

*Transport Policy

Southend United Football Club are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At SUFC the transportation of children will normally be the responsibility of parents, or authorised coach or mini bus drivers.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Staff should also be aware and adhere to the use of car seats for younger children. Staff transporting children in a vehicle which requires a specialist licence and/or insurance, for example PCV or LGV should ensure that they have appropriate licence and insurance to drive such a vehicle.

If commercial coaches are used to transport children, it is the responsibility of the accompanying staff members to ensure that the staff to child/player ratio is appropriate, that seat belts are worn at all times and that there are staff members sitting both at the front & at the rear (and middle, if appropriate) of the vehicle to ensure appropriate behaviour is maintained.

There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be reported to the DSO or SSM and the parents/carers and a record kept of the situation and its outcome.

In a case of a parent being ill over a long period of time and unable to leave or collect a child, written parental consent authorising arrangements for the transport of the child must be given to the club prior to these being authorised. Any rota systems used by parents for the transportation of their children should likewise be approved by the club.

To maintain best practice principles, at all times, all staff should:

- Ensure that they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive.
- Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to their parent/carer.
- Record any details of the journey.
- Ensure that their behaviour and that of the children is appropriate at all times.
- Ensure that all arrangements cover vehicle, passenger and driver safety including appropriate licence and insurance.
- Ensure that emergency arrangements of lifts are recorded and justified.

Use of Staff Vehicles

There may be occasions when staff are expected or asked to transport apprentices/players U18 as part of their duties. Staff should ensure that the vehicle is roadworthy, appropriately insured for any other intended use, that the maximum capacity is not exceeded and that they adhere to all other legal requirements. *It should be noted that declaring 'business use' on insurance policies may not be sufficient, and that details of the occupation held and the intended use must also be provided. To ensure that the duty of care both to apprentices and to staff are being met the risks associated with the travel journey must be assessed and appropriate control measures put in place to reduce risk. This must be recorded using a risk assessment.

Staff/Volunteers Must Not Offer lifts to apprentices/players U18 outside of normal working hours/duty unless this has been agreed with the Academy Manager and parents or carers have consented.

If the club decide that staff will be required, as part of their policy development, to use their own vehicles during working hours and/or for transporting apprentices or players U18 then the club should:

Safeguarding Children Policy and Procedures (cont'd)



- Ensure that appropriate policies and procedures are in place to safeguard apprentices/players and staff.
- Include this requirement within the job descriptions and/or any role specifications for staff.
- Ensure a Driver Registration Form and Transport Consent Forms have been completed and returned
- Ensure all staff who use their personal vehicle as part of their duties:
 - Have appropriate vehicle insurance,
 - Have the appropriate driving licence and are not subject to any driving restrictions as a result of health problems or driving convictions.
 - That the vehicle used is roadworthy and meets all legal requirements for use on the road.
 - That the vehicle is fitted with seat-belts appropriate to the size and type of vehicle and number of passengers to be carried.
- Provide training for staff and apprentices and information for parents on the clubs Transport Policy.

Hiring in a Minibus

Occasionally the club may hire in or contract a minibus or coach company. When selecting a coach or travel company to transport apprentices or any children at the club.

To maintain best practice principles at all time the club should seek confirmation of the following.

Standards for Minibus or Coach Hire:

- Ensure that the company is a reputable transport provider.
- Ensure that any contracts made with the provider outline the club's commitment to safeguarding.
- The club may wish to take up references from other customers to establish the credentials and reliability of the company.

Request the company to provide confirmation that they have:

- Appropriate public liability insurance.
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle being driven.
- That any drivers have DBS clearance, if appropriate, for their role with children.
- Request the company provide information on any vehicles which will be used, that they are:
 - Appropriately insured, roadworthy and are regularly maintained.
 - Fitted with seat-belts appropriate to the size and type of vehicle and passengers to be carried.
 - Use only age appropriate videos/DVDs during travel (if video/DVD access is available).
 - Clubs may, on occasions, be able to access their local authority or partner schools' minibus. Clubs should still seek confirmation from the partner that the above checks are in place. In addition, clubs should ask any partner agency for a copy of their minibus policies and procedures.

Safeguarding Children Policy and Procedures (cont'd)



Club owned Minibus

The Club Minibus must only be driven by those who have the appropriate class on their driving licence.

