



# Tour & Event Policy

NEWPORT COUNTY AFC

<b>Document type</b>	Tour & Event Policy
<b>Drafted by</b>	Ben Jones
<b>Reviewed by</b>	Kelly Anderson
<b>Signed off by</b>	Gavin Foxall
<b>Board review and agreement</b>	January 2022
<b>Next review date</b>	January 2023
<b>Version I.D.</b>	3

## **1. Introduction**

It is the intention of Newport County Association Football Club to give the under 9, 10, 11, 12, 13, 14 and 15/16 age groups the opportunity to play against foreign opposition to help with their football development and social activities.

To ensure a safe environment for the players to travel and stay in these countries, Newport County AFC will consider the following in its planning processes:

### **Approval of the Tour**

The tour will not be permitted unless it is approved by the Academy Governance Group at the beginning of the season. This is to ensure that no tour is arranged outside the boundaries of the academy process.

Permission must also be sought from the FA Sanctioning for the approval of playing teams from a different Football Association other than the FA.

Once the tour has been approved by the Academy Governance Group and FA, the Academy Manager will compile the relevant information.

### **Staff**

Staff who will attend the Tour will be invited by the Academy Manager by form 2 and they will also need to complete form 2b for the tour leader to have the personnel details of the staff member in case of emergency. The staff member will reply with form 2a accepting the invitation to attend the tour and also declaring that they have not been subject to any concerns or investigations or arrested, cautioned or charged with any criminal offence since their recent DBS. They must be fully familiar with the safeguarding policy and health and safety policy of Newport County Association Football Club and understand that safeguarding is the responsibility of everyone. Staff should also be reminded of the Club's Code of Conduct which they must have signed as agreeing to comply with.

### **Parent Consent**

Parents will be sent a form 3 informing them that their child is invited to attend the arranged tour. They will also receive form 3a and 4. No player will be allowed to travel without the parent consent form and player details form being signed and returned to the Academy Manager.

If at any time the player requires permission to leave school to attend the tour the club will be happy to inform the school by form 4b and permission returned on form 4a. At no time will the player be allowed to leave school to attend the tour without school permission.

### **Travel arrangements**

The club may use outside companies to help with travel arrangements for the tour. These will be with registered companies whose expertise are tours for football clubs and understand the requirements of young people. The parents will be given the names of these companies and the company will give a presentation to the parents and players before departing on the tour giving parents the itinerary and the opposition the players will play against this giving the opportunity for questions from the parents and players.

This company will also provide a guide while on tour to help with language issues and to help with any adjustment to the itinerary.

### **Risk assessments**

A risk assessment will be carried out by the club before departing and will be given to the tour leader. This assessment can be changed while on tour if required. The tour company will also be asked to provide risk assessments. The risk assessment will ensure the following issues are considered and addressed:

- Travel to and from the venue including the airport
- Accommodation ensuring Children and Adults DO NOT share rooms
- Valid passport (copies of passports to be carried by the tour leader)
- Dietary requirements of the players (player's individual needs)
- Washing and changing facilities
- Communication (tour company courier)
- Playing facilities, medical requirements and changing rooms
- Laundry facilities

In addition, a full consideration of welfare issues will be undertaken in the planning of each tour either by Club staff or the Travel company who are facilitating it and ensuring that appropriate arrangements are in place.

### **Evaluation**

Staff must evaluate the tour while on tour with daily meetings to ensure that all staff members are aware of the daily details, any concerns arising and/or any change to the itinerary or arrangements. On return the tour will be evaluated for future reference taking in to account the tour company, facilities, any concerns arising and game standard to inform future tour planning and arrangements.

### **Parents**

Parents are welcome to accompany any tours their child is participating in, but they will not be included in the travel or accommodation arrangements made by the club. While away they will get social time to speak to their son and if possible, visit the accommodation.

