

1. Introduction

Luton Town Football Club (“the Club”) is committed to ensuring the highest standards of care, welfare and safeguarding for young players in Club-appointed accommodation (“Host Family”). Host families play a crucial role in supporting players’ well-being, safety, and development while they live away from home.

This policy outlines the requirements, responsibilities, and expectations for host families, including safer recruitment, safeguarding, DBS checks, Prevent Duty, training requirements, and ongoing support and monitoring.

2. Principles

a. Creating a Safe and Welcoming Environment

The club aims to identify Host Families who actively welcome players and create a supportive second home environment

Host Families will house between 1 and 3 players, ensuring they have their own individual room.

b. Partnership Approach

Host families work collaboratively with the player’s family/legal guardian. Parents/legal guardians retain responsibility for their child but may delegate aspects of decision making as needed.

c. Player Centred Care

Players’ growing independence and maturity are respected. However, safeguarding concerns will be taken seriously and managed in accordance with the Club’s Safeguarding and Child Protection Policy

Players’ emotional wellbeing, particularly during transitions such as living away from home for the first time, will be monitored and supported.

d. Communication and Reporting

Any concern regarding a player’s wellbeing or behaviour must be shared promptly with the Academy Safeguarding Manager or Player Care and recorded on MyConcern.

The Club values positive relationships between players, host families and staff but emphasises the need for ongoing communication regarding key welfare issues.

Related Policies	Related Guidance
<ul style="list-style-type: none">• Safeguarding and Child Protection Policy• Safeguarding Adults Statement• Code of Conduct• Safer Recruitment Policy• Mental Health and Wellbeing Plan• Whistle Blowing Policy• Complaints Policy• Behaviour Policy (players)	<ul style="list-style-type: none">• Keeping Children Safe in Education (KCSIE)• Working Together to Safeguarding Children (WTTSC)• Online Safety Guidance• Safeguarding Briefings from LTFC

Luton Town Football Club Academy Host Family Policy

3. Purpose & Scope

This policy applies to all host families accommodating LTFC Academy players. It sets out:

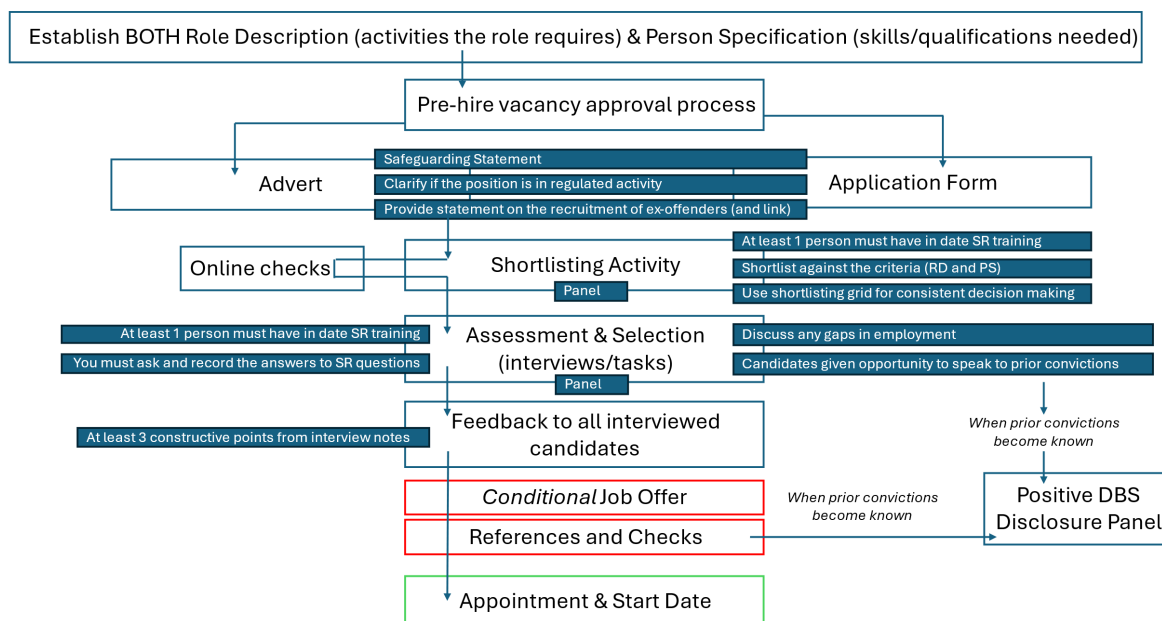
- The safer recruitment process for host families.
- The requirements for Safer Recruitment including Disclosure and Barring Service (DBS) checks.
- Safeguarding responsibilities and how to report concerns.
- Mandatory training requirements for host families.
- Compliance with the Prevent Duty to safeguard against radicalisation.

