any particular transportation or health needs of the children and young people
- The safety and appropriateness of the vehicle
- The length and planned route of the journey and rest stops
- Weather and traffic conditions
- How many drivers are required to allow regular breaks
- Child to adult ratios.

Staff and volunteers must report any safety and child protection concerns in relation to a child, young person, staff member, or volunteer to the New Zealand Lacrosse.

**Reporting Breaches:**

1. Any person may report a breach of this policy in accordance with New Zealand Lacrosse’s complaints and dispute resolution policy by emailing [concerns@nzlacrosse.nz](mailto:concerns@nzlacrosse.nz)

**Document History**

Date	Author	Changes
October 2025	Holly Patrick	First Draft (Version 1.0)
November 2025	Holly Patrick	Board approved version released