



SECTION	Academy
POLICY /PROCEDURE	Trips, Tours and Tournament Procedures
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Lincoln City Football Club trips and tours should be planned in consultation with this policy, which should be read alongside the following documents:

- Safeguarding Children Policy
- Recruitment Policy
- Codes of Conduct

- Consent forms will be issued to parents for signature, then returned and kept safely in line with data protection legislation

- If the group is aged over 8 years old there will always be 2 adults and a minimum of 1 adult to 16 children (more adults are required when working with younger age groups)

- When taking a male group, there will always be a male member of staff present and with a female group there will always be female staff

- There will always be a qualified first aider and a full and up to date first aid box

- If any of the group have asthma or diabetes, the club will ensure that appropriate members of staff are aware of how to deal with any situation

- Lincoln City Football Club has the following insurance in place ahead of all tours:
 - Public and civil liability
 - Personal accident
 - Vehicle
 - Breakdown cover (whether it's a car or mini bus)
- Strict details of where and when to meet, will be established ahead of all

trips and tours and for both home and away games

- A meeting will be held with parents/carers at the start of the season, to explain club philosophy, introduce staff, discuss club rules and your club code of conduct. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the having up to date completed and signed consent forms. There will also be regular parents meetings to update and discuss issues in detail.
- Anyone transporting of children or young people on behalf of the club must have a valid driving license, MOT and tax when using their own vehicle.
- All academy staff – both casual and contracted – will have attended The FA's Safeguarding Children Workshop and undergone an enhanced DBS check.

When looking at booking overnight accommodation for games, trips and tours, the club will consider the following:

- What is the locality like?
- Is there secure parking?

Travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem, and skills.

Parents and carers will often worry when their children are away but the careful planning and preparation undertaken by Lincoln City should help to ease those worries and demonstrate that the club has taken into account the various needs of children and the potential risks of a trip away.

The following will always be considered:

- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Is there a current fire certificate?
- Are there en-suite facilities or separate facilities for children and adults?
(All beds will be single and staff and players ages 18 and below will never share a room).
- Every child will have a Safe Away Card
- On trips away, the children may take part in non-football activities, for example, swimming specific written consent will be sought from parents/carers for each activity for every child –(club will use The FA's Event Specific Consent Form)
- Adequate insurance will be sought to cover all non-football activities
- A programme will be drawn up, including departure and returning dates and times
- A meeting will be held with parents/carers and players to run through the trip's programme of events and address any questions or concerns

- Someone from the club who is not going away will be identified as a point of contact. They will have a list of who is on the trip and their contact details (including the leaders/helpers)
- A Designated Safeguarding Officer will be identified for the trip, and the club will ensure they are suited to this role and make sure everyone in the group is aware of who this person is and what their role is on the trip
- All people travelling will be given information packs, which will include: dates, what travellers are doing, where travellers are going, rules, kit list, pocket money, medical care needs
- All helpers will have a copy of the Emergency Procedures Guidance
- Before departure, staff will work with players to establish rules for the trip (and what will happen to those who break them)
- Adults will be given a detailed information pack
- Children will be advised not to wear shirts or hats with their names on
- A rooming list will be produced ahead of departure, though staff will be ready to change this as friendship groups with children can change very quickly
- Where possible, a member of club staff will visit the accommodation before booking. When this is not possible, efforts will be made to check feedback with another club who have used this accommodation before or check with the local Tourist Information/visit their website
- On arrival at the accommodation, a check will be made to ensure that all windows and doors are safe, paying particular attention to rooms at ground floor level.
- Rooms will be checked for any damage and reported immediately to ensure that the club is not billed
- All players will be allocated no smoking rooms
- Mini bars in rooms will be stripped of contents
- Parental controls will be placed on TVs in rooms
- Efforts will be made to ensure that the accommodation provides a social area suitable for young people to give them something to do when not playing football, though this cannot be guaranteed
- Some young people have enuresis (bed-wetting). The club will ensure that

the hotel can deal with this discretely if we are informed by the parent/carer, or should the issue arise unexpectedly whilst away

- Staff bedrooms will be spread out, for example – if the group is over three floors, there will be at least one adult room on each floor
- If self-catering accommodation is booked, consideration will be given to who is doing the cooking plus any special dietary needs and menus will be agreed before travel

On arrival:

- All rooms will be checked
- Staff will ensure there is no access to alcohol in the rooms
- Staff will ensure movie access is appropriate or, indeed, not available in the rooms
- Staff will ensure that everyone is aware of fire exits and emergency procedures
- Appropriate storage for money and valuables will be available
- A group meeting will be held to review the programme and rules during the Trip
- Daily group meetings and a staff meeting will be held.

On Return:

- The young people will be asked what they enjoyed and what they would change. This will help with next year's planning.

Essential Planning – When Going Abroad:

- Appropriate insurance cover will be arranged for going abroad and will include medical provision
- It will be established if there is a need for visas
- The need for vaccinations or pre-trip medication will be identified
- Travellers will be asked to bring with them European Health Insurance cards
- Weather reports will be checked in order to take any necessary precautions before travelling
- Passports and return tickets will be stored in a secure place
- Cultural traditions of the country will be researched and respected. This may have an implication on what clothes staff and players are asked to take
- Consideration will be given to the implications of communication barriers where countries are not English speaking
- Consideration will be given to the use of remote supervision when utilising host families

Additional Health Needs/Disabilities:

Football is an inclusive sport and should be open to all.

The following will be considered for young people with additional health needs/disabilities:

- Is there a requirement for extra helpers?
- Will the helpers need any extra training e.g. asthma medication/diabetes management?
- Accommodation will be suitable and have suitable access for players with a disability
- Volunteers from various ethnic groups don't only provide positive role models, they provide knowledge of language/diet/prayer needs
- Dietary needs of children from different ethnic groups will be taken full into account. This includes fasting times linked to religious traditions
- Some activities may not be permitted with a mixed gender within some cultures e.g. not all teenage girls will be allowed to attend mixed swimming sessions.