



UNITED IN ENDEAVOUR

CAMBRIDGE UNITED FOOTBALL CLUB

ACADEMY PLAYER TRANSPORT POLICY

OVERVIEW

Cambridge United Football Club are committed to safeguarding and the welfare of children and young people and expects all of the staff to share this commitment.

One main area where the welfare of children and young people must be considered is when children and young people placed within our care are being transported to and from training/match venues as part of their Club activities.

This policy has been developed to ensure that every consideration is paid to the welfare of young players who are under 18 years of age whilst (1) on Club transport, whilst (2) being transported by a Club member of staff, or whilst (3) travelling to or from Club activities.

Cambridge United Football Club has developed this transport policy to provide staff, parents/carers and young players with all the information they need regarding travel and transport whilst carrying out club duties.

It is the responsibility of the designated safeguarding officer to ensure this policy is communicated during pre-season induction and to all new starters throughout the season.

The designated safeguarding officer will ensure that all staff, players and parents/carers sign to say that they have read, understood and agree to adhere to the policy at all times.

Given the full time nature of the scholarship programme at Cambridge United, on every reasonable occasion players will make their own way to training and education either using their own vehicles or public transport. For all other occasions, transport arrangements for Scholars to attend fixtures, and all players under the age of 18 should travel in Club vehicles, with at least one adult (in addition to the driver) acting as an escort.

When transporting young players on tours and tournaments, Cambridge United Football Club adheres to the guidance provided by the FA (Travel, Trips and Tournaments), the Football League (Youth Tours and Tournaments), and the Department For Education (DFE).

TRANSPORT ARRANGEMENTS

Club and public transport is used across the Academy throughout the working week to transport players, staff and equipment between the following venues:

- Abbey Stadium (Newmarket Road)
- Clare College Sports Ground (Bentley Road)

A club mini bus is provided to transport scholars to all match and training venues. If Scholars choose to make their own travel arrangements to match and training venues, the Club expects Scholars to adhere to this policy at all times and must understand that Cambridge United Football Club Ltd assumes no liability for their decision to transport themselves. Further information on this issue is provided within this policy.

CLUB TRANSPORT

Minibus

The club has a 17 seat minibus that is used to transport players, staff and equipment to training and fixtures. On occasions they are also used for tours and airport transfers. The minibuses are leased to Cambridge United by Ogilvie.

The Minibuses are maintained by Ogilvie. The driver of the bus will inspect the vehicle before travelling and the vehicles are checked monthly by a member of staff, who inspects:

- Tyre pressure and tyre wear
- Brake Fluid
- Screen wash
- First aid kit on board

During daily inspection or monthly inspection by members of staff – there is a vehicle checklist log available to report cleanliness, windscreen damage, damage to bodywork and general observations.

The vehicles are both issued with breakdown cover and fully insured for all intended to use which includes the transportation of young and professional players. Mini Bus information packs are stored within each vehicle to provide information to all drivers that must be read prior to the journey taking place. In accordance with the minibus insurance regulations, only staff over 25 years of age are permitted to drive the vehicles providing that the club gives them permission to do so providing they have the D1 driving licence. This does not include players. Cambridge United Football Club follows direction of the DFE regarding eligibility (departmental advice, updated: 26th April 2012).

When staff use the Cambridge United Football Club minibus for the main purpose of transporting young players there are the following requirements:

- Members of staff must have an enhanced DBS disclosure through the FA's registered body.
- Staff are required to notify the Academy Manager of existing or impending disqualifications or convictions.
- Staff are required to submit their licence for regular checks as requested by the club.
- Cambridge United Football Club must issue consent forms to the parents/carers of all players to obtain their permission to be transported in the club vehicle(s) or vehicles belonging to a third party transport provider. Parents/carers can withdraw their consent at a later date if they so chose and must do so in writing to the Academy Manager.
- In the event that a player goes on tour using the club minibus – an additional consent form will be issued for each subsequent tour that player is invited on. (football league form T5 from tours and tournaments document)

EXTERNAL TRANSPORT PROVIDERS

There may be occasions when the club will use a coach company for example, for a tour or FA Youth Cup fixtures. Cambridge United Football Club have established relationships with reputable transport providers who understand the club commitment to safeguarding – therefore all companies used will provide a copy of their public liability insurance, provide qualified and DBS checked driver(s) and ensure that the vehicles used are safe and fit for purpose. The club administrator collates all the information for the external transport providers. Players are always accompanied by staff members when using this mode of transport.

