



## **Rochdale AFC Academy**

### **Safeguarding on Club Trips and Visits - Policy and Procedures**

#### **General Statement**

Rochdale AFC Academy does not generally provide transport for Academy Players. The parents of players will be expected to transport their children to and from training and matches. The exceptions to this are:

- 1) The Youth Team will be transported to training and matches by the Academy Minibus as per the written guidance in the minibus risk assessment and guidance.
- 2) Exceptional Travel to Tournaments where a specialist coach company will be hired, and a Risk Assessment completed.

This policy is to ensure the safeguarding and promotion of the welfare, health and safety of players on activities away from the Academy and to promote good behaviour on these activities.

The Welfare Officer will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

#### **Legal Implications**

The legal implications are worthy of clear statement: -

The leader in charge is "in loco parentis" and has a duty of care to all members of the party. The Academy Management Team and the Board have a responsibility for ensuring appropriate leadership, proper planning and organisation.

#### **The need for guidelines and regulations.**

Within the Academy, the Code of Conduct clearly states the behaviour required of players. It behoves the Academy to see that on visits and journeys when players are away from the controlled environment of the Academy, that great care and control are exercised. If an accident should happen a Court may enquire whether negligence can be proven. As the Board have to accept liability, failure to set down minimum guidelines and regulations could well lead to censure in any Court action that might follow. The regulations that follow should apply to all visits and journeys organised by staff on a private basis, since it may be arguable in Court that the Academy might be held responsible.

## **Child Protection**

The RAFC's Safeguarding Policy and procedures will apply during trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Welfare Officer or Safeguarding Officer immediately.

## **Disability and Special Education Needs**

The Academy will make every effort to include players with a disability or with special educational or medical needs on visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

## **Planning**

The Party Leader has overall responsibility for the supervision and conduct of the trip, should have regard to the health and safety of the party and follow the Academy's regulations, guidelines and policies. The Party Leader must be an experienced member of staff. Ideally the Leader should have prior experience of the type of visit to be arranged. The Party leader should have a clearly designated deputy.

Ideally the leader will have a first aid qualification; if not, this should be available within the leadership of the group as a whole and a first aid kit appropriate to the visit must be carried at all times including on the journey. The Academy medical staff should be consulted about the contents of any First Aid Kit.

Risk assessment analysis should be evaluated for every club trip. These should be shown to and approved by the AMT. Where adults other than Academy staff are accompanying the trip, the number of Academy Staff should be more than half of the minimum number supervisors required.

A DBS check must be made for all such adults, as well as any parents accompanying the party; otherwise they must never be left in sole charge of players, for their own and the player's protection.

The party leader should carry at least one emergency contact number, as well as at least one for each of the players and members of staff on the trip.

Players should clearly understand what is expected of them and what the trip will entail. Players should clearly understand what standards of behaviour are expected from them and why rules must be followed.

Parents and players should be told in advance of the trip about the procedures for dealing with any serious misbehaviour and how a participant may be returned home and who will meet the cost of this.

Arrangements should be made for regular head counts, role calls and rendezvous points and instructions for what players should do if they become separated.

If there is to be any remote supervision, players must be made aware of ground rules and the size of groups to go around in. Parents should have been made aware and have consented to this being part of the trip.

### **Staffing Ratios**

It is recommended that there should be sufficient staff to cope with an emergency. The guidelines are;

Abroad: 1:10 [with a minimum of two adult leaders]

Other residential: 1:15

Other visits: 1:20 [where the element of risk is normal to that in everyday life]

### **Written Risk Assessments**

These should be completed well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Players must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

### **Indemnity**

General indemnity forms have no legal force. Parents cannot sign away their right to sue in cases of alleged negligence. However, it is possible to require parents to indemnify staff against any claims made by a third party and any extra costs which the Academy or staff might incur on behalf of the player or any loss arising from damage caused by the player. An example of such an indemnity form is given in later. If it is to be used, it should be incorporated with the consent form with which the boy joins a party.

### **Insurance**

It is imperative that party leaders even for the shortest of trips should ensure adequate and appropriate insurance cover and medical cover is in place.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate. A copy of the limits of the insurance cover should be included with the trip details sent to parents. When thefts occur whether at home or abroad report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done. Where medical expenses are incurred, all accounts must be preserved.

## **Reporting dangerous occurrences**

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to the Club. In grave situations a preliminary verbal report should have already been given.

Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party leaders are encouraged to report such occurrences to the AMT. (The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership).