4. Safer Recruitment of Host Families

LTFC Academy follows a robust safer recruitment process to ensure all host families provide a safe and suitable home environment. [Our Commitment - Luton Town Football Club](#). The Club has the following policies which underpin this commitment including Safer Recruitment Policy, Staff Disciplinary Policy and Management of Allegations of Abuse and Low-Level Concerns.

a. Recruitment

- Host families are identified via Club advertisements and screened through the application process by the Academy Safeguarding Manager.



b. Key Criteria

- Host families must demonstrate commitment to safeguarding, diversity, and collaboration with parents/legal guardians.
- Host families should foster an environment that respects the player's cultural and personal preferences.

c. Matching and Introduction Process

- Players and their families will meet potential host families to discuss expectations, inspect accommodation, and address any concerns.
- The Player Care and ASM will match players with host families based on personality, support needs, and compatibility.
- All parties must agree to the arrangements before the player moves in.

d. Monitoring and Support

- The player's transition to host accommodation will be monitored for four months by the Player Care Officer, with any concerns addressed promptly.

e. Application & Screening

All prospective host families must:

- Complete a Host Family Application Form
- Undergo a home suitability assessment conducted by the Academy Safeguarding Manager

DBS & Background Checks

- An Enhanced DBS Check with Children's Barred List Check is required for all adults (18+) in the household.
- Local Authority checks will be conducted to identify any safeguarding concerns.
- All adults (18+) host family members will have to complete a Staff Self Certification Form prior to the start of each football season.
- Any concerns arising from these checks will be reviewed by the Academy Safeguarding Manager.
- Provide two-character references (non-family members).

5. Approval Process

Host Family Selection Criteria

Section 1 – Recruitment

- Safer Recruitment Process
- Local Authority Check

Section 2 – Selection Criteria

The house must meet the requirements as set out in the host family policy and contract

including but not limited to:

- Location must be within 45 minutes of public transport travel.
- Must have safe and consistent travel links (to the academy)
- Have a bedroom for each individual player (not sharing)
- Access in house to laundry and kitchen/cooking and person hygiene facilities.
- Must have strong Wi-Fi for education.
- Single homeowner occupancy (no transient/multi-occupancy use).

6. Mandatory Training & Development

To ensure host families are fully prepared to support young players, responsible adults must complete the following mandatory pre-season online training before approval and any refresher courses as required. Training for LTFC Host Families is provided over 3 separate platforms, The FA, Gov.co.uk and the internal training provider iHasco.

a. Safeguarding Training

Mandatory training for host families is defined in the EFL Guidance for host families and includes an annual safeguarding refresher (or induction if it is your first year), FA First Aid online course (every 3 years) and then updates on key safeguarding topics such as mental health and problem gambling.

Expense claims:

To claim back the £30 payment for the Introduction to First Aid please complete and send confirmation of payment and course completion to emilyhowes@lutontown.co.uk LTFC will only reimburse claims that have been pre-authorised.

7. Creating a Safe & Supportive Environment

Host families must provide a physically and emotionally safe space where young players feel welcomed, respected, and supported.

a. Living Arrangements

Host families should ensure:

- A clean, comfortable bedroom with appropriate bedding, privacy, and storage.
- Unrestricted access to food, kitchen facilities, and household essentials.
- Access to Wi-Fi in order to complete educational work and leisure time (gaming etc)
- An emergency contact list, including Academy and Local Authority contacts.
- Players have the freedom to come and go within the boundaries of their curfew, with spare keys and secure bedroom locks.
- The home environment is free from any form of violence, abuse, or coercion.
- APPENDIX 1 – (Host, Player and Parent Agreement)

b. Privacy & Boundaries

- Host families must respect players' personal space and independence.
- Bathroom doors must have locks for privacy.
- Players should have access to private storage for their belongings.
- Families should be sensitive to cultural differences, including religious practices and dietary needs.

c. Accommodation/Placement Plans

- Individual Plans – Each player accommodated with a Host Family will have an individual ‘Placement Plan’ tailored to their welfare, academic and personal needs
- The Players Care Officer and the ASM will oversee and coordinate these plans with all stakeholders.

