



DAY RELEASE TRANSPORT POLICY

Overview

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

The Cambridge United Football Club Day Release Transport Policy has been created in conjunction with the Academy Transport Policy to provide staff, parents/carers, and young players with all the information they need regarding travel and transport whilst on the day release programme.

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.

Club transport

Minibus

The club has one 17-seater minibus that is used to transport players, staff and equipment to venues on the Day Release programme. All details regarding minibuses are outlined in the Cambridge United Transport Policy.

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.

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.

Transport Arrangements

As an example, for those using Club Transport the pickup and drop off schedules are as stated below:

9:00am – Report at Clare

10:00am – Training at Clare/ Sawston

12:00pm – Transported to Clare College Sports Ground (If training at Sawston)

1:30pm – Drop off to the Abbey Stadium (On education days)

All players on the Day Release programme are asked to sign travel consent forms at the beginning of the season which highlights their travel arrangements on the Day Release programme. These forms are kept on file and players/parents must keep the Academy updated if these arrangements change during the season.

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 train is delayed, 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 must 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:

- Inform the designated safeguarding officer or Academy Manager of the journey, the reasons, any incidents that arise (immediately) and when the journey is complete, safeguarding@cambridgeunited.com
- Have an enhanced FA accredited DBS.
- 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.
- Have permission from the young person(s) parents/carers.
- Have another member of staff present (if possible) or more than one young person to accompany one another or video call a DSO when driving with one young person or more.
- Seat the player in the back seats of the car where possible.
- 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 always be appropriate. 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.

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.

Information for Young Players Travelling Independently (Including Public Transport)

With regards to independent travel such as walking or using public transport.

Players are advised not to travel alone after normal work hours.

Players are reminded that they always represent the club 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.

Effective Date	September 2024
Policy Author	Safeguarding Officer, Academy Manager and Head of YD
CEO/Board Approver	CEO
Board Director Signature	
Review Date	September 2025

Review History

Version	Date	Review details	Authorised by Board/CEO
1	September 2024		CEO