

# Trips Tours and Tournaments

## Policy and Procedures



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## Reference Materials

The "Company" Safeguarding Children Policy  
EFL Residential Activities-work with children and young people 2017/18 v 4  
FA Travel, Trips and Tours.  
NSPCC Recommended adult to child ratios 2018  
HSE School trips and outdoor activities 2011



## Trips, Tours and Tournaments Policy and Procedures

### **Date of Policy: October 2020**

This policy super-cedes any other Trips, Tours and Tournaments Policy and Procedures.

### **Statement**

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

The "Company" is committed to providing a caring, friendly, safe environment for all of its members so that they can participate in any sport in a relaxed and secure atmosphere. This guidance is designed to ensure that the "Company" can engage in a range of activities including trips, tours, tournaments, festivals and residentials with confidence, by having planned efficiently to try and ensure that you have everything in place to make the event safe and enjoyable.

### **Principles**

The Club Secretary is notified at least six weeks in advance of all Academy residential tours, festivals and tournaments (appendix 2) and is asked to arrange the necessary insurance via the Club's designated insurers. The Club Secretary also requests the necessary permission from the appropriate governing bodies, where applicable.

The Tours Manager is responsible for liaising with the Academy Manager and coaching staff as regards suitable method of transport and accommodation for each tour, plus adequate staffing. The Academy always meets the minimum requirement of staff/player ratio for all tours and tournaments.

The Tour Manager is always an experienced full-time member of the Academy staff and has experience of supervising Academy players of the age group(s) participating on the tour (appendix 1). All other members of the tour party are either full-time or part-time Academy personnel and therefore have the relevant DBS checks in place. A member of the Safeguarding team will also be present.

All Premier League T Forms are completed well in advance of each tour.

Generic Risk Assessments have been compiled by the Club's Health and Safety Officer to cover the following methods of travel: -

- Coach
- Air
- Ferry
- Euro Tunnel

Where deemed necessary, a tournament pre-visit is carried out by an experienced member of the Academy staff and the Safeguarding Officer to view the intended method/route of travel, accommodation and playing, training and medical facilities. Where this is a new venue the “Company” Health and Safety Officer is also asked to accompany the pre-visit in order to compile an event specific Risk Assessment.

Where the “Company” has participated previously and are using the same method of travel and accommodation, a pre-visit will not be deemed necessary. The previous Risk Assessment is however reviewed on each and every occasion and amended accordingly.

Hotel/sport centre accommodation is used for all tours and tournaments; host family placements are not considered.

### **Trips abroad**

If the Club plans to take part in a tour or tournament abroad, then The FA regulations apply. These also apply when hosting a tournament involving teams from other countries or whilst playing a match against a foreign touring side. Further Information is available by downloading the relevant section in The FA Handbook.

Permission is not needed for one-off matches against teams from Scotland, Northern Ireland or Wales. Documentation is required for matches against teams from the Republic of Ireland and other FIFA countries.

When planning to participate in a football tour or tournament abroad (not Northern Ireland, Scotland or Wales) or are hosting a foreign team at the Club, permission must be granted by the Club Secretary to ensure the plans are approved and endorsed by the Club. Once this has been obtained, approval from The FA to participate or host an activity must also be given prior to the event.

The Club is required to give The FA at least 60 days’ notice prior to the event. However, if plans are in place and you inform The FA less than the 60 days before, you may still apply to participate and The FA will endeavor to grant you permission but this may be delayed or result in permission not being granted.

The FA ‘Application to Play Matches against Foreign Opposition’ form is obtainable from The FA website. This form is to be completed in full and sent to The FA either by email or fax and a copy should be sent to the Youth Co-Ordinator, Pauline Hothersall at the EFL via email, for information only.

E mail : [sanctioning@thefa.com](mailto:sanctioning@thefa.com) Guidance: <http://www.thefa.com/football-rules-governance/lawsandrules/rules-of-theassociation> EFL: [PHothersall@efl.com](mailto:PHothersall@efl.com)  
All trips, tour information will be kept for a minimum of 3 years by the “Company” administrative team for safeguarding purposes.

## **Procedures**

A pre-tournament staff briefing is held prior to departure where all staff are issued with the relevant documentation in relation to itineraries, tournament schedules, special needs, contact details, etc.

Parental and school permission, where applicable, is always sought well in advance of each tour.

For Academy players of school age, a parental pre-tournament briefing is held prior to each tour; for full-time scholars and players under 18 years of age, parental permission is obtained via Premier League Form T7 and parents are sent copies of the tour and tournament itineraries prior to departure.

The Tour Leader is in possession of travel tickets, passports, European Health Insurance Cards and a contingency fund prior to departure, along with relevant information relating to British Embassies, emergency procedures, Home Contact Person, etc.

Staff ensure that Academy players of school age are in regular contact with their parents throughout the tour, with particular emphasis on safe arrival and scheduled return time for collection of players at the end of the tour.

Academy players on tour wear Club apparel at all times to ensure ease of identification.

Use of swimming pools or any other high-risk activity is prohibited.

The Tours Co-Ordinator is responsible for nominating a Home Contact Person who is contactable at all times for the duration of the tour. They should have a list of who is on the trip and their contact details (including the leaders/helpers).

A member of the Safeguarding Team is included in tour groups and has specific responsibility for players welfare. Everyone in the group is aware of who this person is and what their role is on the trip.

All staff will be provided with a copy of the Emergency Procedures Guidance and EFL Residential activities 2017. They will be asked to sign to say that they have read both documents prior to going on the tour.

On completion of each tour an informal debrief is held between all relevant stake holders to assess all aspects of provision and to ensure good practice is maintained and any improvements incorporated into future events.

The Tours Co-Ordinator maintains the club's tours and tournaments records and sends all applicable notifications to the Premier League /EFL/FA.

### **Pre tour**

When booking accommodation, you need to consider the following:

- What is the locality like?
- Is there secure parking?
- 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? Remember all beds must be single and staff and players must not share a room.
- Work with players to establish a code of conduct and consequences.