8. Safeguarding & Reporting Concerns

LTFC Academy takes safeguarding seriously. Host families must report any concerns regarding a young person’s welfare. <https://www.lutontown.co.uk/en/club-information/safeguarding>

Please refer to the Safeguarding and Child Protection Policy or the Adults are Risk Policy as required.

a. Safeguarding Expectations

Host families must:

- Recognise and report signs of abuse, neglect, or exploitation.
- Ensure young players are safe from harm within the household.
- Prevent any form of discrimination, bullying, or mistreatment.

b. Reporting Safeguarding Concerns

If a safeguarding concern arises, host families must:

- Report immediately to the Academy Safeguarding Manager.
- If necessary, escalate concerns to Local Authority Social Services or MASH (Multi-Agency Safeguarding Hub).
- In an emergency, call 999.
- Please see guidance page below for process and contacts

9. Medical Issues

- Host Families are required to enrol any player living with them who is new to the area with their local GP and dentist.
- All other players remain registered with their family provider.
- Host Families receive First Aid and mental health awareness training and support from LTFC psychologist team where appropriate.

10. Expectations for Home Visits

LTFC Academy will conduct regular visits to ensure the welfare and safety of players in host family accommodation.

- Scheduled Visits: Conducted three times per season (start of season, mid-season, and end of season).
- Unannounced Visits: A minimum of one per season to ensure the wellbeing of all stakeholders and ongoing standards.

During each visit, the Academy Safeguarding Manager will:

- Check the wellbeing of the stakeholders and the relational trust between them.
- Assess the living conditions remain at the expected standard and suitability of the home.
- Ensure the player feels safe, supported, and comfortable.
- Check on the player's overall well-being, including physical and mental health.
- Review any safeguarding concerns or necessary support.

11. Collection of Stakeholder Voice

Stakeholder feedback is essential for monitoring and improving the host family program. LTFC Academy will collect feedback from:

- Accommodated Players – Through online surveys (Microsoft Forms) at the start, mid-season, and end of the season.
- Host Families – Through online surveys (Microsoft Forms) at the start, and end of the season.
- Accommodated Player's Parents/Guardians – Through online surveys (Microsoft Forms) at the start, and end of the season.
- Stakeholder voice will also be collected during both announced and unannounced visits.
- Stakeholders can also provide feedback at any time through direct contact with the Academy Safeguarding Manager.

12. Private Fostering

a. A host family arrangement may become classified as private fostering if:

- The player is under 16 years old (or under 18 if disabled) and has been living with a host family for 28 consecutive days or longer.

b. If an arrangement qualifies as private fostering:

- LTFC Academy must notify Central Bedfordshire Council or Luton Council dependant on address location.
- An additional local authority check will be conducted.
- A social worker will visit the player every 6-10 weeks to assess their welfare.
- Ongoing support and monitoring will be provided to ensure compliance with regulations.

c. Private Fostering Local Authority - For more information, contact:

- Vicky Pope – Vicky.Pope@luton.gov.uk
- Sophie Rahim – Sophie.Rahim@luton.gov.uk
- https://www.centralbedfordshire.gov.uk/info/130/fostering_in_bedfordshire

- https://m.luton.gov.uk/Page/Show/Health_and_social_care/children_and_family_services/Pages/Private-fostering-who-is-sleeping-in-your-house.aspx

Prevent Duty & Radicalisation

As part of LTFC Academy's safeguarding framework, host families must be aware of the risks of radicalisation and extremist influences.

d. Prevent Awareness

Host families must:

- Recognise signs of radicalisation, including changes in behaviour, withdrawal, or extremist views.
- Report concerns to the Academy Safeguarding Manager, who will liaise with the Local Authority's Prevent team.
- Encourage open discussions that promote critical thinking and awareness of extremist narratives.
- Must read the LTFC Prevent Risk Assessment (this will be provided to each host family by the ASM)

13. Complaints & Concerns

a. Raising Concerns

If a host family or player has concerns about the arrangement, they can:

- Contact the Academy Safeguarding Manager.
- Report safeguarding concerns via the club's Whistleblowing Policy.

b. Investigation Process

- Any complaints will be investigated within five working days.
- Serious concerns may lead to removal of hosting approval.

