



**Code of Practice  
for Child Car Seat  
Retailers**

RSA

RSA

MyRoadSafety.ie

Your online resource to easily and safely manage all your driver information, services, tests, permits and licences.



# Contents

	<b>page</b>
<b>Introduction</b>	4
<b>What does this Code of Practice involve and what are its benefits?</b>	6
What is involved for the retailer?	6
Benefits for the retailer	10
What is involved for the manufacturer?	11
Benefits for the manufacturer	11
What is involved for the customer?	12
Benefits for the customer	14
<b>Code of Practice tools for retailers</b>	15
<b>Governance</b>	17
Principles of governance	17
Monitoring	17
Complaints procedure	18
<b>How to sign up</b>	19
<b>Promotion of participation</b>	20
Logo	20
RSA website	20
<b>Role of the RSA</b>	21
<b>Developing and implementing a child car seat education policy</b>	22
<b>Useful resources</b>	23
<b>Disclaimer</b>	24
<b>Appendix 1</b>	25



# Introduction

As part of our commitment to Action 11 in the government's **Road Safety Strategy 2013–2020**, we have published this **Code of Practice for Child Car Seat Retailers**. The aim of this Code of Practice is to bring all the information and education that customers receive on child car seats at the point of purchase in line with legal requirements and best practice.

By setting this standard of information and education given by child car seat retailers, we want to make sure that people are:

- well informed when they are buying, fitting and using child car seats
- fitting and using the car seats correctly for the safety of children.

We have checked tens of thousands of child car seats through our child car seat checking service – Check it Fits. During these checks, we found that as many as 4 out of 5 child car seats had to be adjusted in some way to make sure they were fitted safely.

Fitting checks follow three basic principles:

- the fitting of the child car seat to the car
- the suitability of the child car seat for the child
- the safe fitting of the child car seat as per the manufacturer's instructions

Our research on these checks shows that road users have different levels of child car seat knowledge and education. Most people had little knowledge of:

- how to fit a child car seat
- how to adjust a child car seat as the child grows
- how to assess if the child car seat is suitable for a particular child.

To deal with these issues, we have developed this voluntary Code of Practice for Child Car Seat Retailers. This was one of our commitments under the government's Road Safety Strategy 2013–2020.

This Code of Practice will help child car seat retailers to make sure that they have a standard level of information and education about child car seats. They can then share this information with customers who are buying child car seats.



Voluntary codes of practice are non-statutory (following the code is not required by law). They are developed and implemented by those who commit to the code. This Code of Practice should be used alongside other voluntary and legal measures that cover the purchase, fitting and use of child car seats.

This Code of Practice also aims to help the public feel confident that they are getting the correct information and help they need when buying a child car seat. This includes help on deciding the correct type of child car seat for their child's weight / height / age. It also includes help with understanding what makes the child car seat compatible with the car(s) they want to use it in.

All child car seat retailers in Ireland and all child car seat manufacturers who supply goods to Ireland are welcome to participate in this code at any time. We are committed to working with them and helping them on all aspects of this Code.

We will continue to work with child car seat manufacturers to get their commitment to support their retailers with training and education as appropriate.