## **Use of Private cars**

Written consent of parents is required when private cars feature in travel arrangements. Drivers must have suitable insurance which covers use on school business and specifically use to transport players.

## **Minibuses**

Staff should be experienced drivers over 25 years of age and, for certain vehicles, must have passed the relevant PCV test.

Drivers without experience of the minibus must first show their licences to the CEO to confirm that they have the required category and then arrange a practice run.

## **Drivers**

Maximum loading capacities must be observed and, in addition to the driver and front seat passengers. Drivers must not take risks if a fault develops; maintenance is the responsibility of the club.

All drivers must be strictly within the law. Notification to club insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.

## **Seat Belts**

All passengers must wear seat belts in all vehicles at all times.

## **Information to parents**

Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring response on the signed and dated pro-forma [examples of these are at the end of the section].

- Nature of activity and accommodation
- Where and when it is to occur
- Equipment, kit required, travel arrangements
- cost (including non-refundable portion as deposit)
- Any special higher risk activity to be offered in programme requiring special consent

- Request for dietary and medical details and inclusion of written consent for emergency treatment
- Indemnity clause on reply slip and details of limits of insurance cover
- Commitment to provide balance of fee by stated date on reply slip
- Date for return of reply slips with deposits if required

Before residential visits, or when the players are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting

Before the trip, parents should also be provided with;

- times and place of departure and return – parents must have agreed to meet their child on return
- modes and duration of travel including the name of any travel company
- The level of supervision including any times when remote supervision may take place;
- Details of accommodation with security and supervisory arrangements
- details of provision for medical needs and procedures for players who become ill
- names of leader, of other staff and of other accompanying adults
- details of the activities planned
- standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign
- details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover
- information on clothing and equipment to be taken
- spending money to be taken and arrangements for safekeeping and issue of pocket money
- the trip's policy on the use of mobile phones
- arrangements for medication their son is taking and what is required if staff are to administer their medication
- contact phone numbers in case of emergencies

### **Emergency Procedures**

Leaders in charge of players during a trip have a duty of care to make sure that the players are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

The party leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party.

All staff and adult staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip.

This information and telephone contact numbers should be provided in laminated small card format and carried at all times by all staff during the trip.

Should an emergency occur?

- establish the nature and extent of the emergency as quickly as possible;
  - ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
  - summon the appropriate emergency services;
  - establish the names of any casualties and get immediate medical attention for them;
  - if the party is abroad, notify the British Embassy/Consulate and the local police;
  - ensure that players are accompanied to hospital or police station by a member of staff;
  - ensure that, although players may wish to reassure parents, they should not be allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
  - as soon as it is practical the players mobile phones should be collected but left switched on. We should not attempt to prevent parents and children contacting each other; merely try to ensure that incorrect and sensationalised information is not being disseminated. If an incoming call from parents is received, the player should be allowed to answer this under staff supervision. After the player has greeted parents, staff should speak to them, quoting the statement below. The player should then be allowed in staff presence to complete the conversation without giving details of the incident.
- “An incident has occurred on the [\*\*\*\*\*] trip. Your child is not involved in the incident. He is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Club when all facts are known”.
- later, when the full details are known, supervised contact between players and their parents can be made, using the procedure above.

- parent of the players directly involved should be contacted as soon as full details are known. Full cooperation should be given if the parents of those directly involved wish to travel to their child, provided

that the child is in a place of safety and the emergency services allow.

- inform the emergency contact at school.
- ensure no one in the party speaks to the media.
- the name of any casualty or player involved should not be given to the media.
- all media enquiries should be answered by: “any statement will be issued by the Club in due time”
- collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.

The emergency contact’s main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

### **Information to be left at the Club**

See the list at the end of the section.

### **General advice**

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food and adequate halts are a big help.
- Maintenance of good order in hotel/hostel accommodation. This can pose acute problems of tactics and strategy, especially with mixed parties and chalet type accommodation. A sensible

checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.

- Avoidance of drunken behaviour and illegal or unnecessary or excessive drinking especially on trips abroad. This can pose a major threat.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage boys to be careful with property.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number. This latter at all times.
- Avoidance of involvement/conflict with other groups nearby. Not always possible but desirable.
- Party leaders should specify a minimum group size for their party in any free time. Boys in a group should be told to keep together and should inform staff where they are going and their time of return.

Clear instructions and emergency contact numbers, if applicable should be given.

