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| <b>SECTION</b>           | <b>Academy</b>      |
| <b>POLICY /PROCEDURE</b> | Transport Policy    |
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| <b>VERSION</b>           | <b>1</b>            |

#### Aims and Objectives:

Lincoln City Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

One main area where the welfare of children and young people must be considered is when they are being transported as part of their club activities.

This policy has been developed to ensure that every consideration is paid to the welfare of young players who are aged 18 and below whilst on club transport, whilst being transported by a club member of staff, or whilst travelling to or from club activities. This is particularly relevant to Scholars due to the full-time nature of their involvement with the club.

All players and all ages must provide their own transport to the training ground, and home games held at Christs Hospital School. The majority of these will be brought by parents, any of the Scholars that get public transport, will have to inform the Academy Management. The Phase lead coaches will be responsible for co-ordinating arrival and departure times from training and game day.

As the stadium/training ground, match day ground and accommodation are sited at different venues, arrangements have to be made for scholars to travel independently or to travel on club transport. Wherever possible and practicable it is advisable that scholars and all players aged 18 and below travel in club vehicles with at least one adult (in addition to the driver) acting as an escort.

When transporting young players on tours and tournaments, Lincoln City FC adheres to the guidance provided by the FA (Travel, Trips and Tournaments), the EFL (Youth Tours and Tournaments), and the Department of Education (Health and Safety for Pupils on Educational Visits).

All staff should have read and understood the policy. If at any time they need further guidance then they should contact the Academy Designated Safeguarding Officer (DSO) to be clear of the academy's transport policy.

If for any reason you are in a position that you cannot follow protocol then you must phone the DSO first to assist and provide further advice.

If any player/parent has a complaint about how the transport policy operates then please contact the Academy DSO or Academy Director.

This policy is split into the following categories:

1. Current travel arrangements
  - 1.1 Working days
  - 1.2 Home match days (Youth Team)
  - 1.3 Away match days (Youth Team)
  - 1.4 Home match days (First Team)
  
2. Vehicles
  - 2.1 Private vehicles
  - 2.2 Minibus and coach hire
  - 2.3 Club minibus
  
3. Drivers
  
4. Passengers
  
5. Scholars in own vehicles

Supporting Documents

- Risk Assessment
- Scholars in own vehicles
- Driver registration form
- Check list – monitoring driver information
- Transport consent form
- Safety code for new drivers

## 1. Current Travel Arrangements

### 1.1 Working Days

Club and public transport is used across the academy during the working day to transport players between the stadium, the training ground and other training or education venues.

The scholars use public transport and their own cars for their journeys to and from the club / training ground on a daily basis.

Club transport is used to transport them to other training venues, and to away match venues.

On occasions, U15 and U16 players are asked to attend training at the

stadium in school holidays. On these occasions, players are asked to make their own way to the ground either by public transport or with a parent/guardian and be collected at the end of their session. Where possible, at least two members of staff will remain with these players until they have all been collected or made their way to their transport.

For academy tours and tournaments and away games farther afield, there can be a combination of club transport and transport from an external provider.

The club has developed this transport policy to provide staff, parents/carers and young players with all the information they need regarding travel and transport during the working day or when carrying out club duties.

On a standard working day (without youth or first team fixtures), scholars and players aged 18 and below will be transported from home/digs to Sincil Bank either with their parents, by public transport or in their own private vehicles.

### 1.2 Home Match Days (Youth Team)

On home youth games, players will travel from home/digs to the home venue as above. Following the game they will be allowed to leave and will make their way home/to digs either by bus, with parents or in their own private vehicle.

### 1.3 Away Match Days (Youth Team)

On away youth games, players will travel from home/digs to Sincil Bank as above. Players will then be transported to the game on the club hired minibus. Following the game they will be returned to Sincil Bank and will make their way home/to digs either by bus, with parents or in their own private vehicle.

### 1.4 Home Match Days (First Team)

On first team home games, players will travel to and from Sincil Bank with parents, by bus or in their own vehicles, as above. On an evening fixture, players will leave the ground as soon as practicable following the final whistle to ensure they are not using public transport too late into the evening.

## 2. Vehicles

The club uses a minibus when transporting young players. This vehicle is mainly used for transporting players to matches, training, college, and on tours and tournaments. The minibus is supplied by an external provider to Lincoln City FC.

The vehicles are insured for all intended use which includes the transportation of young and professional players.

All staff aged 25 and over, and who are in full-time employment with the club and who have a minimum of two year's driving experience on a full license are

permitted to drive company vehicles providing that the club gives them permission to do so, and that they provide a copy of their driving license. The records of this information are monitored by the CEO at Lincoln City FC.

All drivers understand the maximum capacity for the vehicle they are using and know that this must not be exceeded. For driving mini buses, staff must be in possession of a license issued prior to 1997 or a separate mini bus license.