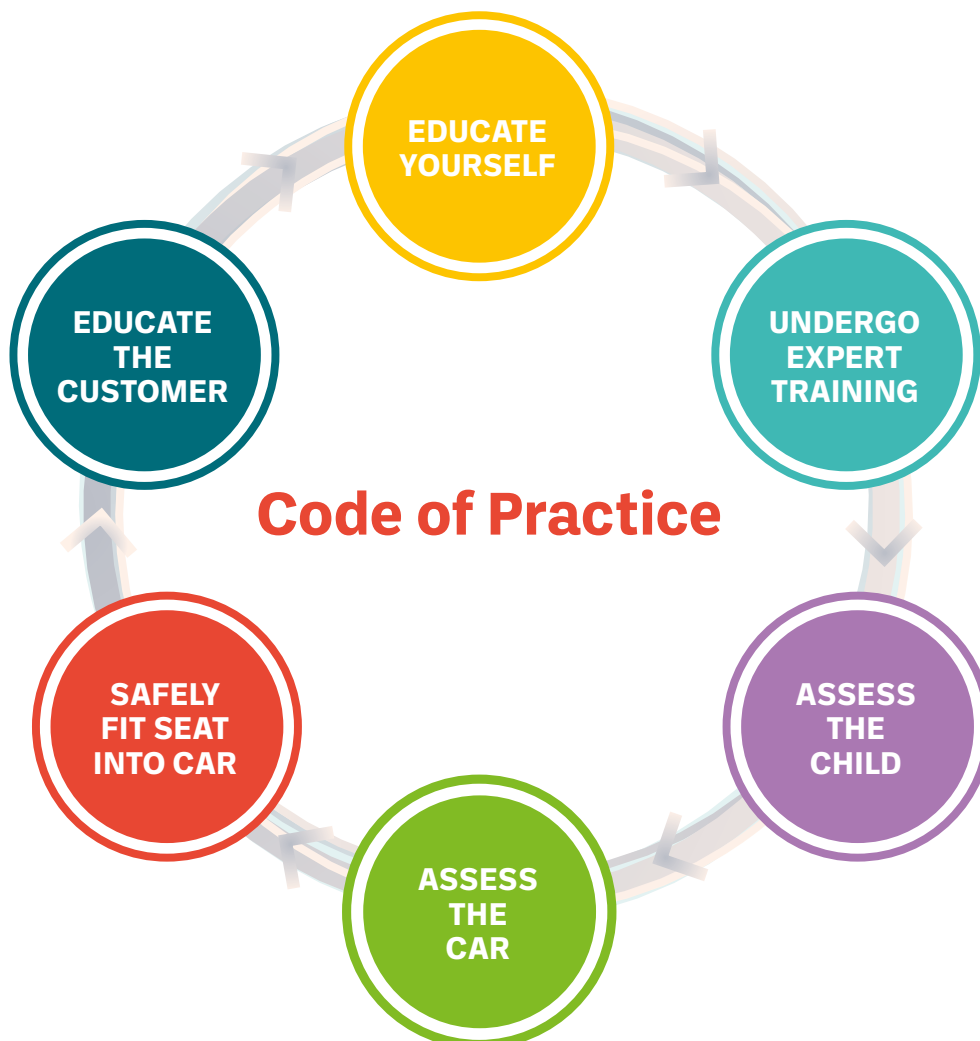


# What does this Code of Practice involve and what are its benefits?

## What is involved for the retailer?

To sign up to this Code of Practice you, the child car seat retailers, must put measures in place to deliver on the commitments of the Code. You are not limited to these requirements and we encourage retailers to go above and beyond the basic standard requirements of this Code.

The first step is for all your retail staff to familiarise themselves with the requirements of this Code of Practice as follows:



This code is broken down on the next page.

## Educate yourself

You should become familiar with the contents of our publications on child car seats including:

- the booklet **A guide to driving safely with children on board**
- the DVD **A guide to correctly fitting your child's car seat**
- child safety in cars videos on our YouTube channel

You should also become familiar with and understand how to use the tools in this Code of Practice (see page 15).

You should also become familiar with information from the manufacturer on all child car seats you sell in your store.

You will need to have an in-depth knowledge of child car seats when you are advising your customers about the car seats. This, in turn, will be even more useful for your customer.

## Undergo expert training

You should keep a training register. All retail staff who advise customers on child car seats and sell those seats should do professional manufacturer training regularly.

This training should cover the fitting of those brands of seats sold in your store.

This training will ensure that you have the most up-to-date knowledge and expertise to offer your customer.

## Assess the child

All child car seats have recommended weights / heights / ages, so you must measure the child's weight and height and ask about their age to find out what seats would suit them.

Do not treat these two measurements separately – take both into account.

**Never** use age only as a guide when choosing an appropriate child car seat as all children are different. Measure the weight and height of each child.

Your store should have a properly calibrated weighing scales and a height measure in its child car seat section.

## Assess the car

Once you have assessed the child to see what child car seats are available for them, you must then assess the car that the seat will be used in. A visual inspection or asking customers specific questions will highlight any known visible dangers such as moulded sports seats, underfloor storage compartments, or anything else you can see that would prevent a safe fitting.

You may use manufacturer 'child car seat fit lists' (these suggest whether car seats are compatible with certain cars) as a guide but, if possible, you should also physically inspect the car onsite.

You should assess the car in terms of size, design, safety features, ISOFIX anchor points, top tether anchor points, underfloor storage compartments, etc.

The child car seat must be able to be fitted safely into the car it is to be used in.

## Safely fit seat into car

You should be able to correctly and safely fit every child car seat sold in your store into your customer's car. You should fit them based on the professional fitting training you have received for specific child car seats, and your knowledge of safe fittings.