REGULATIONS FOR STAFF TRANSPORTING YOUNG PEOPLE

Members of staff are not expected or asked to transport children and young adults in their private vehicles as part of their duties. Staff understand that circumstances may sometimes arise where at the discretion of the staff member 'the risk of not transporting a young person is greater than doing so' for instance: a late football fixture and the distance home is too far or dangerous to walk, or in the event of an emergency.

In the unlikely event that a member of staff feels that they have to transport a young person in their private vehicle because it is the safest or only option, they must as far as possible adhere to the following guidelines:

1. Inform the designated safeguarding officer or Academy Manager of the journey, the reasons, any incidents that arise (immediately) and when the journey is complete.
2. Have an enhanced FA accredited DBS
3. Have a roadworthy and appropriate vehicle that is fully insured, taxed, MOT'd and generally fit for purpose. The club will not take any responsibility for any grievances arising from inadequate insurance or non-roadworthy vehicles.
4. Have permission from the young person(s) parents/carers
5. Have another member of staff present (if possible) or more than one young person to accompany one another.
6. Seat the player in the back seats of the car where possible.
7. Ensure all young people are wearing seatbelts and act appropriately for the duration of the journey.

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.

Staff must be fit to drive and free from any drugs, alcohol or medication which may inhibit or impair their ability to drive. Their behaviour must be appropriate at all times. Any incidents that occur on the journey must be reported to the designated safeguarding officer as soon as possible.

When transporting young players, staff must adhere to all legal requirements such as not using mobile phones. They must also consider recommendations such as taking breaks whilst driving and being aware of the dangers associated with tiredness when driving.

Where possible, drivers should be accompanied by another member of staff when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.

Staff are to inform all players to wear seatbelts. The responsibility for undertaking this task throughout the journey will subsequently lie with the passenger.

YOUNG PLAYERS USING CLUB TRANSPORT

Once travelling on club transport is confirmed the young players have a responsibility to ensure that they are well prepared and on time. Players should understand their personal responsibilities such as wearing a seatbelt and not participating in any high risk behaviour, for instance distracting the driver or disturbing their concentration. Players should not ask for or accept lifts from members of staff in private vehicles unless in exceptional circumstances. In such instances the advice given in the previous section Regulations for staff transporting young people should be adhered to.

Parents/Carers should never ask staff members to provide transport for their son in a personal vehicle. No parents/carers are allowed to travel on any form of club transport unless there are serious extenuating circumstances – such as accompanying a child to hospital/home.

PLAYERS ON LOAN/TRIAL/WORK EXPERIENCE

The Club has a responsibility to ensure that players engaging with the Club including those on trial, loan or on work experience adhere to the Transport Policy at all times, in line with procedures for registered Academy Players, for the duration of their time with the Club.

The Transport Policy will be communicated to players on trial, loan or work experience by the Head of Recruitment and Safeguarding Officer where applicable.

INFORMATION FOR YOUNG PLAYERS TRAVELLING INDEPENDENTLY (INCLUDING PUBLIC TRANSPORT)

Cambridge United Football Club provides mini bus transport to all Apprentices to both training and match venues. However, an Apprentice may decide to make independent travel arrangements, especially once they have passed their driving test. Cambridge United does not accept any liability for any damage or personal injury that occurs as a result of an Apprentice(s) choosing to travel independently, given that the Club provides transport for all Apprentices to all training/match venues. All Scholars driving must sign the 'Apprentice Independent Driving Form' if they intend to travel independently to training or match venues, and all Apprentices travelling as passengers must sign the Apprentice Independent Travel Consent Form, and obtain parental consent as documented within these forms, prior to travelling independently within another scholar's vehicle.

Cambridge United advises all scholars to inform their insurer of their profession as a footballer and the nature of their driving if they intend to use their car for vocational/commuting purposes. In addition, if an Apprentice wishes to transport other Apprentices they must ensure that they have adequate insurance to protect other footballers present within their car should any passengers obtain an injury as a result of travelling in the Apprentice's car.

Apprentices making alternative transport arrangements must notify their Age Group Coach two working days prior to the training session or match. Cambridge United would advise an apprentice driving other Apprentices must seek parental consent from their passengers' parents, for which the Academy provides the Apprentice Independent Travel Consent Form. Cambridge United Football Club will provide information to scholars to educate all concerned of their role and the importance of this responsibility at the club induction. Scholars will not be asked by Cambridge United Football Club to provide transport for other peers or members of staff during their working hours.

With regards to independent travel such as walking or using public transport, the welfare officer will offer guidance and advice as part of the club induction. For instance:

- Players are advised not to travel alone after normal work hours.
- Players are reminded that they represent the club at all times and any act of misconduct may result in suspension or dismissal from the club.
- Players are advised to be good timekeepers and punctual for all activities – failure to do so may result in non-selection for fixtures.

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