



Transport & Off-Site Activities Policy

1. Purpose of this Policy

The Special Lioness is committed to ensuring the safety, dignity, and wellbeing of all children, families, volunteers, and visitors who participate in our activities. This policy outlines how we manage transport-related considerations and off-site activities, and clarifies that families and guests are responsible for their own travel arrangements to and from all events.

Our aim is to provide clear expectations, reduce risk, and ensure that off-site activities are delivered safely and inclusively.

2. Scope

This policy applies to:

- All families, children, and guests attending events
- All volunteers and trustees
- All off-site activities, trips, and externally hosted events
- Any travel-related communication or guidance provided by the charity

3. Key Principle: Travel Is the Responsibility of Families/Guests

The Special Lioness does **not** provide transport and is not responsible for:

- Travel to or from events
- Parking arrangements
- Public transport access
- Taxi or private hire bookings
- Delays, cancellations, or disruptions to travel
- Costs associated with travel

Families and guests must make their own safe and appropriate travel arrangements.

4. Our Commitment

While we do not provide transport, we will:

- Provide clear information about event locations
- Share accessibility details for venues
- Offer guidance on parking, drop-off points, and public transport where possible
- Support families with planning considerations when requested
- Ensure off-site activities are safe, inclusive, and well-organised

We aim to make participation as easy as possible while maintaining clear boundaries around responsibility.

5. Volunteer Travel

Volunteers:

- Are responsible for their own travel to and from events



Making Special Memories With Special Families

- Must not transport children or families in their personal vehicles
- Must not offer lifts, even informally, due to safeguarding and insurance risks
- May travel together with other volunteers if they choose, but this is at their own discretion

The charity does not reimburse travel costs unless pre-approved for specific roles or tasks.

6. Off-Site Activities

Off-site activities include:

- Trips to external venues
- Outsourced events hosted by third-party providers
- Community outings
- Any activity not held at a Special Lioness-managed location

For all off-site activities:

- A risk assessment will be completed
- Venue safety and accessibility will be reviewed
- Families will be responsible for supervising their children unless otherwise stated
- Families must ensure they can arrive and depart safely
- Volunteers will support families on-site but will not manage transport logistics

7. Arrival & Departure Procedures

At all events:

- Families are responsible for arriving on time
- Families must ensure safe collection and departure
- Volunteers will not accompany families to vehicles or public transport unless necessary for accessibility and agreed in advance
- Volunteers will not take responsibility for children outside the event space

8. Emergency Situations

If an emergency occurs during an off-site activity:

- Volunteers will follow the Emergency Evacuation Procedure
- Families remain responsible for their own travel home
- Emergency services will be contacted if required
- Volunteers will not transport families or children in their personal vehicles

9. Accessibility Considerations

We recognise that many families have complex needs. We will:

- Choose venues with accessible parking and drop-off points where possible
- Provide detailed accessibility information in advance
- Encourage families to contact us with specific concerns
- Work with venues to support safe arrival and departure



However, the charity cannot take responsibility for mobility equipment transport, medical equipment transport, or specialist travel arrangements.

10. Insurance

The Special Lioness:

- Does not insure personal vehicles used by families or volunteers
- Does not insure travel to or from events
- Is not liable for accidents, damage, or incidents occurring during travel

Families and volunteers must ensure their own vehicles and travel arrangements are safe and appropriately insured.

11. Communication

We will communicate clearly about:

- Event locations
- Start and end times
- Venue accessibility
- Parking and transport options (informational only)
- Any specific arrival instructions

Families are encouraged to ask questions in advance.

12. Review of Policy

This policy will be reviewed annually by the Board of Trustees or sooner if:

- New types of off-site activities are introduced
- Legislation or best practice changes
- Feedback from families or volunteers indicates a need for revision