**Ensure all** staff have completed and signed declaration form and read EFL Residential Guidance Notes.

### **On arrival**

- Ensure that everyone is aware of fire exits and emergency procedures and conduct a practice fire drill.
- Check that all windows and doors are safe.
- Remember to check the rooms for any damage and report any you find immediately.
- Check that the players are all allocated no smoking rooms.
- Ensure there is no access to alcohol in the rooms.
- Ensure movie/video access is appropriate or, indeed, not available in the rooms.

### **During the tour**

- Make sure every child has a Safe Away Card.
- If there is a social area decide on how it will be used and supervised.
- Check your insurance covers non-football activities.
- Players may take part in non- football activities, provided a risk assessment has been conducted and players have completed specific written consent for each activity.
- If there is a bar, establish what rules will be in place.
- Ensure that you have your staff bedrooms spread out, for example – if the group is over three floors, there should be at least one adult room on each floor.
  - If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.
- Have a group meeting to review the programme and rules.
- Hold daily group meetings and a staff meeting to discuss any issues or problems and solve them.

## On Return

- Ask the participants and the staff what they enjoyed and what they would change, this will help with next year's planning.

Date reviewed	Position	Owner
Oct 2020	Executive Board	M.A. Martin
Oct 2021		



## Appendix 1

<b>Job Title:</b>	Tour Manager
<b>Applicable applicants:</b>	Academy Staff; Agreed flexibility provided of Academy role to prepare & attend the tour
<b>Reports to:</b>	Academy Manager
<b>Purpose of the Role:</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the operational management of an Academy tour (whilst on tour)</li> <li>2. To ensure the players welfare is of paramount importance at all times during the tour</li> </ol>

Accountabilities/Responsibilities	Key Performance Indicators	Skills & Experience
<p><b>1. Operational Management</b> Be responsible for the delivery of the pre-agreed itinerary / logistics during the tour.</p> <p>Ensure player information / medical details are available at all times during the tour.</p> <p>Be responsible for cash float, keeping accurate record of all expenditure.</p> <p><b>2 Player Welfare / Safeguarding</b> To be responsible for the safeguarding &amp; welfare of Academy players during tour</p> <p>To promote the Academy Values &amp; Culture at all times</p> <p>To liaise with Head of Welfare &amp; Safeguarding Officer when required</p> <p>To read and sign receipt of EFL guidance residential activities 2017/18</p>	<p><b><u>Pre-Tour:</u></b> Complete handover from Operations of all necessary itineraries / players records / contact details.</p> <p>Complete pre tour venue visit, to complete risk assessments.</p> <p>Participate &amp; contribute to pre-tour staff &amp; player meetings</p> <p><b><u>During Tour:</u></b> Be the point of contact to liaise with accommodation / coach company / staff / players as required.</p> <p>Telephone call to Academy Manager at 9am (post breakfast) &amp; 8pm (post evening meal) each day to update on player welfare &amp; tour progress.</p> <p><b><u>Post Tour:</u></b> Handover of any injury / incident reports.</p> <p>Participate &amp; contribute to post tour staff review.</p> <p>Along with Head of Welfare, lead post tour players' review.</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ FA DBS Check</li> <li>▪ FA Safeguarding Children qualification</li> <li>▪ Be an honest, clear communicator</li> <li>▪ Be able to work as part of a team, but also lead on own initiative</li> <li>▪ Have empathy, be supportive and encouraging of young people</li> <li>▪ Experience of attending / leading tours or trips of young people</li> <li>▪ Be flexible to meet the demands of an Academy tour</li> </ul>

**ACADEMY YOUTH**  
**TOUR**  
**NOTIFICATION TO CLUB SECRETARY**

The Academy would like to notify the Club Secretary of the planned tour as per the details listed below:-

**1. PURPOSE OF TOUR**

Trip     Tours     Tournament     Trust Residential     Other

**2. AGE GROUP OF TOUR (e.g. U16)**

Age group	
Number of players	

**3. VENUE**

\_\_\_\_\_ **Country** \_\_\_\_\_

**4. DATES AND TIMES OF TRAVEL**

Date of departure	
Time of departure	
Return date	
Planned return time	

**5. TRANSPORT ARRANGEMENTS**

by flight     by car     by train     minibus

A short description of the transport arrangements must be outlined below

The following Club staff have volunteered / consented to drive and I confirm they are legally permitted to drive the vehicle which will be used:

Name of driver(s)	
-------------------	--

<b>Vehicle registration no.</b>	
<b>Name of transport company (if any)</b>	

**6. INSURANCE**

Club insurance Policies (list those which apply) \_\_\_\_\_

Additional Policies (check if additional are required for adventurous activities or emergency repatriation)

**7. NAME OF TRANSPORT COMPANY (IF ANY)**

Public Liability Insurance confirmed  Yes  No - Level of Liability £ \_\_\_\_\_

**8. ACCOMMODATION**

<b>Name of hotel/lodging</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Website</b>	
<b>Email address</b>	

**9. DETAILS OF PROGRAMME OF TOUR**

Attach tour itinerary - include existing knowledge of the place to be visited and if any exploratory / recognisance visit(s) is intended

**10. DETAILS OF ANY POTENTIAL HAZARDOUS / ADVENTUROUS ACTIVITIES**

**11. STAFF ATTENDING** (add all support staff & volunteers)

<b>NAME</b>	<b>RESPONSIBILITY</b>


**12. STAFF TO ACADEMY PLAYER RATIO**

**13. CONTACT DETAILS FOR CLUB CONTACT BASE IN CASE OF AN EMERGENCY**

This should be the person who will be responsible for the Club’s coordinated response if an emergency occurs – and should be a person who can make executive decisions, for example the Club Secretary, or Academy Manager if not attending the tour.

<b>Full Name</b>	
<b>Address</b>	
<b>Home Tel Number</b>	
<b>Mobile Number</b>	
<b>Office Number</b>	

**14. HAS AN ADVANCE VISIT BEEN UNDERTAKEN?**

Yes  No

If an advance visit was not possible, what action(s) has been taken to ensure the suitability of the chosen venue?

**16. PARENTS CONSENT**

· Copy of the information to be sent to the Parents attached

· Copy of the blank consent form to be to parents/legal guardians attached.

I certify that appropriate consents will be obtained before the tour and that any player that does not have a consent form prior to the event will not be permitted to participate.