### **Safeguarding**

Welfare planning will include consideration of each of the elements identified in Section 3 of this policy. Any safeguarding issues or concerns while on tour should be reported to the Safeguarding Officer at the club. The Tour Safeguarding Officer will be the tour leader who will have undertaken appropriate safeguarding and child protection training to support this aspect of their role. All staff will have been subject to appropriate safe deployment checks, including recent DBS checks, to be allowed to travel and will have declared any changes in form 2a.

## **2. Welfare Planning for Events/Trips**

The Club will consider and document the following essential elements in relation to any planned Academy tour or event, regardless of its size and nature (this will include tours where U18 players are included with adult team players). How the Club will implement these elements will differ according to the event, but NCAFC believes that it is vital that they are addressed in all cases.

### **Safeguarding plan**

Record of the safeguarding issues identified in relation to each event and the NCAFC plan for addressing these (what, by whom, when?). This plan should be available to all parties upon request and communication of expectations and safeguarding arrangements must include parents/guardians/participants who should sign up to indicate they have understood and agreed.

### **Selection of appropriately qualified and experienced staff**

This should include ensuring all staff have been subject to appropriate safe recruitment processes and have undertaken appropriate safeguarding training. Supervision ratios of staff/suitable adults to players will be increased for any residential/overseas event to reflect the increased support needs and risks for players. Where additional vulnerabilities are identified, the plans must indicate how these have been addressed.

### **Codes of conduct**

Clear guidelines about the expected behaviour of all adults and for Academy players – these should clearly outline the consequences of failing to comply with expected standards of behaviour for both staff and players.

### **Registration and consent**

Process for registering players as participating and ensuring appropriate information and consents are provided for parents and carers and the players themselves.

### **Tour Leader**

Person with overall responsibility for the event.

### **Event safeguarding lead**

Person with designated lead responsibility for safeguarding at the event/tour.

### **Reporting procedures**

Clear process for ensuring that staff at the event understand their safeguarding responsibilities and are fully aware of NCAFC's safeguarding policy and procedures and are clear about responding to and reporting concerns arising at the event.

### **Advice and support**

Access to safeguarding information, advice and guidance via NCAFC and locally in the country of travel.

**Additional vulnerabilities**

A plan that recognises and addresses the needs of all participants, including those who have additional vulnerabilities (e.g. where parents have shared issues/worries, players with anxiety or mental health issues, those who have existing communication/learning differences, those who have presented with challenging behaviours and/or been the subject of concerns previously).

**Travel and overnight stays**

A plan and guidance for travel and any arrangements for accommodation overnight which includes a full risk assessment of the site and accommodation and the measures in place to mitigate these risks.

### **3. Travel Abroad - Essential Safety Checklist**

#### **1. Purpose of the trip**

- Competition  Training  Social  Other (specify)
- Combination, please state: \_\_\_\_\_

#### **2. Planning**

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of participants, travel, location, accommodation and activities
- Policy, procedures, guidance including emergency procedures and lost children
- Codes of conduct
- Local map and information
- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- Details of British embassy/consulate
- Security

#### **3. Plans for arrival:**

- Check rooms, meal times, phones, valuables
- Check playing venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)

#### **4. Costs and cash**

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money

#### **5. Communication with parents/carers**

- Destination, sport and accommodation details (address / telephone)
- Name/number of Tour lead
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

#### **6. Transport**

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked



- Insurance

## **7. Accommodation**

- Type (hotel, hostel, hosting)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

## **8. Preparing players**

- Local culture, language
- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area
- Information about how to keep themselves safe and about safeguarding arrangements

## **9. Supervision and staffing**

- Ratio of staff to players
- Male/female
- Free time periods
- Clear roles and responsibilities

## **10. Documentation**

- Travel tickets

- Passports, visas
- Check non-EU nationals
- Accommodation and travel booking documents

## **11. Insurance**

- Liability
- Accident
- Medical
- EHIC European Health Insurance Card (replacement for E111) form completed (EU visits).

Further information: [www.nhs.uk/Healthcareabroad](http://www.nhs.uk/Healthcareabroad)