You may use manufacturer 'child car seat fit lists' as a guide, but in so far as possible, you should also check the car seats in the car itself to be sure. You can usually find these lists on the manufacturer's website. Manufacturers cannot possibly check all car seats in all cars and in all combinations. So use the list as a guide but try to always physically check the fitting in the car.

## Educate the customer

Using the professional fitting training you have received for child car seats, you should demonstrate, teach and explain to your customer how to:

- use and adjust the child car seat
- re-install the child car seat in the future
- adjust the child car seat as the child grows.

You should be confident that your customer understands how to re-install and adjust the seat. We suggest using a checklist during the fitting.

You should also point out the common mistakes that your customer should look out for, such as routing errors e.g. errors in how the belt is routed through and around the car seat and red ISOFIX indicators e.g. to ensure a safe fit, make sure all ISOFIX indicators are green. You should also point out the regular checks that your customer should do, such as tightening the belt, untwisting the harness, looking for unfastened buckles. There is more information on common errors and regular checks in the booklet: A guide to driving safely with children on board.

If it is not possible to fit the child car seat into the car it is to be used in, you should also advise your customer of our Check it Fits service that travels all over Ireland. At these events parents/guardians can have their child car seats independently checked by experts.

As part of educating your customer you should also:

- Create a child car seat education policy for staff
- Provide Information Sources
- Explain which regulation applies to the particular car seat
- Select staff to be child car seat experts
- Provide ongoing support
- Take part in regular monitoring meetings with us

These are explained on the next page.



### **Create a child car seat education policy**

You should develop and implement a child car seat education policy. You should base this policy on the commitments of this Code of Practice to help educate your retail staff and to monitor practices and routines. We offer further advice on how to develop this policy in the ‘Developing and implementing a child car seat education policy section’ on page 22 of this document.

### **Provide information sources**

You should aim to offer child car seat advice and information across all your promotion platforms such as your website and Facebook, Twitter, YouTube and Instagram channels. Best practice would be to include fitting instruction videos for each car seat on your website. You should then promote this Code of Practice for Child Car Seat Retailers to your customers so that they know what to expect from you.

### **Explain which regulation applies to the particular car seat**

As there are two laws running together, you should be clear on which law applies to the particular car seat you are selling. This will tell you which measurements apply eg weight / height / age.

Regulation 44 considers height and weight whereas Regulation 129 considers height and in some cases age but all children are different and the age at which they reach a certain height may vary. That’s why it’s important to make sure parents are keeping an eye on the measurements that apply.

### **Select staff to be child car seat experts**

You should only allow staff who are fully trained in child car seats to sell and offer advice on those child car seats. This may mean that only certain staff can deal with a customer interested in child car seats. We suggest that these trained staff members are immediately recognisable by your customer. Customers should know that the staff member they have approached is your resident expert on child car seats. To make your expert recognisable you could use printed T-shirts, vests, name badges or headshot photo signs with a title.

### **Provide ongoing support**

Sometimes customers may be distracted or find it difficult to take in so much information in a short space of time. You should offer ongoing support to your customer. For example, you may offer a phone or email service. Or you may offer a drop-in service where you will check and/or re-fit the seat for your customer. This may be particularly useful for customers who bought the car seat from your online store and then had trouble fitting it.

### **Take part in regular monitoring meetings with RSA**

Representatives from your headquarters or your managers should take part in regular monitoring meetings with us. These meetings will help you to manage and monitor progress of this Code of Practice in your store. These meetings may be face to face, by phone or through an online platform.

These meetings will also help us to work with each other in delivering the commitments of this code.

## Benefits for the retailer

### The benefits for you include:

- increasing your staff's knowledge and skills levels
- maintaining the skillsets of your staff
- increasing awareness among your customers of your participation to this Code of Practice
- gaining recognition from your customers that you are responsible retailers
- increasing footfall to your store
- growing customer trust in your company brand
- opportunity to host the RSA Check it Fits service at your premises\*

\* subject to your store meeting the requirements for hosting Check it Fits

## What is involved for the manufacturer?

In this Code of Practice we ask you, the manufacturers, to offer support to your retailers.

Retailers are advised to do expert manufacturer training regularly. So therefore, you need to offer this **training service** to your retailers.

While most major manufacturers already do this, we want to make sure that all manufacturers signed up to this Code of Practice are offering a standard level of training to their retailers.