The consent forms will contain appropriate medical information on any additional or medical needs which will be considered in the risk assessment process for the event.

**17. TOUR LEADER**

Full name \_\_\_\_\_

Role at Club \_\_\_\_\_

Mobile number: \_\_\_\_\_

**18. CERTIFICATION**

I certify that the Tour Leader has been issued with the DfEE document "Health and Safety of Pupils on Educational Visits, A Good Practice Guide" and the accompanying supplement. That the risk assessment for the tour will be carried out in advance of the tour and will be reviewed immediately before travel. The information will be shared with those travelling and a copy will be with the home contact person and filed in the Academy office

<b>Full name</b> <i>Academy Manager</i>	
<b>Signed</b>	
<b>Date</b>	

---

**To be completed by the Club Secretary**  
**(This original form is to be returned to the Academy Manager with a copy to be kept on file)**

To Academy Manager

The Club agree that the Academy can take the players on a Youth Tour as detailed.

The Club do not endorse the planned tour as detailed above, for reason(s) stated

below:-

.....

.....

.....

..... Signed \_\_\_\_\_

Full name \_\_\_\_\_

Date \_\_\_\_\_ Season \_\_\_\_\_

**YOUTH TRIP, TOUR OR RESIDENTIAL**  
**INVITATION TO COLLEAGUES TO PARTICPATE IN A TOUR**

**Date:** \_\_\_\_\_

**Season** \_\_\_\_\_

Dear Colleague,

Name \_\_\_\_\_

Role \_\_\_\_\_

You are invited to accompany the Youth Trip/Tour/Tournament for the U (    ) **(age group)**

**The planned dates are:-**

Departure date \_\_\_\_\_

Return date \_\_\_\_\_

Venue \_\_\_\_\_

Web address of venue if known \_\_\_\_\_

Please confirm if you would like to participate in the event in a supervisory capacity by signing the attached reply letter and return to the Tour Leader by dd/mm/yy (state date of return here), together with your personal emergency contact details as they may be required in case of emergency during the tour.

Please note;

- All employees accompanying the tour on behalf of the Academy are regarded as members of staff.
- This is not a holiday.
- The safety of players on the tour is paramount.

I look forward to your hearing from you.

Yours sincerely

**Academy Manager**

**YOUTH TRIP, TOUR OR RESIDENTIAL**

**STAFF RESPONSE TO ACADEMY MANAGER**

**Self-declaration and agreement to participate**

Dear Academy Manger,

Thank you for the invitation to accompany the Youth Tour with the (name of Club) to: -

Venue: \_\_\_\_\_

Date of departure \_\_\_\_\_ Season \_\_\_\_\_

Date of return \_\_\_\_\_ Age Group (U \_\_\_\_)

I confirm that I would like to be part of the Tour Supervision Party and that I have been issued with a copy of EFL Residential Guidance Notes.

I recognise that whether I am an employee or volunteer, I have the same responsibilities with regard to the welfare and safety of the academy players, or others involved in the event. I will abide by any Safeguarding and Health and Safety and Policy Guidance as stipulated by the Academy. I understand that safeguarding children is the responsibility of everyone.

I understand that the Health, Safety and Welfare of academy players is paramount.

I acknowledge that my participation in the event is not considered by me to be a holiday or a reward and I also recognise that the supervision of children during this tour means that I am never really 'off duty'.

I have in place an appropriate DBS/CRC which is less than three years old which I consent to you viewing. Since the issue of my most recent DBS/CRC check I confirm that I have not been arrested, cautioned for or charged with any criminal offence and to my knowledge have not been under investigation by either the Police or any Social Care Department.

I enclose the form T2b listing my personal emergency contact details as requested.

I look forward to receiving further information regarding the event soon.

Yours sincerely

Signed .....

Print name .....

Position at Club .....

Date .....

**YOUTH TRIP, TOUR OR RESIDENTIAL**

## Staff Personal details

Tour Venue: \_\_\_\_\_ Age Group: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Season: \_\_\_\_\_

<b>Full name</b>			
<b>Date of birth</b>			
<b>Home address - in full) (Include post code)</b>	<b>Post code:</b>		
<b>Home Tel. number</b>			
<b>Mobile number</b>			
<b>Next of Kin</b>	<b><u>Full Name</u></b>	<b>Tel. number (day)</b>	
		<b>Tel. number (night)</b>	
		<b>Mobile no.</b>	
<b>Relationship to you</b>			
<b>DOCTOR'S FULL CONTACT DETAILS</b>			
<b>Name</b>			
<b>Address (include post code)</b>	<b>Surgery Title:</b>		
<b>Telephone number</b>			
<b>N.I. number</b>			
<b>MEDICAL INFORMATION</b>			
<b>Special dietary requirements (if any)</b>			
<b>Do you suffer from allergies? Please delete as appropriate</b>	<b>Asthma</b>	<b>Yes / No</b>	
	<b>Hay fever</b>	<b>Yes / No</b>	
	<b>Diabetes</b>	<b>Yes / No</b>	
	<b>Epilepsy</b>	<b>Yes / No</b>	
	<b>Nut Allergy</b>	<b>Yes / No</b>	

Any other allergies? (e.g. penicillin, anesthetic). If Yes, please list.	Yes (explain) / No			
Any other health issues? please specify				
Have you had "COVID 19" or been in contact with anyone who has in the last 2 weeks? please specify				
Will you have any required medication with you during the tour?	Yes		No	
	If yes, what?			
When did you last have a tetanus injection?				
Do you have a current European Health Insurance Card (EHIC)?				
Do you have a current valid passport with more than 6 months after the planned date of return from the tour? (If travelling abroad)				
You must inform the Tour Leader of any change to your personal / health circumstances before the tour?				

