



<b>SECTION</b>	<b>Academy</b>
<b>POLICY /PROCEDURE</b>	<b>Accommodation Providers Policy</b>
<b>DATE OF ISSUE</b>	<b>January 2019</b>
<b>VERSION</b>	<b>1</b>

### Overview:

Lincoln City Football Club and the League Football Education (LFE) Programme are committed to safeguarding and promoting the welfare of children and young people and expect all accommodation providers to share this commitment.

This role involves work with young people and is subject to vetting through the Disclosure & Barring Service (DBS) with an Enhanced Criminal Records Checks (CRC). Clearance through The FA CRC system is required. As such, this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions (subject to the filtering of spent convictions). Two written references will also be required.

The Football Club has a responsibility to ensure that the Scholars are placed in a safe and comfortable residence whilst at the club in keeping with those required for a professional sportsperson.

The following arrangements provide information on the role and responsibilities which must be adhered to before and during residency of young professional footballers in selected accommodation:

1. All accommodation providers must agree to an appropriate level of supervision while the scholar(s) are in residence.

- Scholars must not be left alone in the property overnight

- Arrangements between the club and the provider should be agreed in respect of Scholar(s) safety when travelling or walking to and from the property late at night.

2. All accommodation providers must agree to undertake an FA Enhanced DBS check and the post will be subject to clearance through this process. References must also be provided.

3. All members of the household aged 19 years and older will be required to go through the club's safeguarding procedures. This MAY, after a risk assessment, mean certain persons in residence are required to be subject to DBS clearance.

4. The home should provide a good standard of hygiene and cleanliness.

5. The Club and the accommodation providers have a level of responsibility, which goes beyond providing basic or adequate living standards. Scholars must not be exposed to undesirable / detrimental influences from residents or frequent visitors to the house.

6. Accommodation providers will ensure that the bathroom used by young players has a lockable door and will never enter the room whilst a young player is using it.

7. There must be no access to alcohol and /or adult movies available for Scholars.

8. Any concerns over the Scholar's welfare must be reported to the club's Designated Safeguarding Officer or to the Academy Manager no matter how trivial it may seem.

9. All accommodation providers must agree to supply the Scholars with suitable, well-balanced meals and healthy snacks to ensure that their bodies are appropriately fuelled for both training and matches. Further information on diet and nutrition can be provided by the club.

10. Accommodation providers must not supply or administer medications or drugs of any kind to a player. Illness must be reported to the key contact at the club through the Academy

Secretary.

11. Accommodation providers are encouraged to establish good lines of communication with parents and guardians of Scholars. However, communication through accommodation providers and player families should involve the club contact or Academy Secretary in the first instance. The Club has a duty of care and must be informed of any issues or concerns relating to the Scholars wellbeing.

12. A member of the club staff will inspect all accommodation prior to residency and periodic checks will be required to ensure that all of the above is adhered to. Failure to comply may result in the Scholars being removed.

13. A regular review process will take place to include accommodation providers, parents and scholars views, with the club and these will be recorded.

### **Expectations of Accommodation Provider:**

Terms of Providers Provision of Service:

The host agrees to provide for the duration of the football season:

- 7 nights a week lodging.
- Should a player have long term absence during the season and return home for longer than 1 week, payments will be reduced to 50%.
- Semi-furnished room with bed and storage for clothes.
- Breakfast and dinner each day will be provided.
- Access to laundry facilities.
- Immediate notification to the club if the Scholar is not at the accommodation when expected.
- The host must also agree to undertake a FA enhanced DBS.

### **Expectations of Scholar(s):**

The Scholar will agree to abide by the following conditions at all times while accommodated by the host:

- The Scholar is expected to abide by all rules outlined in the club Academy Code of Conduct.
- No alcohol, cigarettes or drugs are to be used or kept.
- No swearing or unsociable language or behaviour.

- Safe and sensible use of all TV video, mobile phones and the internet should be adhered to by Scholars. There are risks associated with inappropriate use of social network sites.
- The Scholar should be in their own room and lights out no later than 10.30pm each night, 11:00 at weekends.
- The Scholar must not allow anybody else onto the premises without the permission of the host.
- The Scholar cannot spend the night at other premises without the permission of the host, parent and Academy Manager.
- The Scholar must provide their own personal items e.g. toiletries.
- The Scholar must leave each morning in time to report to their workplace at the time appointed by the club in order to complete a full day of their scholarship
- Hosts are to be informed with a minimum of five days notice if the Scholar is returning home for the weekend or staying in the accommodation.
- Bedrooms are to be kept clean and tidy at all times.
- Players will obey all rules and regulations stated by the host regarding the use and care of the building, parking, laundry and other common facilities that are provided for the use of the player.
- Players are to inform their hosts, giving as much notice as possible, if they are going to be home late and/or will not be requiring dinner on that or the following day.
- Players are provided breakfast, dinner and hot and cold soft drinks by their host family. All snacks and other food and drink are to be purchased by the player.
- Due respect is to be shown by the Scholar to their host family and to the home at all times.

Existing Providers are reviewed yearly, and new accommodation providers are extensively researched. Lincoln City Football Club will perform thorough risk assessments and considerations are made in regard to:

The Property Surroundings:

That the area is safe for the individual to be alone in.

The Property:

A comprehensive risk assessment will be conducted, and it will be understood that the property continually adheres to the regulatory reform (fire safety) order 2005. Checks will be made as to the safety of the property including regular servicing appliances, relevant safety certificates and fitted alarm systems.

The Rented Room:

Will be assessed for comfort and practicality. A fire safety inspection and a risk assessment will be conducted.