In the event that training is needed for a member of staff to be able to drive a mini bus, the academy Manager will arrange the necessary training and assessments and keep a record of this on file.

When staff use club vehicles for the main purpose of transporting young players, there are the following additional requirements;

- Members of staff must have an enhanced DBS disclosure through the FA's registered body;
- Staff are required to notify the Academy Manager and CEO of existing or impending disqualifications or convictions;
- Staff are required to submit their license for regular checks as requested by the club;
- Staff must report to the club details of any medical conditions which may affect their driving;
- The club must issue consent forms to the parents/carers of players to obtain their permission for players to be transported in club vehicles or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the club. Parents and carers can withdraw this consent at a later date if they wish and their sons will no longer be able to access any club transport and transport provided by an external company. In the event that a player is touring with the club, an additional consent form is requested for the tour (EFL Form T5 from the Tours and Tournaments document).

## 2.1 Private Vehicles

Members of staff may on occasion be asked to transport children in their private vehicles as part of their duties, in particular when circumstances arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

If a member of staff has to transport a young player in their private vehicle because it is the safest or only option, or as a result of any other emergency requirement identified by the club. They must as far as possible adhere to the following points and a record of such emergency journeys be noted by the DSO as an exceptional circumstance and should identify that the journey was endorsed by the club.

- Inform the DSO of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed;

- Have an enhanced DBS disclosure through the club and The FA;
- Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road;
- Have permission from the young player's parents/carers;
- (Where possible) Have another member of staff accompanying them;
- Player(s) to be seated in the back wearing a seatbelt.

The club cannot take any responsibility for players being transported in privately owned vehicles and therefore, advise staff to have business insurance for their vehicle, to declare to their insurers that they work within the academy of a professional sports club, and to make their insurer aware that this may involve the occasional transportation of young players. Staff are advised to ensure that their insurance cover would be adequate to transport young players.

Wherever possible and practicable the club will ensure that all players aged 18 or below, during the working day or any official duty, are undertaken other than in staff private vehicles, with at least one adult (in addition to the driver) acting as an escort.

Lincoln City Football Club will ensure that staff, volunteers and scholars who drive during their working day are informed that they should discuss their insurance needs with their own insurance company, identify their occupation and if they use their cars for any business related activity ensure they have appropriate insurance cover for any work related journeys.

## 2.2 Minibus and coach hire

There are occasions when the club will use a coach company, for example, for a tour. The club has good relationships with local transport providers who understand the club's commitment to safeguarding, and who are used on the occasions when a coach is required.

These companies have adequate public liability insurance, a copy of which is obtained prior to hire. The drivers are qualified and experienced with the correct driving license for the vehicle being driven.

The vehicles that are used are appropriately insured, roadworthy and regularly maintained.

They are fitted with seat belts appropriate to the size and type of vehicle and passengers to be carried.

Players are always accompanied by staff members when being transported by external transport providers. Staff numbers will provide the appropriate supervision ratios for the age range of the group.

The club will ensure that appropriate legal advice and all reasonable care is taken when entering into contracts with individual transport providers.

### 3. Drivers

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to a parent or carer.

Staff members must be fit to drive and free from any drugs, alcohol or medicine which may impair their judgment and the ability to drive. Their behavior must be appropriate at all times. Any incidents that occur on the journey must be reported to the DSO and Academy Manager straight away or as soon as it is safe to do so.

When transporting young players, staff must adhere to all legal requirements such as not using mobile phones. They must also consider recommendations such as taking regular breaks whilst driving and being aware of the dangers associated with tiredness when driving.

Where possible, drivers should be accompanied by another member of staff when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.

The decision of whether it is safe to transport young players in bad weather conditions (snow and ice) is down to the discretion of the staff member. Staff should not transport young players if they do not feel it is safe to do so due to road or weather conditions. If a decision is made not to transport players to their destination, the relevant head of department should be informed as soon as it is safe to do so.

Staff must be aware of the club regulations detailed in this policy concerning the use of privately owned vehicles to transport players.

### 4. Passengers:

Players should take responsibility for confirming travel arrangements and ensuring that they are on time and prepared for travel.

Players should understand their personal responsibilities such as wearing seatbelts and not participating in high risk behavior, for example, distracting the driver or disturbing their concentration.

Players should not ask for or accept lifts from staff members in private vehicles.

Parents/carers should never ask staff members to provide transport for their son in a personal vehicle.

### 5. Scholars in own vehicles:

Many young players whilst on the scholarship programme pass their driving

test and get their first car. When a scholar passes his driving test, the academy management team will offer certain advice to the scholar. For example, they (academy management team) may recommend that the player informs their insurer of their profession as a footballer.

Whilst scholars may make private arrangements for carrying passengers (who may be other scholars or professional footballers) in the course of normal leisure activities, they should, with the help of their parents or carers, ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football scholars.

Scholars will not generally be asked to provide transport for other peers or staff during their working hours.