It is recommended to have regular training routines in place with your retailer(s) and you should be able to verify appropriate training delivered.

You should ensure that all your retailers understand the features of the child car seat and that your retailers know how to advise on its suitability for the child and the car in question.

You should also ensure that your retailers are confident in demonstrating how the child car seat should be installed into the car.

You should also consider giving **certificates of training** that clearly show the individual's name and the date they received the training. The certificates should also include an expiry date so that you can satisfy yourself that your retailers have the most up-to-date knowledge and skills needed for fitting your child car seats. This knowledge and skill can only be achieved through direct training.

### Benefits for the manufacturer

**The benefits for you include:**

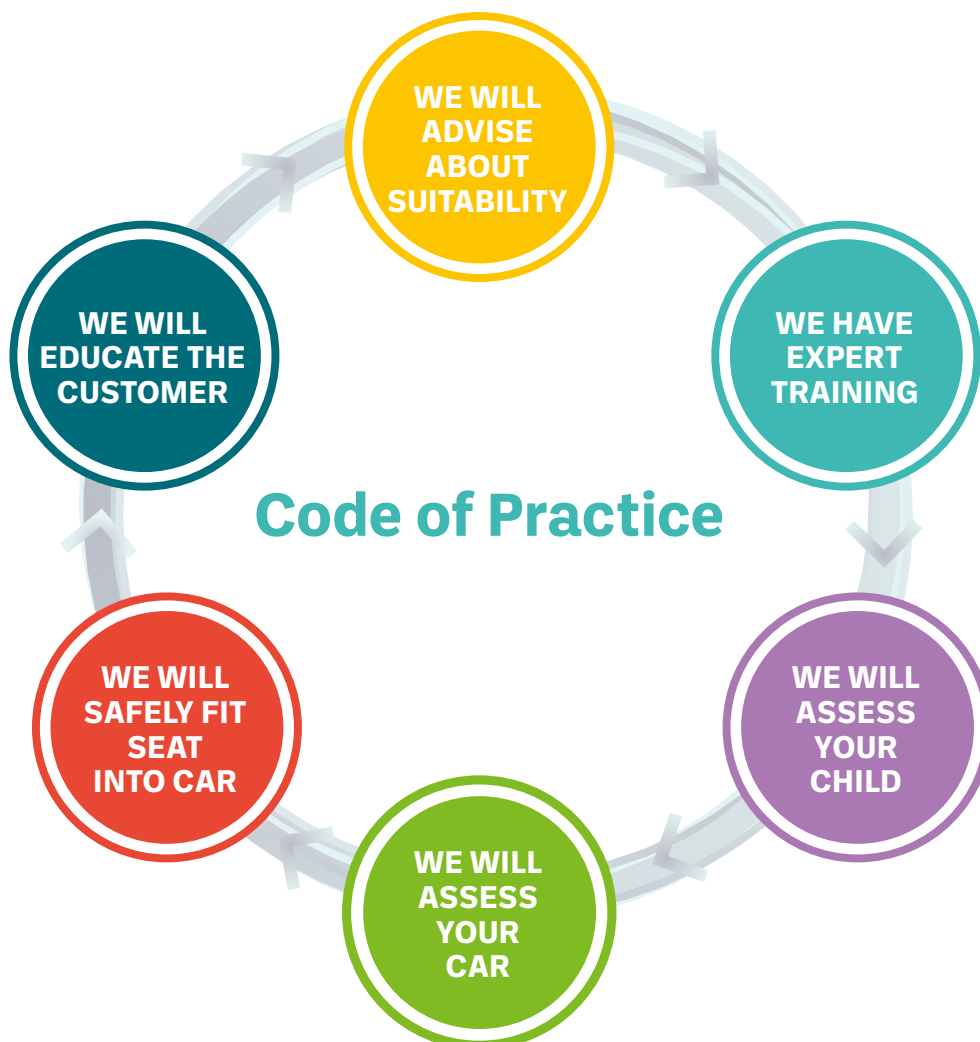
- increasing the knowledge and skills levels of retailers of your product
- maintaining the skillsets of retailers of your product
- increasing awareness among retailers of your commitment to this Code of Practice
- gaining recognition from customers that you are responsible manufacturers
- growing customer trust in your company brand

## What is involved for the customer?

This Code of Practice highlights what you, the customer, should be aware of when you are buying a child car seat.

It also highlights what you should expect from the retailer and what support you should expect to get.

