



Travel and Transport with Young People

Last Updated: April 2026

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Purpose of this policy

This policy outlines how staff and mentors should manage travel and transport involving young people. It is designed to ensure all journeys are safe, appropriate and in line with safeguarding expectations.

Travelling with young people can form an important part of mentoring and programme delivery, but it must always be planned and carried out carefully.

Core principles

When travelling with young people, staff must:

- prioritise safety at all times
- follow safeguarding procedures
- maintain professional boundaries
- ensure journeys are appropriate and necessary
- avoid unnecessary risk
- act within their role and approval levels

Travel should always have a clear purpose linked to mentoring or programme activity.

Planning journeys

All travel with young people should be planned in advance.

Staff should:

- ensure the journey has a clear purpose
- confirm who is travelling and why
- check timings and locations
- consider risks and safety
- ensure appropriate approval has been given
- inform MENT4 of travel arrangements where required

Unplanned or informal travel should be avoided.

Consent

Appropriate consent must be in place before travelling with a young person.

This may include:

- parental or carer consent
- school or partner agreement
- programme level consent forms

Staff must check that consent has been given before arranging or carrying out travel.

Use of public transport

Public transport is often the preferred option for travel.

When using public transport, staff should:

- plan routes in advance
- travel at appropriate times
- remain aware of surroundings
- ensure the young person is safe at all times
- maintain appropriate supervision
- avoid overcrowded or unsafe situations where possible

Staff should not leave a young person unattended during a journey.

Use of taxis

Taxis should only be used where necessary and where approved in advance.

This may include situations where:

- public transport is not practical or safe
- timing or safeguarding needs require it
- there are accessibility needs
- equipment needs to be transported

Where taxis are used:

- approved providers should be used where possible
- details of the journey should be recorded
- staff should remain aware of safeguarding considerations

Use of personal vehicles

Use of a personal vehicle to transport a young person must be agreed in advance by a line manager or authorised person.

Staff must ensure that:

- they hold a valid driving licence
- the vehicle is insured for business use
- the vehicle is roadworthy and safe
- seatbelts are worn at all times
- the journey is necessary and appropriate

Staff should avoid transporting young people alone where possible. Additional safeguards may be required depending on the situation.

Boundaries during travel

Professional boundaries must be maintained at all times during travel.

Staff must:

- avoid overly personal or inappropriate conversation
- maintain a respectful and professional tone
- avoid physical contact unless necessary and appropriate
- ensure behaviour remains appropriate throughout the journey

Travel time should not be used to build inappropriate relationships.

Supervision and safeguarding

Staff are responsible for the young person's safety during travel.

This includes:

- knowing where the young person is at all times
- ensuring they get on and off transport safely
- remaining with the young person where required
- ensuring safe arrival at the destination
- following agreed handover arrangements

If a young person fails to attend or leaves unexpectedly, staff must follow safeguarding procedures.

Managing incidents during travel

If an incident occurs during travel, staff should:

- remain calm
- prioritise safety
- remove themselves and the young person from risk where possible
- seek support if needed
- report the incident as soon as possible
- record the details accurately

Changes to plans

If travel plans change, staff must:

- inform their line manager or relevant contact
- update any necessary records
- ensure the young person's safety is maintained

Unplanned changes should be kept to a minimum.

Drop off and collection

Clear arrangements should be in place for drop off and collection.

Staff must:

- ensure the young person is safely handed over
- not leave a young person in an unsafe situation
- confirm arrangements in advance where possible

Overnight or extended travel

Any overnight or extended travel must be:

- approved in advance
- risk assessed
- properly supervised
- supported by appropriate safeguarding measures

Additional guidance will apply for trips, residentials or events.

Recording and reporting

Travel involving young people may need to be recorded in line with programme or safeguarding requirements. Any concerns, incidents or unusual situations must be reported and recorded appropriately.

Breaches of this policy

Failure to follow travel and transport procedures may place young people and staff at risk.

This may result in:

- supervision or additional guidance
- review of practice
- formal action where necessary

Final note

Travel can be a valuable part of mentoring and programme experience. However, it must always be carried out safely, responsibly and with clear boundaries.

Careful planning, clear communication and professional conduct help ensure that all journeys are safe and appropriate.

This document has been approved by:

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A handwritten signature in blue ink, appearing to be "L. Peters".

Helping young people discover what they are MENT4

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