With regards to independent travel such as walking or using public transport, scholars will be advised to plan their route, stick to busy or well lit streets, and to stay alert, keeping their mind on their surroundings.

For players aged 16 or below who are travelling on their own as part of day release or during the holiday period, parents will be informed of all details with regards to the day release programme. At times players will need to be picked up by a member of staff from the train station. We have instructed that the player must notify the Academy Manager//Phase Lead the day before they are due to come into the academy.

### **Supporting Documents:**

Driver Registration Form

Check List for monitoring Driver Information

Consent Form



**DRIVER REGISTRATION FORM**

NAME OF CLUB: \_\_\_\_\_

To Academy Manager \_\_\_\_\_ (Name)

Name of driver \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_

Reg. No \_\_\_\_\_

I hereby confirm that I am willing to use my own vehicle for transporting young people where this is necessary and approved by the Club or the Academy Manager. I accept responsibility for ensuring that the vehicle is in a safe, roadworthy condition and has appropriate insurance cover.

I confirm that I have a valid driving licence.  
I confirm that I am not currently banned from driving

I confirm that I have read the club transport policy for the safe transportation of apprentices.  
I accept that I will provide original documents for viewing and supply copies of all relevant driving documentation with this Registration Form: e.g. registration document, MOT certificate, driving licence, insurance certificate.

Signature \_\_\_\_\_

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

Approved by Name & Title \_\_\_\_\_

Role at club \_\_\_\_\_ Date \_\_\_\_\_



## CHECK LIST FOR MONITORING DRIVER INFORMATION

It is recommended that in all cases, employees / volunteers should only transport Scholars after reading the club transport policy and confirming they have completed the Driver



Registration Form. This Check List pro-forma should then be completed by a senior member of the Youth Department to ensure the driver and manager are aware of all requirements.

Name of Driver \_\_\_\_\_ Role at club \_\_\_\_\_

Vehicle to be used: - Make \_\_\_\_\_ Model \_\_\_\_\_ Reg. No. \_\_\_\_\_

Reason for requirement of staff transport \_\_\_\_\_

| Requirement   | Response   | Checked by (name) | Date |
|---|--|-------------------|------|
| 1. Has the driver confirmed they have no criminal convictions or charges which would disqualify them from driving?  | Yes / No   |                   |      |
| 2. Has the driver completed the Volunteer Driver form?  | Yes / No   |                   |      |
| 3. Has the driver been issued with a copy of the transport policy and signed for receipt?   | Yes / No   |                   |      |
| 4. Has the driver's legal documents been checked?<br>Driving License; MOT; Insurance Certificate (including confirmation of business use and a declaration that business use includes transporting trainee footballers if that is expected of the role) | Driving License Yes / No<br>MOT Cert. Yes / No<br>Insurance Cert Yes / No<br>Business Use Yes / No |                   |      |
| 5. Will there be an additional adult escort on the journey?   | Yes / No   |                   |      |

Signed (Driver) \_\_\_\_\_

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

Role: \_\_\_\_\_

Signed (Manager) \_\_\_\_\_

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

\_\_\_\_\_

Date \_\_\_\_\_



## PARENT/CARER ACADEMY TRANSPORT CONSENT FORM

NAME OF CLUB: \_\_\_\_\_

This consent form should be completed by the parent or legal guardian of any player U18 years who will be transported by club arranged transport during the term of their contract with Lincoln City Academy. In order that your child may participate in the activities organised by the club it is essential that you complete and return this form to the academy secretary, supplying relevant information and your consent as parent / or legal guardian.

By consenting to this I am stating that my child is in good health and that they are not being transported contrary to medical advice. In the unlikely event of an accident occurring, I give my permission for a designated representative of Lincoln City Academy to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary

To: Head of Academy \_\_\_\_\_ (Name)

Child's Name:..... Date of birth:  
.....

Name of Parent/Guardian: ..... Relationship to Child:  
.....

Address:  
.....

Town:..... Post  
Code:.....

Emergency contact telephone no.: ..... Mobile Tel:  
.....

Please provide a second emergency contact name and telephone number:

Name ..... Relationship to child .....Tel.no:  
.....

Please note: It is essential that we are able to contact one of these two numbers in the event of an emergency.

If your child has any medical conditions that may need to be taken into account, please give details below. The following information will assist the club staff in caring for your child.

Special dietary needs: .....

Does your child suffer from travel sickness? Yes / No

Does your child suffer from: Asthma  Hayfever  Diabetes  Epilepsy  Nut Allergy

Any other allergies (e.g. penicillin/nuts/anaesthetic).....

Please add any other relevant information:..... Will your child carry any required medication with them during any travel journey? YES / NO

If so please specify  
.....

I consent to my child using organised club transport during the period of their contract with Lincoln City

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Acknowledges by Print Name & Title \_\_\_\_\_ Date \_\_\_\_\_