**You should satisfy yourself that your chosen retailer can deliver the following steps of this Code of Practice before you decide to buy your child car seat from them.**



This code is broken down on the next page.

## We will advise about suitability

You should check that the retailer can give you advice on whether a child car seat is suitable for:

- your child
- your car

## We have expert training

You should ask about the retailer's training and expertise. You should be satisfied that you are getting advice from a trained expert.

## We will assess your child

You should make sure that the retailer assesses your child. This means the retailer should at least check your child's height, weight and age. Stores should have a height chart and a weighing scales onsite.

## We will assess your car

You should make sure that the retailer offers you a fitting service. The retailer should assess your car to see if it is compatible with your chosen child car seat.

The retailer may use 'child car seat fit lists' as a guide (these suggest whether child car seats are compatible with certain cars) but the retailer should also physically inspect your car onsite.

## We will safely fit seat into car

You should ask the retailer to fit your chosen child car seat into your car for you. You should also ask the retailer to show you how you can re-fit the car seat in the future.

You should learn from the retailer how to use all the features of the child car seat. You should know how to adjust the seat as your child grows, e.g. how to adjust the harness and head support and how to remove padding and wedges.

## We will educate the customer

You should be satisfied that you have received all the information and education you need to make an informed decision on what child car seat is suitable for your child and for your car.

You should get some assurance that there is ongoing support available to you from the retailer in the future. This support will come after the initial fitting of the child car seat when you are buying it, e.g. customer support, advice or arranging a re-fit or demonstration.

The retailer should also advise you of the RSA's Check it Fits service that travels all over Ireland. At these events you can have your child car seat independently checked by experts.

You should also do the following:

### Carry out your own research

Where possible, you should carry out your own basic research before you visit the store to buy your child car seat. This will help you to become familiar with the legal requirements on child car seats. Information is available on our website at [www.rsa.ie/childsafetyincars](http://www.rsa.ie/childsafetyincars).

### Bring your child for assessment

It is best if you could bring your child and your car with you to the store so that the retailer can assess them properly.

If it is not possible to bring your child to the store, then you should have a note of your child's height, weight and age with you when you are buying the child car seat. You should have it fitted into your car by the retailer.

If it is not possible to bring your car to the store, you should arrange to call back at another time to have your car seat safely fitted.

If you have bought your car seat online, you should arrange to go to the retailer's store to have it fitted into your car.

If it is not possible for the retailer to fit your child car seat into the car, you should arrange to visit the RSA Check it Fits service face to face or virtually.

Note: We highly recommend that you carry out all assessments before you buy online. This will ensure that the car seat is compatible with your car and is appropriate for your child's height / weight / age.

## Benefits for the customer

### The benefits for you include:

- increasing your knowledge and awareness of child car seats
- visibility of which retailers are signed up to this Code of Practice for Child Car Seat Retailers
- knowing what basic questions to ask the retailer when buying a child car seat
- knowing what to expect from the retailer in store
- benefits of getting face-to-face advice in store compared to buying online



# Code of Practice tools for retailers

## RSA Child Safety in Cars booklet

This booklet contains lots of information and advice on child car seats such as:

- the law
- standards
- types of child car seats
- buying a child car seat
- fitting child car seats
- RSA Check it Fits service
- adult seat belts
- wearing a seat belt during pregnancy
- premature and low-birth-weight babies
- choosing a family car
- problem behaviour



## RSA Child Safety in Cars DVD

This DVD contains video clips with information and advice on:

- the types of child car seats
- general rules on how to fit child car seats
- the RSA Check it Fits service



## RSA Car Seat Ready Reckoner

This is a useful, pocket-sized guide which helps you identify the child car seat options, based on the weight of the child.



## Code of Practice stand

This is a colourful and attractive display stand for holding all the child car seat information in your store. It is given to all retailers when they sign up to this code of practice for child car seat retailers. It is branded with the steps of this code and with our logo and the retailer's logo. It also has a handy height chart on the side for measuring children in store.



## Logo pack

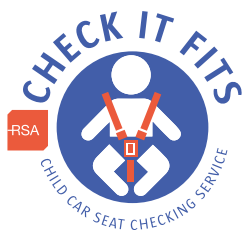
All retailers who sign up to the code will receive a logo pack. In this pack, there will be a sticker for the shop window to promote your participation for that calendar year.

We will also email you a digital version of the logo for your website, social media and in onsite promotion.