**Note:** If the tour is travelling to another country you will be required to have all of the above in place and may be required to have any additional visa / vaccination requirements for that Country, in advance, depending upon the country the tour is visiting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Role \_\_\_\_\_

Information checked: Yes / No

Print name \_\_\_\_\_ Role \_\_\_\_\_ Date \_\_\_\_\_

**Office use only:**

Club Note: Consider any additional insurance requirements if medical issues are identified. Ensure you understand and share information regarding visa and vaccination requirements. Personal/confidential information requires secure storage in line with the Data Protection Act

**YOUTH TRIP, TOUR OR RESIDENTIAL**

**NOTIFICATION TO PARENTS**

**Date:**

Dear Parent/ Guardian,

I am pleased to inform you that your son (**Name of Child**) is being considered for the forthcoming Academy trip / tournament as part of his football development. The tour is currently in the early planning stages and the summary details are:-

Proposed Event: (Age range of Tour Group e.g. U16s) \_\_\_\_\_.

To: (Name of Venue and Country include web address if known) \_\_\_\_\_.

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

*(If you know your planned type of travel then include this here e.g. we intend to travel by air / train / coach)*

At this point we are trying to establish how many players wish to be involved and are seeking parental consent to ensure that the numbers will be sufficient to enable the tour to go ahead.

If you wish your child to be considered for selection for the tour, please complete, sign and return the attached consent form, together with Academy Player's Personal Details form to the (**Tour Manager or name and contact details of who to return to**), by (dd/mm/yy **date**).

Please be aware that a number of players are being considered at this point. **However, if we do not receive the consent form from you, then your child cannot be considered.** Once your child's place on the tour is confirmed we will keep you informed of further details as the tour approaches.

I look forward to receiving the information from you.

Yours sincerely

Sign

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

**YOUTH TRIP, TOUR OR RESIDENTIAL**

**CONSENT FORM – PARENTS / CARERS**

**Date:**

**U : (Age group)**

Dear Academy Manager/Tour Manager,

I consent to my child (**name in full**) ..... participating in the event outlined in the letter of invitation. I recognise that whilst most tours are arranged outside of school term, if this tour requires them to be released from school:

I consent to the Academy contacting the Head Teacher for permission for my child to be released from school for the duration of the tour.

I do not consent to the Academy contacting the Head Teacher for permission for my child to be released from school for the duration of the tour.

**N.B.** - One of these boxes **MUST** be ticked

Once details of the tour are confirmed, I agree to take my child to the agreed drop off point and collect them from the return point at the times and dates to be specified by the Club.

Once the ground rules for the tour have been established, I agree to discuss the importance of appropriate behavior, and health and safety with my child prior to the tour.

- I state that my child is in good health and that they are not participating contrary to medical advice. However, I understand that I **must** advise the Tour Manager of any changes in his/her health at least one week before the departure date.
- In the unlikely event of an accident occurring, I give my permission for a designated representative on the Academy Tour to authorise emergency medical treatment, including the use of anesthetic if deemed necessary.

**I confirm I am the parent/ carer of (full name of child)**

**Relationship to child?** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**School** \_\_\_\_\_ **Date** \_\_\_\_\_

**To be sent to the Academy Manager at the Club:**

**Postal address:**

**Email address:**

## YOUTH TRIP, TOUR OR RESIDENTIAL

### ACADEMY PLAYER - PERSONAL DETAILS

In order that your child may participate in the Trip / Tour / Tournament or Festival planned by the Academy, it is essential that you complete and return this form to the Tour Leader / Academy Manager, supplying all relevant information.

Tour: \_\_\_\_\_ Age U \_\_\_\_ : Date: \_\_\_\_\_ Season: \_\_\_\_\_

<b>Full name</b>			
<b>Date of birth</b>			
<b>Home address (in full)</b>			
	<b>Post Code:</b>		
<b>Home tel. number</b>			
<b>Child's Mobile number</b>	This number will only be used in case of emergency and in-line with the Club communications policy.		
<b>School year</b>			
<b>Name of School and address</b>			
	<b>Post Code</b>		
<b><u>MEDICAL</u></b>			
<b>Special dietary requirements</b>			
<b>Does your child suffer from allergies?</b> <b>Delete as appropriate</b> <b>(MUST be completed)</b>	<b>Asthma</b>	<b>Yes / No</b>	
	<b>Hay fever</b>	<b>Yes / No</b>	
	<b>Diabetes</b>	<b>Yes / No</b>	
	<b>Epilepsy</b>	<b>Yes / No</b>	
	<b>Nut</b>	<b>Yes / No</b>	
<b>Any other allergies – please specify</b> <b>(e.g. - penicillin, anesthetic)</b>	<b>Yes / No</b>		
<b>Is your child likely to be home-sick?</b>	<b>Comment</b>		
<b>Will your child have any medication with him during the tour?</b>	<b>Yes</b>		<b>No</b>
	<b>If yes, what?</b>		

When did your child last have a tetanus injection?			
Can your child swim? (Please make comments on the swimming ability of your child) e.g. weak/strong swimmer	Yes		No
	If you do not wish your child to participate in water activities, please state here.		
Does your child have a current European Health Insurance Card (EHIC)?	Yes / No		
Does your child have a current valid passport with more than 6 months after the planned date of return from the tour?	Yes / No (If the Tour is abroad)		
It is vital that you inform the Tour Leader of any change to the health of your child or personal circumstances before the tour?	Changes in circumstances		
<b>DOCTOR'S FULL CONTACT DETAILS</b>			
Name			
Address (including post code)	Surgery Title:		
	Post code:		
Telephone number			
Child's N.I. number			
<b>PARENT /CARER</b>			
Name of parent/guardian			
Relationship to child			
FIRST Emergency contact details:  Relationship to child	<u>Full Name</u>  Relationship to child	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
SECOND Emergency contact details:  Relationship to child	<u>Full Name</u>  Relationship to child	Tel. number (day)	
		Tel. number (night)	
		Mobile no.	
<b>N.B:</b> It is essential, that in the event of an emergency, we are able to contact one of the two people named above during the duration of the tour.			

