



<b>SECTION</b>	SAFEGUARDING
<b>POLICY/PROCEDURE</b>	TRANSPORT POLICY
<b>DATE OF ISSUE</b>	FEBRUARY 2023
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## **1. POSITION AND VALUES**

Lincoln City Football Club (LCFC) is committed to safeguarding, protecting and supporting all young people who engage with our club activities. All staff must comply with this policy and seek support from the Academy or Club Designated Safeguarding Officer in the event of any exceptional circumstances arising (see section 9 for names and contact details). This policy should be read by staff and volunteers in conjunction with the Club's child protection and safeguarding policy.

LCFC expects all those involved with the Club (staff and volunteers, parents and players) to behave in accordance with the Club's Code(s) of Conduct.

## **2. PRINCIPLE AIMS**

LCFC has developed this transport policy to ensure that every consideration is paid to the welfare of all young players who are under the age of 18 whilst they are using (1) Club transport; (2) whilst being transported by a Club member of staff; or (3) 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 however this policy is also applicable to all Academy players in some contexts. The Club's safeguarding officers and Academy staff have a responsibility to communicate and promote this policy during the pre-season induction and to all new participants throughout the season. Parents/carers are responsible for bringing their child or young person to training sessions. LCFC will not routinely provide any player with transport for training sessions.

## **3. SCHOOL RELEASE - FIXTURES**

LCFC actively encourages parents/guardians and families to use their own transport to drop off and collect young Academy players who are registered with LCFC wherever possible. However:

1. LCFC is committed to supporting families if they are unable to provide transport and to provide registered players with transport if required; and
2. LCFC expects any club organised transport arrangements to be delivered in a way that demonstrates that the primary consideration has been promoting the inclusion and welfare of players and minimising any potential risks for them.

## **4. TRANSPORT FOR YOUNG PLAYERS**

LCFC's Academy Designated Safeguarding Officer (DSO) will be responsible for agreeing and confirming transport arrangements for players U18.

When necessary, LCFC will provide transport, both for attending away matches, this will apply to apprentices and school-age registered players.



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#### **4.1. Minibus Journeys**

A minibus is used to transport players to and from away matches, which will usually occur at weekends. The minibus used by LCFC is a lease vehicle subject to appropriate safety and regulatory checks by the lease company.

The driver will ensure that only the correct number of players are carried in the vehicle at any time. If there is a requirement for more than that number of players to be transported, then LCFC will arrange for a local coach company to provide executive coach travel.

The designated driver will carry a register of all players U18 who they will be expected to collect and drop off on any specific journey. Any changes to details of players attending on the day will be reported directly to the Academy Designated Safeguarding Officer.

The driver of the minibus will be a member of staff. The designated driver for the transportation of young players will have been safely recruited, including clearance through a DBS criminal records check (CRC). The Club will ensure that:

- he/she holds the appropriate driving licence to drive the minibus;
- they do not have any adverse disclosures on their DBS certificate which would indicate a potential risk;
- the driving licence of any club driver will be reviewed every season to ensure that there are no changes in circumstances;
- any member of staff undertaking these responsibilities must disclose any existing or impending disqualifications or convictions to the DSO, including driving-related charges, penalties or endorsements (failure to do so would be considered a disciplinary offence);
- the Club Designated Safeguarding Officer (DSO) will monitor the suitability of all Club minibus drivers.

Minibus drivers must:

- Ensure all players wear their seat belts throughout any journey;
- Demonstrate appropriate behaviour at all times;
- Inform the DSO of any health/medical conditions or driving licence status which might affect their suitability to drive;
- Report any unexpected journey changes or problems, accidents or incidents to the club DSO as soon as possible, when it is safe and legal to do so.

#### **4.2. Chaperones**

LCFC has a small workforce. Whilst the club would like to provide an additional worker (chaperone) on all journeys this is not always possible, therefore, the club will ensure that this policy is actively promoted, and the measures set out within it are implemented to reduce risk and to create a safe environment.



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#### **4.3. Expectations of behaviour**

The driver and players are made aware of the club's codes of conduct which set out the behaviour expected within all club activities and environments including transport journeys. Everyone is expected to behave in a safe and responsible manner on all journeys. Parents are made aware of the club transport policy and sign transport consent forms stating that they understand the arrangements and that they will reinforce the expectations of behaviour.