There is a form in this pack that you can complete and return to us to confirm your store name and information so that we can include on the list of retailers who have committed to the code, which will appear on our website.



## RSA Check it Fits service



Our Check it Fits service is a free service which travels around the country checking child car seats. It is a useful resource to promote to parents and guardians when talking about how regularly you need to check car seats for faults.

Other useful resources are listed on page 23 of this booklet.



Log onto [www.rse.ie/checkitfits](http://www.rse.ie/checkitfits) to see when Check it Fits is in your area.

You can also follow us on social media:



RSA Ireland



RSA Ireland

# Governance

## Principles of governance

- This Code of Practice is voluntary in nature.
- Retailers/Manufacturers will sign up to this Code of Practice by signing the agreement included, and we will publish a list of those Retailers / Manufacturers who have agreed to commit to the code.
- This Code of Practice is a voluntary arrangement entered into freely by all Retailers/Manufacturers wishing to achieve the stated purpose of this Code.
- We encourage Retailers/Manufacturers to conform to this Code of Practice. This includes those with an interest in or involved in the manufacture, sale or fitting of child car seats.
- Retailers/Manufacturers are committed to complying with the requirements agreed in this Code of Practice, so as to achieve the purpose of this Code.
- We will monitor compliance with this Code of Practice and its effectiveness.
- Our guidance/tool kit will support you in carrying out this Code of Practice.
- We will assist Retailers/Manufacturers to comply with the code and want to avoid excluding anyone from this initiative. We will manage the list of participating Retailers/Manufacturers and if appropriate, we may request relevant verifications eg training delivered from Retailers/Manufacturers for review.
- This Code of Practice will be published and promoted as appropriate.

## Monitoring

We will be responsible for carrying out monitoring on this code. Monitoring will include:

- customer surveys
- mystery shopping
- random visits
- regular communication with your representative
- meetings with your representative
- opportunities for the retailer to feedback on the Code of Practice or suggest improvements

Examples of what we might be looking for through mystery shopping and visits in store are:

- in store use of the Code of Practice Toolkit we provide
- good training routines in place and commitment to keeping training logs
- knowledgeable staff
- use of checklist when fitting a child car seat
- Child Car Seat Education Policy in place and implemented
- logo on display for the appropriate year

We will also carry out independent research/tracking across all the areas covered by this Code of Practice to measure commitment.

There is a clear complaints procedure in place to manage any complaints about commitment to this code.

We will include an update on the effectiveness of this code of practice in the annual report to the Minister for Transport where appropriate.

We will commission research so we can learn whether this Code of Practice is achieving its stated aims and objectives.

## Complaints procedure

Complaint procedures will be an integral part of the agreed Code of Practice:

Only complaints regarding this voluntary code of practice will be accepted.

Complaints alleging non-adherence of this Code of Practice will be made directly to the monitoring body (RSA).

Customers who wish to make a complaint about this voluntary code of practice, can do so in writing and email it to **education@rsa.ie**.

We will be responsible for raising any complaint we receive with the retailer/manufacture. The complaints procedure we have in place is as follows: We will forward the complaint to the retailer/manufacture's head office and ask them to respond to you directly and copy us on the response. In line with our Privacy Policy, which can be viewed on the RSA website, personal data is not shared with any third party without permission from you. Therefore, in order to process any complaint, we would request written permission from the complainant to allow us to share the information with the retailer and/or manufacture.

The responsibility lies with the retailer/manufacture to fix any issues with non-adherence to this Code of Practice however we will ask the retailer/manufacture to respond to us with an update so that we can decide whether their participation should be reviewed, which may result in their exclusion from the list of participating retailers/manufactures until the issue is fixed.

Repeated complaints regarding non-compliance may result in the retailer/manufacture being removed from the list of participating retailers/manufactures and will be asked to return all elements of the code including the logos. Removal from the list may also result in the cancellation of any Check it Fits service scheduled to visit the store.

The response to you will come directly from the retailer/manufacture and not the RSA as we are only the monitoring body.

Retailers/Manufactures will be required to respond to customer complaints directly within 10 working days of receiving it from the RSA.

Any personal data you provide during this process will be used in accordance with our Privacy Policy. You have the right to withdraw your consent at any time. See our Privacy Policy on [www.rsa.ie](http://www.rsa.ie) for more details.

## How to sign-up

We invite all child car seat retailers and manufacturers to sign-up and agree to the requirements of this Code of Practice.