<b>Next of Kin</b>	<b>Full Name</b>	<b>Tel. number (day)</b>	
		<b>Tel. number (night)</b>	
		<b>Mobile no.</b>	
<b>Relationship to child</b>			

**Please provide any other relevant details that you feel the Academy staff should be aware of in order to meet the needs of your child whilst they are on tour.**

**Signature** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_  
*(parent/ legal guardian)*

**Name in full** \_\_\_\_\_

**Date** \_\_\_\_\_ **U** *(age group)*

**Office use only:**  
 Club Note: Consider any additional insurance requirements if medical issues are identified.  
 \*Personal/confidential information requires secure storage in line with the Data Protection Act

**YOUTH TRIP, TOUR OR RESIDENTIAL**  
**SCHOOL CONSENT REQUEST LETTER**

*(This form must be reproduced on the Football Club's letter headed paper)*

**Date:**

Dear (Head Teacher), **School Name:** \_\_\_\_\_

**Reference: ( Football )Academy Tour – Request for permission for absence from school.**

**Name of Academy Player** \_\_\_\_\_ **Age group of team ( ) e.g. U16s**

The **(NAME OF CLUB)** Academy is arranging to participate in a football tour this season. The planned destination and dates are outlined below:

To **(Name of Venue and Country include web address if known)**

Departure day and date: \_\_\_\_\_

Return day and date: \_\_\_\_\_

As you will be aware, (first name here) is a member of our ( )Academy. As part of his on-going (football) development he is being **considered** for selection for the tour.

We always try to run our tours in school holidays but on this occasion, some dates are during term time. We have contacted his parents/guardian who have provided consent for the Academy to approach you at the school to seek permission for him to be released, **if** he is selected for the tour party. I am therefore writing to ask you if he may be released from school during these dates.

If you feel that there are school assignments that he would miss but must complete, the Academy will make every effort, with the support of our Head of Education, to ensure any work is completed satisfactorily, **if** he is selected.

**If** he is selected for the tour, his parents will inform you. If you have any questions or queries regarding the tour or the player's possible participation, please do not hesitate to contact the Tour Leader whose contact details are at the bottom of this letter.

I would be grateful if you could complete the enclosed letter and return by (date)

Yours sincerely

Academy Manager

**FYI: Tour Manager** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **email address** \_\_\_\_\_

**FL Toolkit Trips, Tours, Tournaments & Residentials – School Consent Request Letter Form 4**

**YOUTH TRIP, TOUR OR RESIDENTIAL**

**SCHOOL CONSENT RESPONSE LETTER**

This standard letter is to be sent to school and should be enclosed with the letter (T4) which seeks consent from the school for term-time absence. Please complete details where possible, e.g. Name of school, player's name, tour venue and dates.

**From:** Name & Address of School

Date:

**Season:**

Dear Academy Manager, Tour Manager

**Re: Academy Tour – Request for permission for absence from school for**

**(Name of player) \_\_\_\_\_ Age group U ( )**

Thank you for your letter of (date) \_\_\_\_\_ regarding the Academy Tour outlined below: To (Name of Venue and County include web address if known)

Departure day and date: \_\_\_\_\_

Return day and date: \_\_\_\_\_

I can confirm I have:

1. Spoken with (name) parents / carers and recognise they have provided consent

Yes / No

2. After consideration I can confirm that on this occasion the school

: - Will permit the student to be absent for the dates outlined.

- Will **NOT** permit the student to be absent for the dates outlined.

I understand that the Club try to run tours during school holidays and would request that whenever possible the Academy continues to support the school programme in this way.

The student may have some school assignments to work on during the tour and I would be grateful if your Head of Education would contact (Name of School Contact and role at school) on telephone number.....: to discuss the school requirements.

The student will not have any schoolwork to complete during the tour.

Thank you for informing the school of the Academy's intentions.

Yours sincerely,

# Safeguarding and H & S – Dynamic Risk Assessment

Indoor and Outdoor Activities or Travel Safeguarding and H & S Assessment Form.

**TO BE COMPLETED BY COACH OR RESPONSIBLE PERSON PRIOR TO EACH SESSION OR ACTIVITY/TOUR**

Venue Name and Project / Course	Club member of staff or Coach in charge of the session/activity or tour	Signature	Dates	Start time	End time

Tick the appropriate session box if the safeguarding risks are suitably low enough to allow the session/activity to continue. If a hazard is present which presents a serious and immediate health and safety risk, place a X in the box and complete the 'additional risk controls' section at the end of the form. If a question is not applicable, write N/A in the box.

If suitable control measures cannot be identified or introduced, then the session/activity must be postponed or relocated.

Pre-Planning prior to risk assessment visit	Yes/No/NA	Comments
Has the venue been contacted prior to the risk assessment visit and supplied the following documents - Safeguarding policy and or Safeguarding risk assessment?		
Have you considered the locality of the venue for ease of access?		
Have you established what accommodation is available?		
<b>Travel</b>		
Have you worked out your route?		
Has the travel company been contacted prior to visit for the following documents: Safeguarding policy Public liability Insurance		
Has <a href="http://www.gov.uk">www.gov.uk</a> been referred to for any safety guidance around the country being visited?		
Have any journey stops or breaks been planned?		
What are the arrangements for use of toilet facilities during travel?		
What arrangements will be in place for suitable meal and water provision?		
Is there appropriate provision for first aid and first aid kits?		
Is there an emergency plan in place for use in the case of an emergency situation including breakdown or emergency situation.		

<b>Hotel/venue checks</b>		
First impressions -was the venue welcoming? clean?		
How easy would it be to unload a coach? Safe for players?		
What security is in place and provided by venue?		
Bedroom(s) should be subject to pre- use checks as detailed – Ground floor accommodation utilised if possible Rooms should be single or if double twin beds and on the same floor Are shower/toilet facilities suitable? Staff have own accommodation on same floor as players No balcony in unavoidable can they be locked before arrival Opening windows can be locked in an open position if required for ventilation but not access/egress Electrical sockets visually intact Any minibar not stocked Do you know what the venue emergency arrangements are?		
<b>Can the venue meet the dietary needs of the players?</b>		
Where will the players eat? Own dining room? Own menu? Times?		
<b>Additional</b>		
Any other specific to the venue i.e. use of swimming pool or evening activities etc.		
Any venue staff working with players will need to provide DBS certificates		
How safe is the site at night?		
What down time provision is there?		