*To maintain best practice principles at all time the club should ensure;

- They complete a **driver registration form** which records all driver vehicle details for those staff that drive on behalf of the club.
- They complete a **check list for monitoring driver information** and managing the communication of the transport policy to staff.
- They include the expectations of behaviour during any journey for both staff/volunteers and apprentices/players U18 in their respective Codes of Conducts.
- That all drivers have the appropriate class of driving licence for any vehicle they drive.
- That all drivers and vehicles are appropriately insured.
- The vehicle is roadworthy.
- That the vehicle meets all legal requirements for use on the road in the manner intended.
- That transport arrangements are confirmed and are appropriate in respect of travel times.
- That staff that do drive players U18 as part of their role are required to notify the Academy Manager of impending disqualification or conviction.
- They inform drivers that regular checks of their driving licence will be required.
- They decide upon the age at which club drivers will be allowed to transport apprentices/players U18 e.g. Minibus Drivers must be over 21 years or 25 years old with a number of years (2-5 years) driving experience.
- That any driver over 70 years old provides the club with details of an annual assessment.
- That drivers are informed of the need to report to the club details of any medical conditions which may affect their driving.
- That annual consent forms (consideration may be given to the consent form being for the period of the U18 player registration) identify regular transport practices and ensure additional consent forms are completed for any specific or unusual journey's e.g. annual pre-season tour.
- That apprentices/players U18 understand their personal responsibilities.
- That drivers are accompanied by another adult when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse.
- Only drivers with suitable prior experience should tow trailers. Trailers should not be towed when carrying children and young people as passengers. Further guidance on towing trailers is available at <https://www.gov.uk/government/publications/inf30-requirements-for-towing-trailers-in-great-britain>
- Staff understand that they must take regular breaks when driving and should be aware of the dangers associated with tiredness when driving.
- That records of every journey made, including start and end destinations, mileage covered, times of journey and driver details are recorded for each journey to enable the club to properly answer requests, if required, under section 172 of the Road Traffic Act (request for details of driver following offence e.g. speeding offence).

http://www.motorlawyers.co.uk/offences/failing_to_identify_driver.htm

*Update June 2018

Best practice for clubs using a person to drive the minibus on a regular basis would be to provide access to the DVLA "D1 minibus" assessment training. Details of DI Assessment centres are available at <http://www.minibustrainingandsafety.co.uk/d1.asp>

Safeguarding Children Policy and Procedures (cont'd)



Transportation Arrangements Assessing Risk

The risks associated with transport and travel must be assessed and a risk assessment form completed to ensure that control measures are put in place to minimise risk to the lowest level possible.

**To maintain best practice principles at all time the Club should ensure;*

- That the Academy Manager or designated person identifies potential risks and completes a risk assessment for the journey. A Transport Risk Assessment Form.
- Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.
- Apprentices/players U18 are not left in a vehicle unattended.
- Drivers are informed it is their responsibility to ensure that all passengers are wearing seat belts during a journey.
- The content of the risk assessment is shared with those involved in travel, to ensure that everybody understands the risks and control measures including children U18.
- A mobile phone is available for use in an emergency and the name of the Club emergency contact is communicated to those involved in the journey.

**Updated June 2018*

Apprentices Travelling in their Own Vehicles

Many apprentices will pass their driving test at some point during their ASE programme. Most will then be keen to drive and may have access to either their parents' cars or decide to purchase a car for their self. Clubs should be aware of the increased risks associated with young drivers and a wealth of statistics and resources are available at: <http://www.rospe.com/roadsafety/youngdriversatwork/> this site provides information and Activity Guides for young drivers. Although primarily aimed at young people driving company vehicles it still provides prompts and information which clubs' and apprentices may find interesting for educating young drivers.

To maintain best practice principles the club should ensure that apprentices and their parents understand that:

- If using their own vehicle during the working day travelling to and from training, college or the ground apprentices may need 'business use' on their insurance. They should also inform their insurers of their profession to ensure that any other intended use is included on their vehicle insurance.
- They may make private arrangements for carrying passengers as they would in the course of the normal leisure activities, however; Apprentices and parents should seek additional advice from their vehicle insurers to ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

Safeguarding Children Policy and Procedures (cont'd)



The Club should not:

- Ask apprentices to provide transport for peers or staff during their working hours.