To sign-up please email us at [education@rsa.ie](mailto:education@rsa.ie) and include the following details in your email:

- contact name
- contact phone number
- contact email address
- store name
- store address
- store manager

When we receive your email with these details, we will contact you to discuss the commitments of this Code of Practice. We will develop an agreement for signature.

Once we are satisfied that you have all the requirements in place and we receive your signed agreement, we will send you a Code of Practice Toolkit. We will also add you to the list of signed-up retailers/manufacturers on our website.

To allow for turnover of your staff, new legislation, new technologies, etc., your store must renew its commitment to this Code of Practice every calendar year. You must sign a new agreement every year and your store will then appear on our website list until the end of the current calendar year.

- Sign-up is for a particular year. So no matter when the initial sign-up happens during the year, the sign-up will expire on 31 December. For example, if the sign-up is on 1 January 2020, the sign-up will expire on 31 December 2020. Likewise, if the sign-up is on 1 December 2020, the sign-up will expire on 31 December 2020.

Once signed-up, you must maintain your commitment to all existing and potential new requirements of this Code of Practice. You must give regular updates to us on your position. We will outline these requirements in your new agreement presented to you every calendar year for signature.

## Promotion of participation

We will jointly control the promotion of your participation.

### Logo

In the pack, you will receive a logo clearly showing the year of issue.

We will send a new logo for every new/renewed sign-up.

You can use this logo on your website, social media accounts and in onsite promotion.

You must remove any displayed logo showing any year other than the current year. We will have the right to formally request this where appropriate.

Any distortion or amendment to the logo is prohibited.

### RSA website

We will publish on our website the list of all participating retailers/manufacturers signed up in that particular year.

Customers will be encouraged to use this list when choosing which retailer to consult when buying their child car seats.

You can direct customers to this list for verification if you wish.

The latest version of this code will also be available on [www.rsa.ie](http://www.rsa.ie) at all times.



## Role of the RSA

Our role will be to encourage you, the retailers and manufacturers, to sign-up and to agree to this voluntary Code of Practice.

We will also actively promote your participation to the public.

We will provide advice to help you implement this Code of Practice.

When the signed agreements are in place, we will monitor your implementation of this Code of Practice on an ongoing basis.

We recognise that some stores go above and beyond the requirements already but for others there is room for improvement. This is why we want to set a minimum level of education and expertise and standardise this across all retailers/manufacturers.

We will assist you in your adherence to the requirements and the maintenance of the minimum standards as outlined in this Code of Practice.

We will carry out this monitoring in various ways. For more information please go to the Monitoring section on page 17 and 18.



# Developing and implementing a child car seat education policy

You must develop and implement your own child car seat education policy.

This is your responsibility. However, we can help by giving advice.

It is important not only to develop your policy but to make sure you implement it among all your staff involved in the wholesale/sale of child car seats.

Tip – You might find it useful to base your policy on the steps of this Code of Practice. You could then add in anything which may be specific to your store. Here is an example of what you might include:

- **Introduction** – What is our policy for and who is it for?
- **Suitability advice** – What we need to know first?
- **Expert training** – What we need to do?
- **Assessing the child** – What do we need to check?
- **Assessing the car** – What do we need to check?
- **Safely install seat into car** – How do we know it is a safe installation/what to check?
- **Educate the customer** – What else can we tell the customer?
- **Support** – What support can we offer the customer after the installation?
- **RSA Code of Practice** – What is involved in the RSA COP?
- **Educational tools** – What is available for us to use?
- **Further information** – Where can we find more information?
- Training log template
- FAQs
- Useful contacts