14. Key Contacts

- Academy Safeguarding Manager: Stuart Cornish stuart.cornish@lutontown.co.uk
- Player Care Officer: Wayne Polson wayne.polson@lutontown.co.uk
- Academy Manager: Paul Benson paul.benson@lutontown.co.uk
- Head of Safeguarding: Sarah Bloomer sarah.bloomer@lutontown.co.uk
- HR Director: Jenn Smith jenn.smith@lutontown.co.uk
- Local Authority Safeguarding Team (MASH): [Safeguarding children](#) or [Child protection - safeguarding children and young people | Central Bedfordshire Council](#)
- LTFC Prevent Lead: Stuart Cornish stuart.cornish@lutontown.co.uk
- LTFC Website [Safeguarding - Luton Town FC](#)

15. Review & Compliance

- This policy will be reviewed annually by the Academy Safeguarding Team.
- Host families must re-complete DBS and safeguarding training every three years.
- Host families must re-complete safeguarding training every year.
- Compliance will be monitored through regular visits, which will take place three times per season, plus one unannounced visit.
- Feedback from players, host families and player parent/guardian will be gathered through Microsoft Forms, collated and presented to the Academy Management Team.

Policy Control

Author	Sign Off	Review Date
Stuart Cornish Academy Safeguarding Manager	Paul Benson Academy Manager	April 2026

Appendix

Appendix Number	Name	Description	Page Number
1	Player Accommodation Agreement	Agreement on the players behaviour and what the Club's expectation are when accommodated with a host family.	10
2	Host Accommodation Agreement	Agreement on the Host Family behaviour and what the Club's expectation are when they accommodate a player.	11 - 14
3	Parent/Legal Guardian Accommodation Agreement	Agreement on the parental/legal guardian's behaviour and what the Club's expectation are when their son is an accommodated player.	15 - 16
4	Host Family Flow-Chart -Visual	LTFC procedure when recruiting a Host Family.	17
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6	LTFC Role Delineation – Host Family Process	LTFC procedure on the role delineation of the Host Family process (Who does what)	22-26

APPENDIX 1

Player Accommodation Agreement

Player Agreement

1. General Conduct & Behaviour

The player shall demonstrate high standards of conduct and behaviour at all times. This includes showing courtesy and respect to all persons at the home (including, but not limited to, the host family), maintaining the integrity of the home, and treating furniture with care.

Appropriate language should be used at all times. The player is expected to adhere to any 'house rules,' such as the removal of outdoor footwear upon entry to the home.

2. Alcohol and Nightlife

The player is prohibited from frequenting public houses, nightclubs, or similar venues. The consumption of alcohol is strictly forbidden. However, young players are permitted to visit public houses for meals or to view football matches or other sporting events, but they must be accompanied by the host family.

3. Smoking, Drugs, and Substances

The player shall not smoke or have contact with drugs, even for medicinal purposes, unless prescribed by the Club's medical practitioner, sports scientist, or physiotherapist. The use of 'legal highs,' such as nitrous oxide (commonly known as balloons, hippy crack, laughing gas, cheeky chargers, etc.), as well as snus, is strictly prohibited.

4. Overnight Stays

The player shall not stay away from the home overnight without prior approval from the Safeguarding Team and the host family.

5. Dietary Needs

The player must inform the host family of any special dietary needs or preferences and provide a minimum of 24 hours' notice if they wish to change the normal mealtime arrangements.

6. Property Damage

The player, along with their legal guardians, will be held responsible for any damage caused to the property during their stay.

Player: *I am committed to adhering to the conditions and advice outlined within this policy during my stay in the host accommodation provided by the Club. I understand that failure to comply with these expectations may result in my removal from the accommodation.*

Name:

Signature:

Date:

APPENDIX 2

Host Accommodation Agreement

Host Agreement

1. Agreement & Safeguarding

All host family members over the age of 16 will sign the Host Family Agreement and will agree to comply with the Club's Safeguarding Policies and Practices, at all times.

