

Transport

Policy and Procedures



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Reference Materials

The “Company” Safeguarding Children Policy

FA Travel, Trips and Tournaments

The Football league Youth Tours and Tournaments

Department for Education (DFE) transporting young players on tours and tournaments.



Transport Policy

Date of statement: July 2020

This policy super-cedes any other Transport policy.

Company policy

Bristol City Football Club, Bristol City Women's Football Club, Bristol City Robins Foundation, Bristol Bears Rugby, Bristol Bears Women, Bristol Bears Foundation, Bristol Bears Academy, Bristol Flyers, Bristol Flyers Foundation, Bristol Sport Foundation, Ashton Gate and Bristol Sport (collectively referred to as "the Company")

"The Company" has both a moral and legal obligation to ensure a duty of care for children across its services. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in any services organised and provided by "the Company".

The "Company" have developed a 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 "Company" transport, whilst being transported by a member of staff, or whilst travelling to and from "Company" activities. This is particularly relevant to scholars due to the full-time nature of their involvement.

The policy is also applicable to all young people using "Company" transport.

Principles

The "Company" Operations department for each discipline together with Heads of Welfare and Safeguarding have joint responsibility to deliver and communicate this policy to all new starters throughout the season.

All staff, players, parents and carers sign to say that they have read, understood and agree to adhere to the policy at all times.

All scholars transport needs will be considered on an individual basis with appropriate provision made.

Transport arrangements for all U18s attending away fixtures, tours and tournaments will be communicated in advance. Where possible all players under the age of 18 should travel in "Company" vehicles or transport that has been engaged by the "Company".

Vehicles should all have a minimum of one accompanying member of staff in addition to the driver.

Bristol City Football Academy follow the guidance which is approved 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.

Transport Arrangements specific to the Football Academy

During the Academy working week, internal transport is used in order to transport players, staff and equipment between the following venues:

- Academy training ground- SGS College, WISE Campus, BS34 8LP
- First Team & U23s training ground- Clevedon Rd, Failand, BS8 3TN
- Ashton Gate Stadium- Ashton Rd, Bristol BS3 2EJ

Academy mini-buses are provided to transport scholars to all matches and training venues. Should a scholar choose to make their own travel arrangements to either a match or training venue, the "Company" expects the scholars to adhere to the transport policy at all times. The "Company" accepts no liability where a scholar has made the decision to transport themselves.

"Company" Transport

Mini- Bus

The "Company" has a number of minibuses that are used to transport players, staff and equipment to training and fixtures. On occasions the minibuses may be used for tours and airport transfers.

The minibuses are maintained by the drivers, the Operations Department and specialist outside vehicle maintenance providers. Each driver will inspect their vehicle prior to use. The vehicle is also checked weekly using a Fleet Vehicle Checklist.

This form is used to record any damage to bodywork, windscreen etc; check the correct working of all functions/fluids/levels etc and other general observations. Any issues must be reported immediately to the relevant Operations Manager.

The minibuses are issued with breakdown cover and full insurance for all intended use which includes the transportation of all U18s registered within the "Company" Academies. All of these details are stored within a pack inside the mini- bus which is available to the driver and/or staff if needed.

The mini bus insurance regulations state: only staff over the age of 25 are permitted to drive the vehicle providing that the club gives them permission to do so and that they can provide a full and valid driver's licence for the specific type of vehicle. This does not include players.

The following are requirements when transporting young players:

1. Members of staff must have an enhanced DBS Disclosure through the FA's registered body.
2. Driving staff are required to notify the relevant Academy/ Foundation Manager of existing or impending disqualifications or convictions.
3. Driving staff are required to submit their licence for regular checks as requested by the relevant Academy/ Foundation.
4. Driving staff must report to the relevant Academy/Foundation details of any medical conditions which may affect their driving.

The “Company” issues consent forms to the parents/careers of all new players to obtain their permission for players to be transported in “Company” vehicles or vehicles belonging to an external transport provider as is necessary.

Parents/careers can withdraw this consent at a later date should they wish.

In the event that a player is touring with the “Company” an additional consent form will be required to be completed by the parent/career.

External Transport Providers

There may be events which require the “Company” to source additional transport. The “Company” has established relationships with reliable and trustworthy transport providers who understand the “Company” commitment to safeguarding all young players. Any company used will be required to provide a copy of their public liability insurance, provide a qualified DBS checked driver(s) and ensure that all vehicles used are safe and fit for purpose.

When travelling via this method all players are accompanied by staff.

Procedures when using “Company” transport

When using “Company” transport, all players should take full responsibility to ensure that they are well prepared and on time.

Players must understand and take responsibility for their personal safety when travelling, wear a seatbelt and not partake in any high risk behaviours such as distracting 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 regulations for staff transporting U18).

Parents/carers should never ask staff members to provide transport for a child in a personal vehicle. No parent/carer is allowed to travel on any form of “Company” transport except in exceptional circumstance and then only with consent from the Senior or Academy Manager.

At the start of their time within the “Company” parents/careers must sign a transport consent form for their child to travel on “Company” transport. This form will remain with the child throughout their time within the “Company”.

Procedures for young players travelling independently (Including public transport and own vehicles)

On passing their driving test a player is advised to inform their insurers of their profession as a footballer or elite athlete. No player/ elite athlete should transport or offer a lift to another player unless they have the correct insurance. A copy of this insurance should be provided for “Company” files.

The "Company" does not accept liability for any damage or personal injury that occurs as a result of a scholar choosing to travel independently, given that the "Company" provides transport to and from training and match venues where and when required.

If Football Academy scholars are making their own alternative transport arrangements to matches, they must inform their lead coach within 24 hours prior to the match.

All players must be fit to drive and free from all drugs, alcohol or medication which may inhibit or impair their ability to drive. Their behaviour must be exemplary at all times.

Regulations for staff transporting players

Members of staff are not expected or asked to transport players in their private vehicles as part of their duty unless stated otherwise. Staff understand that circumstances may sometimes arise where the risk of not transporting a player 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. (Refer to the "Company" Safeguarding Children Policy)

In the unlikely circumstance that a member of staff feels that they have no choice but to transport a young player in their private vehicle because it is the safest or only option, they must adhere to the following protocols where applicable:

1. Inform the Senior Safeguarding Officer (SSO) or the relevant Safeguarding officer (DSO) of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed.
2. Have an enhanced DBS disclosure through the "Company".
3. Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road.
The "Company" cannot take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles.
4. Have permission from the young player's parents/careers.
5. Have another member of staff accompanying them (if possible) or more than one young person to accompany one another.
6. The young person should be seated in the back where possible and wearing a seatbelt.
7. When a member of staff is transporting a young person, they must understand that the safety and welfare of that person is their responsibility until they have safely reached their destination.
8. Where possible the young person should be handed over to a responsible adult on arrival at the destination.

The "Company" medical staff may transport players for medical emergencies or appointment where the parent is not available.

Requirements for drivers

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 Welfare Officer/ Manager as soon as possible.

All legal requirements must also be met when transporting players.

The use of mobile phones when driving is prohibited.

Staff members must take appropriate breaks during long journeys and understand the dangers when driving tired

Where possible, drivers should be accompanied by another member of staff when transporting young children as this can reduce the risk of any distractions, accident, injury or allegation of misconduct or abuse.

Staff should follow all safety rules and make sure that all passengers including themselves must wear a seatbelt at all times.

All staff members who may have to transport players must sign a 'Drivers Registration and Monitoring Driver Information Form' at the start of the season and must update the Operations Department of any changes.

Document review

Date reviewed	Position	Owner
August 2020	Executive Board	M. A. Martin