Suitable Person:

Lincoln City Football Club will meet with the landlord to assess suitability, and enhanced DBS clearance will be sought. The suitable landlord would be prepared to partake in training particularly relating to the Safeguarding Children policies and procedures. Host families must be aware that the scholars are legally children and that an awareness of safeguarding children is an important feature in the selection of accommodation and host families.

The Player:

The lodger must be interviewed to establish any nutritional requirements, and any cultural requirements, such as prayer or language barriers and assistance given if necessary. In addition to this, medical issues should be identified and arrangements made on an individual basis.

**I am committed to safeguarding the welfare of Scholar(s) in my care and hereby agree to all of the above principles.**

Landlady's/lord's name (print)

Landlady's/lord's signature

Date

**Appendixes:**

- A. Provider Application Form
- B. Example Risk Assessment Form
- C.

**Appendix A**

**Lincoln City FC Scholar Accommodation Provider Application Form**

Lincoln City Football Club and League Football Education are committed to safeguarding and promoting the welfare of children and young people and expects all accommodation providers to share this commitment. This role involves work with young people and is subject to appropriate Police Criminal Records Checks through the Disclosure and Barring Service (DBS). Clearance through the FA CRC system is required. As such, this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions (in line with any filtering requirements). Two written references will also be required.

Name of Applicant			
DOB			
Address			
Post Code			
Phone number (home)			
Mobile			
email			
<b>References: Please provide the contact details of two referees</b>			
Name		Name	
Address		Address	
Telephone	Mobile	Telephone	Mobile
email		email	
Your relationship to/with referee		Your relationship to/with referee	
Are you licenced under the Housing Act 2004?		Yes	No
Are you licenced / registered as a HMO House of Multiple Occupancy?		Yes	No
Are you a member of the National Landlords Association (NLA)?		Yes	No
Do you currently hold an enhanced DBS check? <i>This role will now require appropriate Criminal Records Checks through the Disclosure &amp; Barring Service and clearance through The FA Criminal Records Checks. Renewal of the DBS will be required every 3 years. Are you prepared to apply for a new DBS Certificate through the FA CRC process?</i> (If no we will be unable to continue the recruitment process)		Yes	No
How long have you been offering accommodation for rent?			
Have you let rented accommodation from any other address? If so, please provide details of the address below. (Continue on separate sheet if required)		Yes/ Dates & addresses	No
How many other residents are in the house? What are their ages and gender? Male residents (?) Female residents (?)		M / Ages	F / Ages

**Some of the following are required by law - the club may be able to support you with training in these areas**

<b>Health &amp; Safety:</b> Do you hold a Health & Safety Certificate?		Yes	No
<b>Fire safety:</b> <i>The Regulatory Reform – Fire Safety Order 2005, states that fire safety law applies to any household where anyone pays to stay in that property. It makes any provider responsible for taking steps to protect the people using the premises from risk of fire.</i> <a href="https://www.gov.uk/government/publications/making-your-premises-safe-from-fire">https://www.gov.uk/government/publications/making-your-premises-safe-from-fire</a>			
<b>The provider MUST:</b>			
<ul style="list-style-type: none"> <li>• Carry out a fire risk assessment</li> <li>• If necessary, improve fire safety measures</li> <li>• Keep the risks, and fire safety measures, under review</li> </ul>			
For further information refer to HM Government Document which can be downloaded at <a href="https://www.gov.uk/government/publications/do-you-have-paying-guests">https://www.gov.uk/government/publications/do-you-have-paying-guests</a>			
<b>Do you have paying guests? If so, fire safety applies to you and you must take action.</b>			
Have all fires & chimney flues been checked?		Yes	No
Is there a smoke alarm & are carbon monoxide detectors fitted?		Yes	No
Is your boiler serviced regularly?		Yes	No
Are all electrical appliances checked annually?		Yes	No
Do you have a fire drill book & operate fire drills?		Yes	No
Have you been inspected by the Fire Service?		Yes	No
Do you have full insurance & public liability insurance?		Yes	No
<b>Diet &amp; nutrition:</b> Would you be prepared to involve the Scholars in menu planning & food choices?		Yes	No
<b>Safeguarding:</b> <i>the Scholars are legally children therefore keeping them safe from risk of harm or abuse is of paramount importance in the selection of accommodation</i>			
Are you prepared to undertake safeguarding training?		Yes	No
Do the TVs in the house have restricted access to adult channels?		Yes	No
How would you restrict access to alcohol for children under the age of 18 in the house?			
How regularly would the Scholar(s) be alone in the house & at what times?			
How often would the Scholar(s) be in the household with other residents but without your presence in the home?			
How would you deal with issues of bullying or harassment? (Continue on separate sheet)			
<b>Culture &amp; Diversity:</b>			
If the Scholar(s) had any cultural requirements such as diet or prayer, would you be prepared to cater for these?		Yes	No
Would you be prepared to provide a supportive environment for someone from any cultural background?		Yes	No
<b>Pets:</b>			
Do you have pets in the house?		Yes	No
If yes, please detail			
<b>Personal valuable items:</b> <i>whilst we understand that it may not be possible for every venue to have individual safes for use by Scholar(s), it is important that Scholar(s) feel they have a safe &amp; secure place to store valuable items. The provider will be responsible for the insurance of property belonging to the Scholar whilst it is on their property.</i>			
Will the Scholar have a lock on their door?		Yes	No
Internally and / or externally lockable?			
<b>APPLICANT DECLARATION - I confirm that all the information stated in the above form is true</b>			
Signed:		Print Name	Date:
Application approved by		Role at Club	Date:
Signed:		Print Name	Date:

**Office use only: Applicant approved / rejected: brief reason / explanation:**  
A copy of this signed document to be kept on file at that club