Information for apprentices - The New Driver:

Many newly qualified drivers lack experience on the road and need to continue to develop their skills. The statistics suggest that as many as one new driver in five has some kind of collision in their first year of driving. The 'Safety Code for New Drivers' can be found at;

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_069873 The site provides advice to help new drivers through the first twelve months after passing the driving test.

A few key issues the club may wish to help new young drivers to consider are:-

- Avoid driving between midnight and 6 am unless it's really necessary. Many of the worst collisions happen at night.
- If driving with passengers, the driver is responsible for their safety. Don't get distracted or be encouraged to take risks. Drivers should concentrate in order to get to their destination safely. Do not allow more passenger than your vehicle is suited for (check the number of seat belts).
- Make sure everyone in the car is wearing a seat belt throughout the journey.
- Adhere to the legal requirements in respect of the use of mobile phones.
- Never show off or try to compete with other drivers, particularly if they are driving badly.
- Don't drive if they have consumed any alcohol or taken drugs. Even over-the-counter medicines can affect the ability to drive safely - read the label to see if they may affect driving.
- Keep the speed down - many serious collisions happen because the driver loses control, particularly on bends.
- Take regular breaks on long journeys and be aware of the dangers associated with tiredness when driving.
- Most new drivers have no experience of driving high-powered or sporty cars, unless they have learnt to drive in such a vehicle. Encourage them to get plenty of experience driving on their own before driving a more powerful car.
- Driving while uninsured is an offence.
- That there are a number of types of insurance cover available. Apprentices and their parent(s)/legal guardian(s) should be advised to seek guidance from their own motor insurance provider to ensure they have the correct cover to meet their child's driving needs. Consideration should be given to 'business use cover, and also to specific cover for their role in professional football. If the apprentice is driving during working hours as part of their apprenticeship programme, thought should be given to their role in transporting 'trainee footballers'.

REMEMBER that under the New Drivers Act a licence can be revoked if a driver receives six penalty points on their licence within two years of passing their first driving test. They would then need to pass both the theory and practical tests again to get back a full licence. New drivers may consider taking further training such as 'Pass Plus', which may also save them money on insurance premiums, as well as helping to reduce the risk of being involved in a collision. The 'Pass Plus' scheme is designed by the Driving Standards Agency and its aim is to help new drivers to become better drivers.

Safeguarding Children Policy and Procedures (cont'd)



Anyone involved in an accident: -

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.
- If there is damage to another motor vehicle they should ask the driver for all of the details identified above.

If the driver does not give their details at the scene then they must report the accident to the police as soon as possible or at least within 24 hours.

If involved in an accident with an uninsured motorist

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

Mobile Phones

Since February 2007 it has been an offence for Motorists to use a handheld mobile phone whilst driving or when stopped at traffic lights or queuing in traffic as the engine is still running. (You can only use a handheld phone if you are safely parked or need to call 999 or 112 in an emergency and it is unsafe or impractical to stop). This may result in a fixed penalty fine and the award of six penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.

Independent Travel and Personal Safety

The Club should ensure apprentices/players U18 are alert to personal safety issues when travelling to and from the workplace or travelling during working hours. Advice to U18s may include:

- Plan ahead; make sure you know where you are going and how to get there.
- Check public transport times to avoid long periods of waiting.
- If using taxis book in advance when possible. Use only registered taxi providers. Only 'hail' black-cabs on the streets.
- When walking, stick to busy well-lit streets.
- Avoid danger spots like quiet or badly lit alleyways, subways or isolated car parks.
- Try to keep to public areas. Try not to keep all your valuables in one place.
- Stay alert and keep your mind on your surroundings – remember if you are wearing headphones or chatting on a mobile phone, you will not hear 'trouble' approaching.
- If you think you are being followed, trust your instincts and take action. As confidently and carefully as you can, cross the road turning to look and see who is behind you. If you are still being followed, keep moving. Make for a busy area and tell people what is happening.
- Try to keep both hands free and don't walk with your hands in your pockets.
- If you are in accommodation provided or arranged by the club ensure you are aware of the guidance to clubs on selecting accommodation providers, the information in that document provides some simple safety hints you should be aware of in and around your 'digs'.