

# Transport Policy

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Blackpool Football Club & Academy

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Blackpool Football Club & Academy is committed to ensuring all players are transported in a safe and appropriate manner compliant with current legislation and the procedures are set out in the following plan.

### **Transport Officer**

The Club & Academy does not have a dedicated Transport Officer. Therefore the Academy Administrator will take on this role along with the responsibility of arranging transport within the Academy. The Academy Administrator is heavily supported by the Head of Education and Welfare/Academy Safeguarding Officer in regards to transport plans, guidelines, safeguarding and best practise. This responsibility is specified in each member of staff's job description.

### **Under 18 Travel**

Blackpool Football Club aims to produce responsible and well-rounded individuals who have the ability to organise themselves efficiently and promptly. Therefore the Academy does not provide regular transport to and from training but is available to offer support/transport when required. We do recognise young players may struggle to arrange transport in a different city and therefore apprentices living in private homes in Blackpool are provided with maps showing various venues they are required to attend and details of local transport links from their accommodation prior to the start of their apprenticeship.

The Academy does provide transport by taxi from Blackpool Sixth Form College to the training venue on Monday afternoon. However we expect apprentices to make their own way to college on a Tuesday afternoon and on Wednesdays. The Academy uses a reputable, registered, local firm, Blacktax Taxis, who have an informal link with the Club.

**Blacktax Taxis** - 71 Red Bank Rd, Blackpool FY2 9HX. Phone: 01253 596596

The parents/guardians of each apprentice are required to complete 'Transport Consent Form' at the start of each season, a copy of which is kept in each apprentice's personal file.

Some apprentices have their own cars and we request the following documents at the start of each season:

- copies of both parts of driving license
- proof of insurance

We also advise apprentices and parents to check the terms of their insurance if they intend to carry passengers.

As we do not provide transport on a daily basis to apprentices, it is difficult to monitor each player arriving home safely. We would expect the parents of apprentices living at home to monitor their son's travel arrangements and contact Academy staff in the event of any issues or problems. For the apprentices living in club provided accommodation, we request, through the Accommodation Provider Code of Conduct, for providers to notify Academy staff immediately if the apprentice does

not return home when expected. We actively encourage apprentices to communicate on a regular basis their plans to their host families in order for any unusual behaviour to be flagged up quickly.

If a player does not arrive at training or match without contacting Academy staff, the Head of Coaching/Academy Manager/Head of Education and Welfare will contact the apprentice initially by telephone to ascertain their whereabouts and the reason for not arriving at training. If the apprentice is unable to be contacted, their parents/guardians/accommodation provider is contacted.

### **Match Day Travel Policy**

The Academy provides transport for apprentices, but not schoolboys, to away match venues. A coach and driver are provided by a local, reputable travel company as part of a season long agreement. A contract detailing dates, times and destination is signed by both Blackpool FC and the travel company at the start of the season upon the release of the fixture list.

The Academy requests all apprentices to travel on the coach to away games. If an apprentice wishes to meet at the match venue (e.g he lives nearby) instead of travelling on the coach, it is at the discretion of the Academy Manager/Head of Coaching. The apprentice is expected to request permission to travel separately in person during the week prior to the fixture.

The Apprentices and Academy staff meeting point is at Bloomfield Road and the meeting time is communicated to apprentices in a meeting the day before the fixture. Depending on the location of the fixture, the following stops are made to collect apprentices – Marriott Hotel at Broughton and Junction 19 Windmill Pub.

We generally require all players who travelled on the bus to the fixture to return back to Bloomfield Road on the bus. However, we do make exceptions for players whose parents have attended the game and wish to travel home together. If an apprentice wishes to travel with his parents, he must contact the Head of Coaching/Academy Manager who at his discretion may permit this.

A register is taken on each leg of each journey using the standard Travel Log document. This completed form is given to the Academy Administrator who stores this in the U18 file.

U8 – U16 Academy players are only transported by the Club to pre-arranged tournaments/tours.

### **Tournaments, Tours and Festivals Travel Policy**

Blackpool Football Club will always comply with relevant legislation in regards to transporting Academy players and follow best practise guidelines where possible. The Academy Administrator, with the assistance of the Academy Safeguarding Officer leads the travel plans for any Academy transportation. Guidelines from the Football League in relation to tournaments and travel are utilised for every trip.

The Academy aims to transport all players and staff together to every tournament and festival in order for each player to gain the most out of the experience.

Prior to any player being transported by the Academy, parents/guardians are required to complete the 'Transport Consent Form', copies of which are taken on the trip.

Details of the trip are communicated to parents at least a week before travel by email. In most cases, the journey starts at Lytham YMCA or Bloomfield Road. Depending on the destination, at least one pick up point is made along the way (Tickled Trout, J19 Windmill Pub, Charnock Richard services). Parents confirm by email to the Academy Administrator where the son will get on and off the bus. This is recorded on the Travel Log form and a copy is sent on the trip for the Lead Coach to complete as a register on both legs of the journey.

### **Day Release Travel Policy**

For those players attending the day release programme, the following policy is in place which is communicated to parents via email upon confirmation of attendance on the day release programme.

Academy players on the Day Release Programme make their own way to the training venue at Lytham YMCA (both bus and train facilities are within close proximity). A Day Release Travel sheet is compiled by the Academy Administrator which lists all players who attend the programme, where they travel from and method of travel (if by public transport times of train/bus). A register is taken at 9.00am and if any players who have not arrived contact is immediately made with the player's parents/guardians.

If players are making their own way home after Day Release they are asked to contact Jamie Milligan (YD Phase Coach/Day Release Lead Coach) by text to confirm their safe arrival at home. If a text is not received, the parents of the player are contacted by the Lead Youth Development Coach to ensure they have arrived home.

### **Players on Trial/Loan/Work Experience**

Players that are coming to the Club on trial are dealt with on an individual basis, dependent upon their current living location in proximity to the Club and based on their age. The Head of recruitment will ensure, with the advice from the Academy Safeguarding Officer that the correct procedures are followed.

As an Academy, we ensure that any persons under the age of 18 is accompanied by a responsible adult for the duration of their journey. If it is a one day loan, the player must report to training or to a game and check in with the coach. If they player does not arrive, a follow up call is made to the player or the accompanying adult. If there is an immediate concern, the Safeguarding Officer is notified.

If the trial player is staying a number of days in accommodation, the accommodation provider will be instructed of a time the trialist should arrive home. If the player does not arrive back, the host will immediately contact the Safeguarding Officer. Transport between the accommodation and Bloomfield

Road/playing facility will be arranged via Club transport i.e. mini bus or via the taxi company listed above.

Loan Work Experience players will be advised by the Welfare Officer on how to get to the new place of work. Liaisons between Blackpool FC Academy and the work placement will be made to discuss times of work. If the player does not arrive at the agreed times, the liaison officer at the work placement will contact the safeguarding officer immediately.

If the player is providing their own transport via car. Sufficient checks will be made for insurance and license where necessary (please see driving policy).

### **Late Collection of Children**

Should a child's parents be late picking their child up from training/game day or tournament, we ask that the parent/guardian inform the coaches at the earliest opportunity, indicating how late they will be.

Should a parent not make a call to the coaches, the head of phase or coach will try to make contact with the child's parent or guardian. Coaches are expected to safeguard themselves by ensuring that two coaches wait with the child until their parent/guardian arrives.