**ALL PLAYER INFORMATION MUST BE SHREDDED AFTER THE TRIP**

### **Information required before the trip departs**

This information required by the Club at least ONE WEEK before the trip departs

Copies of items in BOLD must be left with Reception and any Emergency Contacts

1. Trip Itinerary and Travel Details
2. List of Players' Names and their Forms
3. Contact Telephone Number for the Party Leader
4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers
5. List of Player's Home/Emergency Telephone Contact Numbers
6. List of Telephone Numbers of Emergency Contacts
7. Name, Address and Telephone Number of Accommodation
8. Name and Telephone Number of the Tour Operator(s)
9. Name and Telephone Number of the Transport Provider
10. Name of the Insurers and Certificate Number
11. List of Medical and Dietary Needs of Players and Staff

12. Risk Assessments for travel, accommodation, activities etc
13. Copy of all Literature sent to Parents (see below for Consent Form requirements)
14. List of Telephone Numbers of Emergency Contacts being used
15. Details of Emergency Procedures
16. Confirmation of CRB checks for adults not employed by the Club e.g. supervisors, drivers, reps, instructors
17. Details of arrangements for emergency payments and the security of these funds
18. A copy of a Parents' Brochure (if one is produced)
19. A copy of a Staff Information Pack (if one is produced)
20. A copy of the Rules of Behaviour for Players (if one is produced)

### ROCHDALE AFC ACADEMY

Name of Trip \_\_\_\_\_ Dates of Trip \_\_\_\_\_

#### Example Consent & Player Details Form

Player's Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Current Team: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age on departure: \_\_\_ / \_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

#### Contact Phone Numbers

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Mobile: \_\_\_\_\_ [ Relationship; \_\_\_\_\_ ]

Mobile: \_\_\_\_\_ [ Relationship; \_\_\_\_\_ ]

#### Passport Details

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Place of issue: \_\_\_\_\_ Nationality: \_\_\_\_\_

Special Dietary Requirements- Please specify (especially allergies) \

#### Medical Details

Doctors Name: \_\_\_\_\_ Address of Practice: \_\_\_\_\_

Practice telephone number: \_\_\_\_\_

National Health Service Number: \_\_\_\_\_ Date of last tetanus injection: \_\_\_\_\_

Medical Conditions - Please list any medical conditions or allergies we should be aware of.

Medication - Please list any medications / inhalers etc. being taken.

Any other Relevant Information we should be aware of.

### **Parental Consent**

I agree to the above named attending the trip provided by Club.

I give my consent for the accompanying Club staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

I give my consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well being of my son/daughter.

I give my consent for my son to travel in vehicles as directed by the staff in charge.

I shall notify the party leader of any changes to this Information before departure.

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

Relationship to the player: \_\_\_\_\_

## **Example of a Parental Consent Form for Activities**

Nothing in this form excludes the legal rights of the player or those with parental responsibility in the event of negligence by the School causing personal injury or death.

### **Activities**

Would you please read the information below so that we are sure that you are aware of the activities planned for the XXXXXX Trip and that your son has your permission for these activities now that the itinerary has been finalised.

I agree to my son taking part in the activities below [please delete those that you do not wish him to do]

Swimming in the Hotel swimming pool with the permission and presence of Club staff

Swimming in the sea on the beach trips with the permission and presence of Club staff

Participate in beach activities on the beach trips with the permission and presence of Club staff

Swimming and water activities on the water park trip with the permission and presence of Club staff and adhering to the rules of the park.

Go on theme park rides, following the safety rules for the ride and any instructions from park staff and Club staff

### **Health/Accidents/Illness**

I certify that to the best of my knowledge and belief that my son is in good health and I am aware of no reason on medical grounds why my son should not be a member of the trip.

I give my consent for the accompanying Club staff on the trip to arrange for any necessary hospital treatment, first aid or the administration of treatment for minor ailments.

I consent to all emergency or other medical or dental treatments, including examinations, inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and well being of my son.

I will indemnify Club staff on the trip in regard of any expenses reasonably incurred in consequence of any accident to or illness of my child, where this is not covered by insurance in place for the trip.

### **Remote Supervision and Down Times**

I certify that my son will follow the instructions given by members of Club staff during periods of remote supervision and down time.

### **Loss and Damage**

I agree to pay for any damage which may be occasioned solely through the misconduct or carelessness of my child to the person or property of any other party or parties.

I will not hold the Club staff on the trip responsible for any loss of personal effects or money incurred by my child during such visit where reasonable steps have been taken to safeguard such effects and money.

Name of Player \_\_\_\_\_

Signed [Parent/Guardian] \_\_\_\_\_ Date \_\_\_\_\_

Please return the signed form to XXXXX as soon as possible.