<b>Additional Risk Control Measures / Observations</b>	Use the box below to record any further notes
--	---

# Trips Tours Tournaments

## Risk Assessment



The Risk Assessment is intended to offer guidance when teams are considering Safeguarding or any visit or activity involving young or vulnerable persons. Please use it as a template guide and amend as appropriate to ensure it is suitable and reflective of the activity being undertaken and the controls being implemented. It should be used in conjunction with the Safeguarding Dynamic Risk Assessment.

**Procedures**

A pre visit should be undertaken prior to the risk assessment being completed if this is a new venue (See dynamic risk assessment sheet appendix 11)

- The Risk Assessment should be completed by The Tour Manager and the Safeguarding lead.
- On completion it should be given to the Academy Manager to be signed off.
- All appropriate information should be shared with accompanying staff.
- On completion of the visit the risk assessment should be re visited and any amendments be added as a separate document
- The finished risk assessment should be kept on file for a minimum of 3 years by the Academy administrator.

Outcome		Likelihood		
Fatal	5	Probable	4	Risk Rating
Major Injury	4	Possible	3	1 - 6 = LOW
3 day + Injury	3	Unlikely	2	7 - 11 = MEDIUM
Minor Injury	2	Remote	1	12 - 20 = HIGH
No Injury	1			

Please note that where a risk is high it could result in the proposed visit being cancelled.

Outline activity		Tour Manager Safeguarding officer:		Checked; Approved/ Not approved	Score these boxes using calculator on first page		
Date(s)		Staff:		Signed (A.Manager) Date			
Activity	What is the hazard?	How will harm arise from the activity?	Who might be harmed?	Detail existing controls to prevent harm	Outcome (worst case)	Likelihood (how likely to occur?)	Risk Rating (outcome x likelihood = RR)
Pre Tour / visit preparations	Parents and players unsure of arrangements and expectations. Visa and passport requirements Consider any language difficulties	Itinerary not received Information not sent to parents in advance Consent forms not received Briefing session not delivered Players and parents not arriving at pick up points on time.	Club staff, parents and players.	Itinerary received <b>DATE</b> Information letter sent to parents with consent forms on <b>DATE</b> Completed consent forms all returned including medical, images, video and TV consent. <b>DATE</b> Pre tour final briefing delivered by <b>NAME</b> when <b>DATE</b> Clear instructions given to parents/players regarding meeting times, consequences of late arrival. <b>DATE</b>			
Travel to/from airport or venue	Transport arrangements to / from airport	Coach/minibus transport Sufficient supervisors? Is driver eligible to drive the vehicle Drivers using mobile phones Transport suitably road worthy and insured Parents not available on return to collect players	Club staff, players and contractors. .	Driver plus <b>NOS</b> adults in attendance Drivers licenses checked to ensure appropriate for vehicle driving <b>DATE</b> Drivers required not to use mobile phones whilst driving Vehicle in road worthy condition and meets legal requirements. <b>DATE CHECKED</b> Correct insurance documentation received from the company All players/staff advised to wear seat belts. Adult supervision on journey ( <b>1:;5</b> ) All emergency contact details kept by tour manager and contact made with family to arrange collection.			
Flights	Flight	Travel insurance not in place Flights not planned or booked Flights delayed or cancelled Passports not checked prior to trip Players not briefed on customs requirements	Club staff, players, contractors, members of the public.	Group travel insurance checked <b>DATE</b> E111 cards held by all players <b>OR</b> Club medical insurance in place. Flight booking details Provision for unexpected delays in place Cancellation plans made and communicated with parents <b>DATE</b> .Passports checked (have 6 mths available			

				after return date) <b>DATE CHECKED</b> Players briefed on customs requirements.			
Staff supervision	Not enough staff supervision identified Staff not DBS checked Staff not briefed or understand their responsibilities Night duty staff not identified.	Club not following FA guidelines on overseas ratio. All staff attending do not have a current enhanced DBS check Roles and responsibilities not communicated to staff	Club staff, players.	Ratio identified ( <b>1:10</b> ) Club staff supervising all with enhanced in date DBS check. Tour leader identified <b>NAME</b> Safeguarding officer in attendance <b>NAME</b> A staff briefing has been held <b>DATE</b> Roles and responsibilities identified and allocated			
Hotel /over-night stay	Players/apprentices 16-18 Yrs. Young players under 16 Yrs. Public access to hotel Which floor rooms on Access to balconies Sleeping arrangements Open windows Access to mini bar or alcohol	Room allocation not checked to ensure supervisors on same floor as players. Ground rules and code of conduct not communicated in advance Equipment TV/Minibar open access Public access to any floors/rooms Emergency procedures not checked/unsatisfactory Hotel rooms not suitable / checked	Club staff, players, members of the public.	Club checked room allocation and venue prior to trip <b>ATTACH DYNAMIC RISK ASSESSMENT</b> All rooms to be on the same floor All beds are single (no sharing of beds) Adults have own room Attention drawn to evacuation and points of assembly. Practice drill on arrival All windows have restrictors on them Balconies should not be accessible (preference without) Mini bars and TV channels restricted by the venue prior to arrival Code of conduct drawn up prior to arrival			
Additional leisure activities	Swimming Being alone Cycling <b>etc</b>	Down time where injury /accident / abuse / abduction could occur.	Club staff, players members of the public.	Itinerary of activities/down time identified. Individual risk assessments carried out in advance. <b>ATTACH</b>			
Throughout the tour	Slips Trips Falls	Injury Verbal abuse Physical abuse	Club staff, players.	Advice given to all players All incidents reported to staff and logged. Players to be briefed on personal safety			
Safeguarding players during changing periods	Unexpected / unsupervised access to changing rooms before and after matches	Child welfare in danger	Players.	Changing areas to have restricted access. No mobile phones or cameras permitted No staff allowed in changing rooms Coaches in attendance Follow Club policy for changing rooms.			
Dietary requirements	Risk of food provided not being appropriate to professional players	Lack of consultation Food allergies or other dietary requirements not	Club staff and players.	Consent forms received in advance identifying all allergies / requirements <b>DATE</b>			