#### **4.4 Club Codes of Conduct with their children**

Players are expected to wear seatbelts during all journeys and to remain in their seats during the whole of the journey.

The driver is responsible for ensuring all players wear their seatbelts.

When using club transport all players should take full responsibility to ensure that they are well prepared and on time when club transport has been arranged by the club. Players must understand their personal responsibility when travelling for example wearing a seatbelt and not partaking in high-risk behaviours which cause a distraction for the driver. All players should understand that they must not ask any member of staff for lifts or accept any lifts in private vehicles unless in exceptional circumstances (see section 5 below).

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parent/carers can travel on any form of club transport unless this is part of the arrangements when transport is sourced from an outside company except if there is a serious circumstance i.e. accompanying a child to the hospital.

Any incidents of inappropriate behaviour by players or the drivers must be reported to the Academy DSO without delay and this may result in disciplinary sanctions.

#### **4.5. Coach Travel**

LCFC will seek to ensure that any external company used in transporting young players is a reputable transport provider and that the appropriate public liability insurance is held. LCFC shall also ensure that all drivers employed, or used by the external company are subject to DBS criminal records checks and are also registered in line with the local authority requirements for transport drivers.

#### **4.6. Maintenance**

The maintenance of these vehicles will be the responsibility of the relevant lease company. LCFC will seek assurance from those contractors as to the suitability and roadworthiness of their vehicles.

The club will complete regular checks to ensure that club minibus drivers are fit and suitable and qualified to drive the minibus. All vehicles will:



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- Be fitted with appropriate working seat belts; and
- Be regularly checked by the owner of the vehicle and be roadworthy.

## **5. PARENTAL/CARER TRAVEL ARRANGEMENTS**

The Club's primary concern is for the safety and welfare of all players and participants. As such, it is important that the Club is kept informed of arrangements for each player's travel so that solutions can be explored and any concerns can be discussed and addressed should they arise.

### **5.1 Training Sessions**

Parents must provide transport for the players to training events or make their own independent transport arrangements which will not form any part of the Club's transport plan. This includes the extra voluntary sessions offered to school-age players on the days when they are not scheduled to train. Parents/guardians are made aware of this requirement at the player induction session at the start of each season and will be reminded of this on a regular basis during the season. Any arrangements between parents are private arrangements and do not fall within the Club's control or responsibilities. LCFC will not provide transport for players on training days.

### **5.2 School Release**

Some players are on school release with the permission of their school and parents/guardians. On school release days, parents/guardians are requested to bring their child to the training session. If parents/guardians are not dropping their child off at the training ground the club will generally ask that the parent or guardian make alternative arrangements for their child.

### **5.3 Independent Travel and Travel by Train**

LCFC is situated just a short (10 minute) walk from Lincoln's mainline railway station.

If the child is of an appropriate age and maturity, and the preferred transport arrangements (made by the parents/guardian and player) suggest that the player is old enough and mature enough to travel independently or to use train transport, then the DSO will seek the consent of the parent/guardian to that effect and the DSO will liaise with parents on the appropriate travel/train time-table and station links and will check the arrival times at Lincoln Central Railway Station. LCFC will seek to offer transport arrangements from the railway station where possible. The minibus or coach driver will be at Lincoln Central Station at the appointed time to meet the player(s). See section 8 below.

Many young people pass their driving test and get their first cars during their school years. When a player passes his driving test they are advised to inform their insurers of their profession as a footballer and the nature of their driving if they intend to use their car for social and commuting purposes. Players must ensure they have the right insurance to meet their personal circumstances including the intended business use if they choose to provide lifts for other football players. Players will not be asked by LCFC to provide transport for their peers or staff travelling. All players must be fit to drive and free from



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all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times as they are ambassadors for the club.

LCFC records how all scholars and apprentices attend training (through their own vehicles, parental transport or public transport and their usual route of travel) and it is regularly updated. We also ask for copies of their driving license and insurance documents so that the Club is confident that these issues are addressed.

LCFC does not accept liability for any damage or personal injury that occurs as a result of independently made travel arrangements but will always try to actively support families to identify safe/low-risk solutions in relation to each player's travel arrangements.

## **6. UNFORESEEN OR EXTRAORDINARY CIRCUMSTANCES**

If there are any changes to the transport arrangements put in place by the Club for any player, then the Academy DSO must be informed and must approve those changes. (see section 9 for the Academy DSO's contact details).