## Useful resources

RSA website	<a href="https://www.rsa.ie">https://www.rsa.ie</a>
RSA YouTube channel	<a href="https://www.youtube.com/user/RSAIreland">https://www.youtube.com/user/RSAIreland</a>
Code of Practice for Child Car Seat Retailers	<a href="https://www.rsa.ie/en/RSA/Road-Safety/Child-Safety-in-Cars/Code-of-Practice-for-Child-Car-Seat-Retailers/">https://www.rsa.ie/en/RSA/Road-Safety/Child-Safety-in-Cars/Code-of-Practice-for-Child-Car-Seat-Retailers/</a>
Child car seat information	<a href="https://www.rsa.ie/childsafetyincars">https://www.rsa.ie/childsafetyincars</a>
RSA Check it Fits service	<a href="https://www.rsa.ie/checkitfits">https://www.rsa.ie/checkitfits</a>
Order RSA materials online	<a href="https://www.rsaorders.ie/orders-online/">https://www.rsaorders.ie/orders-online/</a>
RSA queries/support	education@rsa.ie
Manufacturer websites	
Manufacturer child car seat fit lists	
Statutory Instrument No. 240/2006 – European Communities (Compulsory use of Safety Belts and Child Restraint Systems in Motor Vehicles) Regulations 2006	<a href="http://www.irishstatutebook.ie/eli/2006/si/240/made/en/print">http://www.irishstatutebook.ie/eli/2006/si/240/made/en/print</a>
European Regulation 44.04	<a href="https://eur-lex.europa.eu/legal-content/EN/TX-T/?uri=CELEX%3A42011X0909%2802%29">https://eur-lex.europa.eu/legal-content/EN/TX-T/?uri=CELEX%3A42011X0909%2802%29</a>
European Regulation 129 i-Size	<a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=cel-ex%3A42014X0329%2802%29">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=cel-ex%3A42014X0329%2802%29</a>

## Disclaimer

This is a voluntary Code of Practice for Child Car Seat Retailers. While we will make every effort to make sure that all manufacturers and retailers committed to this Code of Practice adhere to its requirements at all times, we accept no responsibility for any consequences arising from a failure by retailers/manufacturers or their staff to comply with this Code of Practice. This includes any liability for any claim or cause of action arising out of, or in relation to, use or reliance on the Code of Practice.

While we have collected the information in this document from sources we believe to be current and reliable, using all reasonable care, we cannot be held responsible for any errors or omissions. We take no responsibility for the consequences of any errors or omissions. This includes any liability for any claim or cause of action arising out of, or in relation to, any errors or omissions. Links to websites or references in this document are to reputable organisations. However, we cannot be held responsible for the accuracy or completeness of information published on such links or references. The existence of such links or references does not mean we endorse any views expressed or products or services offered.

Parents/guardians should seek the appropriately trained person in every store when they are buying a child car seat. They should satisfy themselves that the retailer has completed the appropriate and up-to-date training. We do not take any responsibility for any incorrect or misleading information provided by any store, manufacturer or individual taking part in this Code of Practice for Child Car Seat Retailers.

There may be changes to this document in the future so please visit [www.rsa.ie](http://www.rsa.ie), where the most up to date version will always be available.

The aim of this Code of Practice is to provide better information to customers and in turn the protection of children in cars. Any complaints or reports of non-adherence to commitments may result in your participation being reviewed.

If issues of non-adherence are not addressed, it may result in written notification that:

- your sign-up for that year may be cancelled
- your name may be removed from our list immediately
- you may no longer have permission to display the logo in your store for that year
- you must return any assets belonging to us
- you may not be allowed to host the RSA Check it Fits service.

# Appendix 1

## Template form of Agreement

### Agreement Code of Practice for Child Car Seat Retailers/Manufacturers

This Agreement is made between  
Road Safety Authority (RSA)  
and  
<name of retailer/manufacturer>

Start date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Expiry date \_\_\_\_/\_\_\_\_/20\_\_\_\_

<name of retailer/manufacturer> agrees to comply with all requirements of the Code of Practice as set out in the **Code of Practice for Child Car Seat Retailers**, as may be added to or amended from time to time.

The RSA shall satisfy itself that all requirements are in place in <name of retailer/manufacturer>, and we will send a Code of Practice Toolkit to the store/manufacturer.

This Agreement must be renewed annually on 1 January each year. Where initial registration occurs mid-year, it shall expire on 31 December of that year and must be renewed for the following year(s). This agreement expires on 31 December <year>.

After the Agreement is signed, <name of retailer/manufacturer> will appear on the RSA's list of participating manufacturers/retailers on the RSA website **www.rsa.ie**.

Once signed-up, <name of retailer/manufacturer> will be required to maintain its commitment to all existing and potentially new requirements of the Code of Practice and provide regular updates to the RSA on its position when requested.

<name of retailer/manufacturer> agrees to being monitored through mystery shopping, visits and requests for information from the RSA where appropriate, such as training routines, training logs, queries from the public.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_









Údaras Um Shábháilteacht Ar Bhóithre  
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,  
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eo, F26 V6E4

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Your online resource to easily  
and safely manage all your  
driver information, services,  
tests, permits and licences.