	Risk of allergic reaction Mealtimes do not suit travel/ player needs	identified Religious or personal dietary requirements not identified on consent forms Not checking meal planning / times / arrangements with hotel		Parents spoken to on individual basis by Safeguarding officer if specific requirements Players asked about own dietary needs Check in advance of travel that times are appropriate			
Medical emergency	Vaccinations missed Pre-trip medication First Aid Medical needs of player Other conditions	Vaccinations not fully researched and at early date Not fully equipped first aid box No first aider No emergency evacuation provision	Club staff, players.	Check if vaccinations required Ensure first aid kit is fully stocked Ensure a qualified first aider is in the tour party <b>NAME</b> Known medical conditions identified Appropriate medication and use of identified Additional medical staff <b>NAME</b> Physio <b>NAME</b> Emergency services contact details available to tour leader Crisis management provision identified Contact details hospital / doctor known			
Downtime	No staff around Players misbehaving Minor incident / accident No relaxation	No identified duty staff Players misbehaving or causing harm Serious accident / injury No time identified for players / staff to relax	Club staff, players members of the public,	Identified duty staff on a rota basis Code of conduct for players and clear expectations explained in pre tour meeting All minor incidents/accidents dealt with by duty staff and recorded and reported to tour leader Schedule in down time for staff and players.			
Additional							

## YOUTH TRIP, TOUR OR RESIDENTIAL Emergency Procedures

### KEEP YOURSELF SAFE

#### 1. FIRST STEPS – CARE OF THE GROUP

- Ensure you are safe from danger and ensure the group are safe from further danger
- Arrange search, rescue, medical care or hospitalisation of casualties as necessary

#### 2. NEXT STEPS

- What happened?
- To whom? (*names, age, gender, details of injuries as you know them, any other personal information e.g. medical needs or allergies*)
- Where?
- When? (*how long ago*)
- What has happened since? (*what action has been taken?*)
- Who witnessed it? (*If there are witnesses ask them to provide their names and addresses and telephone number if possible*)

#### 3. TELLING PEOPLE ABOUT THE INCIDENT

##### As soon as possible

- Inform the Home Contact Person or, if not available, the Club Secretary or the Academy office
- (For Tours outside the United Kingdom) notify the British Embassy or Consulate if serious incident)

##### **Whoever you contact will need to know the information outlined in 2 above**

- What happened?
- To whom?
- Where?
- When?
- What has happened since? Details of any witnesses
- A mobile/telephone number where you can be contacted

#### 4. DO as soon as practicable:

- Write an account of the incident/accident
- Manage and monitor the use / misuse of mobile phones by players, staff and volunteers
- Record the details in the Academy Accident / Incident/ Near Miss Book
- Keep a written record on file and for future reference
- Manage communications with players, ensure a member of staff is appointed to monitor their communications

#### 5. DO NOT

- Speak to the press or media. Refer them to the Club Communications / Media Team / Person
- Admit any liability
- Allow anyone to talk to any Academy Players involved in the incident without a member of staff being present

#### 6. REMEMBER

- Nobody, unless they have an official capacity (e.g. the police), has a right to question anyone who does not want to speak to them
- If anyone tries to force a confrontation, or you feel threatened, try to stay calm and call the police
- Try your best to be compassionate with everyone involved

**(REVERSE OF YELLOW CARD )**  
**ENTER FULL ADDRESS OF CLUB**

Name of Tour ..... Date(s) ..... Season.....

Event Organising Agency contact person for Tour (if applicable) Tel .....

Event Organising Agency contact details in Great Britain Tel .....

Tour Party Venue Base ..... Contact details .....

Date of arrival ..... Date of Departure .....

Name of Club Tour Manager ..... Role at Club ..... Mobile .....

Tour DSO ..... Mobile ..... Club SSO ..... Mobile .....

**Home Contact**

Full Name .....

Role at Club.....

Home Address .....

Phone No 1 (day) ..... Mobile.....

Phone No 2 (night) .....

Email address .....

**Club Academy Office**

Full Name of Academy Manager.....

Address .....

Phone No 1 (day)..... Mobile.....

Phone No 2 (night) ..... Fax:.....

Email address .....

**Club Secretary**

Full Name .....

Address .....

Phone No 1 (day)..... Mobile.....

Phone No 2 (night) ..... Fax:.....

Email address .....

**Local Emergency Contact Details**

Medical Facility.....Tel.....

Local Police .....Tel.....

**British Embassy or Consulate Details**

Name / Contact.....Tel: (international code).....

Full Address .....

Email address .....Web address .....

**YOUTH TRIP, TOUR OR RESIDENTIAL**  
**LIST OF STAFF AND PLAYERS ON TOUR**

Please indicate the nature of the group (e.g Academy U16s Tour / Trust Residential Trip)  
 Title of Tour \_\_\_\_\_ Dates: \_\_\_\_\_ Age \_\_\_\_\_

Event Organiser (if any)		Role with your Group		Mobile No. for rip
1		Tour Liaison Officer - Abroad		
2		Tour Liaison Officer – UK		
3		Home Base Contact		
4		Club DSO		
5		British Consulate		
Staff/volunteer Name		Role on Residential e.g. physio		Mobile no. on Trip
1		Tour Leader		
2		Tour DSO		
3				
4				
5				
6				
Childs Name	M/F	Special Medical Issues	Age	Childs Mobile no.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

## **YOUTH TRIP, TOUR OR RESIDENTIAL**

### **NEAR MISS or DANGEROUS OCCURRENCE**

This form is to be used by anyone to report incidents which do not involve personal injury or damage but that may have done so if left unchecked or have been left to develop further.

When completed, this form must be countersigned by the Tour Manager who will include a review of the circumstances in the evaluation of the Tour. **The Academy Manager** may then review any relevant policy in light of any learning from this report.