Whilst the club will not routinely collect individual players or transport them, there may be times when unforeseen or extraordinary circumstances will be considered (e.g. changes in train/bus timetables, family illness or changes in parental shifts) which present players with real difficulties with travel or attending training. Each case will be considered on its merits with the primary focus being upon what is felt by all parties to be in the best interests of that player. Any arrangements must be agreed upon and consent obtained in writing from the player, parents/carers and staff involved in arrangements and signed off by the DSO. In these circumstances, the following must be considered to reduce any potential safeguarding risks:

- no individual staff member will ever transport the same player consistently (a rotation of staff may be considered)
- where possible, two other responsible adults should accompany the driver, or more than one person should be transported (this may be the coach/staff member's own child)
- The start and end dates for the arrangements should be clear e.g. no long-term or open-ended agreements
- Details of pick up times, duration of the journey and expected time of arrival at the destination should be included
- Players should always sit in the back of the car and wear a seat belt;
- The Academy DSO or an agreed safeguarding officer must be notified of any delays/detours/concerns without delay.

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. LCFC's medical/physio/sports therapy staff may transport players for medical emergencies or appointments where the parent/carers is not available. All staff must make sure they have the correct insurance when transporting young players. All staff must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Behaviour must be appropriate at all times and any incidents that occur on the journey must be reported to the Academy DSO or other safeguarding officer as soon as possible. All legal requirements must also be met when transporting young players such as not using mobile phones whilst driving. Staff members must also take in recommendations such as taking breaks during long journeys and understand the dangers when driving tired.



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## **7. NO-SHOWS AND NON-ATTENDANCE**

If for any reason a player is unable to travel or attend either day release or a planned match, then the parent/guardian must inform the Academy DSO at the earliest opportunity about any change in circumstances.

If non-attendance is relayed to the Academy DSO by the player, the Academy DSO will confirm the reason for non-attendance with the parent/guardian. Club staff must alert a safeguarding officer without delay if no notification has been received indicating a player will not be attending and they fail to show up at training or expected pick up points/arrangements.

If the Club needs to make changes to any planned, scheduled transport arrangements with parents/guardians, then the Academy DSO, or age-appropriate coach, will inform parents as soon as practicable as to those changes.

## **8. TOURS/TOURNAMENTS**

For academy tours and/or tournaments there can be a combination of club transport and transport from an external provider. LCFC follow the guidance which is proved by the FA (Travel, trips and Tournaments), The Football League (Youth Tours and Tournaments), and the Department for Education (DfE) in regards to transporting young players on tours and tournaments.



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## 9. INTERNAL SAFEGUARDING CONTACTS

### Senior Safeguarding Manager

Liam Scully

Chief Executive officer

01522 880011

[lscu@theredimps.com](mailto:lscu@theredimps.com)

### Club Designated Safeguarding Officer

Richard Parnell

General Counsel

01522 880011 / 07508 698127

[rpar@theredimps.com](mailto:rpar@theredimps.com)

### Academy Designated Safeguarding Officer

Emma Metheringham

Academy Head of Education

01522 880011

[emet@theredimps.com](mailto:emet@theredimps.com)

### Women's Club Welfare Officer

Joanna Manning

07970 560430

[joannamanning@aol.com](mailto:joannamanning@aol.com)

### Foundation Designated Safeguarding Officer

Paul Hughes

Director of Performance and Delivery

01522 563792 / 07724 838706

[paul.hughes@lincolncityfoundation.co.uk](mailto:paul.hughes@lincolncityfoundation.co.uk)



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## 7. EXTERNAL SAFEGUARDING CONTACTS

### **EFL Head of Safeguarding**

Alexandra Richards  
Safeguarding Manager  
01772 325940 / 07792 284740  
[arichards@efl.com](mailto:arichards@efl.com)

### **Lincolnshire County FA**

Mark Johnson  
Designated Safeguarding and RESPECT lead Officer  
01522 596580  
[Mark.Johnson@lincolnshirefa.com](mailto:Mark.Johnson@lincolnshirefa.com) / [safeguarding@lincolnshirefa.com](mailto:safeguarding@lincolnshirefa.com)

### **Lincolnshire Customer Service Centre**

01522 782111

### **Out of Hours Emergency**

01522 782333

### **Police**

If you have concerns requiring the Police's immediate action, dial 999.