#### **A. WHAT IS BEING REPORTED?**

<p style="color: red;">'Near Miss' - incident involving no injuries or damage ?</p> <p style="color: red;">Dangerous Occurrence?</p>	<p style="color: red;">Fire?</p>	<p style="color: red;">Damage to equipment or premises?</p>
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#### **B. DETAILS OF PERSON MAKING REPORT**

**Staff /Volunteers** – This form is specifically designed for use on Youth Tour, Tournaments and Residentials.

**Participants, young people / staff or volunteers**—Report the incident to the Tour Leader who is the main contact. The person reporting should complete this form, have it countersigned by the Tour Leader and include the complete details in Section C. *(Assistance may be provided, if require, when completing the form)*

<b>Name of Tour:</b>							
<b>Tour Venue</b>							
<b>Age group on Tour:</b>							
<b>Your full name:</b>							
<b>Role:</b>							
<b>Job Title:</b>							
<b>Activity Involved:</b>							
<b>Tel/mobile No:</b>							
<b>Email:</b>							
<b>Names of all young people involved</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1.</td> <td style="width: 50%; border: none;">4.</td> </tr> <tr> <td style="border: none;">2.</td> <td style="border: none;">5.</td> </tr> <tr> <td style="border: none;">3.</td> <td style="border: none;">6.</td> </tr> </table>	1.	4.	2.	5.	3.	6.
1.	4.						
2.	5.						
3.	6.						

**C. INCIDENT DETAILS**

<b>Date of incident:</b>		<b>Time: (24hr clock)</b>		
<b>Location:</b>			<b>Room No:</b>	
<b>Potential incident / injury if left unchecked:</b>				
<b>Group Leader</b>				

**DESCRIPTION OF INCIDENT**

Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the approximate distance. Include name and full contact details of those involved or of witnesses to the incident.

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### **ACTION TAKEN FOLLOWING INCIDENT**

If police, statutory or external agencies involved include full name, collar number, and the base they work from in this section. This section needs to be accurate and explicit

Ensure you include: dates, full *names and roles*.

**D. RESPONSIBLE PERSON:** This form must be completed by the person reporting the 'Near Miss' and countersigned by the Tour Leader.

<b>Completed by: (Print full name)</b>		<b>Role:</b>	
<b>Signature:</b>		<b>Date &amp; Time:</b>	
<b>Mobile:</b>			
<b>Countersigned – (signature)</b> :		<b>Date &amp; Time</b>	
<b>Tour Leader:</b> <b>Print Name in full</b> <b>Mobile:</b>		<b>Job Title:</b>	
<b>Summary of Action taken by Tour Leader:</b>			

**Data Protection Act 1998** – the information on this form may be used for the purposes of investigation and /or securing or improving the health, safety and welfare of people at work and on Youth Tours, Tournaments and Residential. It will be held by the Academy Manager and may be provided to EFL Regional Manager(s) for the same purposes. Any queries about data protection issues should be addressed to The Regional Manager.

<p><b>Office use only:</b></p> <p><b>Retain this form for minimum of three seasons with the Tour File.</b></p>	<p>This document has been read and evaluated by the Academy Manager</p> <p>Date: ..... Signed</p> <p>Academy Manager .....</p>
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Forward a copy any near miss report to Alex Richards, EFL Safeguarding Manager  
[arichards@efl.com](mailto:arichards@efl.com)

**TOUR DEBRIEF REPORT FOR THE SENIOR MANAGER**

NAME OF CLUB ..... Season.....

**TOUR DETAILS**

Name of Tour .....

Venue where tour took place .....

Age group of tour party U ( ) Number of players attended ..... Number of staff/volunteers .....

Travel dates:

Departure: ..... Return .....

**TRAVEL**

Method of Travel .....

Time of leaving home base .....

Arrival time at accommodation .....

Time of leaving accommodation for return journey .....

Arrival time at home base .....

Total no. of days on Tour ( ) Did the tour involve release from school? **Y/N** How many days ( )

**ACCOMMODATION**

Type of accommodation .....

Did meal times suit the programme? Yes  No

If no, did you have the ability to re-arrange meal times? Yes  No

Rate food 1 – 5 (5 being excellent) ( ?) Comments .....

**STAFF**

Name of Tour Leader .....

Position held at Football Club.....

Players who participated (attach a Form T6a list of players and staff)

Names of any other accompanying persons (e.g. parents, not supervising attending) .....

.....

... Any specific issues with players or staff? **Y/N**. Were these addressed during the tour? **Y/N**

(Address issues marked **Private & Confidential** and FAO Academy Manager only)

**FACILITIES**

What were the quality of the pitch(es)?

Poor     Adequate     Reasonable     Good     Excellent

What was the standard of the changing room facilities?

Poor     Adequate     Reasonable     Good     Excellent

Were there provisions for Kit storage?  Yes  No - (Please comment in summary)

Was there any security (including personal property storage)  Yes  No - (Please comment in summary)

Was there adequate medical provisions?  Yes  No - (Please comment in summary)

Was there a separate room to provide medical and physio treatment?  Yes  No

**GAMES / MATCHES**

Number of matches / Tournaments played: ( ) List dates matches played:

1.....2.....  
.  
3.....4.....  
5.....6.....

Final position in the competition (if any) .....

Were the arrangement and planning of games: (please comment in the summary?)

Poor     Adequate     Reasonable     Good     Excellent

What were the arrangements made for training, planning, briefing and debriefing? .....

.....  
.  
.....

. What was the standard of the referees? OR for residential specialist staff e.g. rock climbing etc.?

Poor     Adequate     Reasonable     Good     Excellent

Was an activity programme produced in advance? Yes  No

Was there an English speaking person present?

Was a translator available (if applicable) Yes  No

**GENERAL INFORMATION**

How would you rate the overall Tour?

Poor Adequate Reasonable Good Excellent

What was the overall cost of the Tour? £..... What does this equate to per player £ .....

Did you feel this was value for money? Yes  No

Would you participate in this Tour again? Yes  No

If not, why? .....

.....

**OTHER ACTIVITIES**

Did you participate in any other activities whilst on the Football Tour?  Yes  No

If yes, give a brief summary of the activities. If you feel any of these were high risk and you would not participate in again please reference them.

**DETAILS OF ANY ACCIDENTS OR 'NEAR-MISS' INCIDENTS**

.....  
.....  
.....  
.....

**PLEASE PROVIDE A BRIEF SUMMARY OF THE TOUR AND ANY OTHER RELEVANT DETAILS**

What did you consider the overall outcome of the  
tour/residential? Please provide a very brief (about 15 words)  
outcome.

Outcome: .....

... Signed ..... Tour Leader Name in Print:

Signed ..... Academy/Trust Manager Name .....

**Academy Manager/Trust Manager**

Date signed off ..... Season .....