2. Reporting Concerns

If any member of the host family observes concerning conduct, comments, or any other concerns regarding an adult's interaction with a child, they must immediately report this to the Safeguarding Team for guidance. All incidents should be logged on MyConcern.

If a child's immediate safety or welfare is at risk, the host family must make a referral to the Police or relevant Children's Services (e.g., Birmingham City Council or Solihull Council) and inform the Safeguarding Team without delay, ensuring the issue is recorded on MyConcern.

3. Accommodation Plan

Host families are responsible for contributing to the drafting of each player's accommodation plan, including outlining any 'house rules.' These must be agreed upon by all parties before the placement can commence.

4. Training Requirements

Host families must attend safeguarding children training, equality and diversity training, first aid training, and any other relevant meetings or learning opportunities required by the Club to support their role.

5. Reporting Infringements

Host families must report any persistent infringements of house rules to the Player Care Department or Safeguarding Team.

6. Accommodation Standards

- Host families are required to provide a separate bedroom for each player. The Club does not encourage players to share rooms. Each bedroom should be furnished appropriately with adequate heating and ventilation.
- Players should have access to the internet (subject to parental controls) and the ability to charge personal devices.
- If the player's bedroom is required for another person (e.g., while the player is away), the host family must notify the Club in advance. The player's personal items should not be removed or used by visitors.

7. Support & Relationship with Players

Host families should strive to nurture and support players, including them in family social activities such as mealtimes, watching TV, and playing music. The player should feel a sense of

belonging within the family. The relationship between the host family and the player must remain professional and caring at all times. Any inappropriate personal or intimate relationships, regardless of age, are strictly prohibited. If such a relationship appears to be developing, immediate contact with the Safeguarding Team is necessary to explore alternative living arrangements.

8. Dietary Needs

Host families must adhere to the dietary guidelines provided by the Club, ensuring appropriate food is available for the player, especially after evening matches or training sessions.

9. Alcohol, Smoking, and Drug Use

Host families are prohibited from offering or encouraging players to consume alcohol, smoke, or use any drug not prescribed by the Club's medical team. If the host family suspects a player may be using alcohol or drugs, they must report this to the Club and log the incident on MyConcern.

10. Behaviour When Visiting Other Host Families

Players are expected to follow the same behavioural guidelines when staying at other host families' homes.

11. Loss or Damage of Personal Items

If a player loses or damages any personal items belonging to the host family, the player is responsible for replacing the item. If the player is unable to replace it, the host family must contact the Club and the player's parent/legal guardian to resolve the issue.

12. Access to Accommodation

Players must have access to the accommodation at all times.

If a player fails to return to the host family home by the agreed time, the host family must notify the Safeguarding Team immediately.

13. Overnight Stays

If a player intends to stay away overnight (outside of the host family home and not at the player's parent/legal guardian's home), the host family must contact the Club in advance.

14. Unannounced Visits

The host family agrees to allow the Club to carry out unannounced visits to inspect the player's room and shared areas.

15. Privacy & Room Entry

Host families should respect the privacy of the player and generally avoid entering the player's bedroom unless invited. The bedroom may be entered only for cleaning purposes when the player is at training or otherwise absent.

16. Bathroom Privacy

The host family must ensure the bathroom used by the player is lockable and must never enter while the player is using it.

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17. Noise and Rest

The host family must respect the need for the player to rest and recuperate by ensuring noise levels are kept to a minimum after 10:30 PM.

Room Maintenance & Laundry

The host family is responsible for maintaining the cleanliness of the player's room and ensuring appropriate bedding/towels are provided. The player should be encouraged to participate in laundering their own clothes. The host family must also provide access to laundry facilities.

19. Internet Safety

Host families must not share prohibited sites on the internet with the player and should promote safe and responsible use of social media.

20. Transporting Players

It is uncommon for host families to transport players. If transportation is required, the driver must ensure the vehicle is roadworthy, insured, and approved by the Club.

21. Financial Transactions

Host families must not lend money to, or borrow money from, the player or their family.

22. Physical Discipline

Under no circumstances is the host family allowed to physically chastise a player.

23. Appropriate Nightwear

All individuals in the host family home must wear appropriate nightwear when in shared areas, such as the bathroom during nighttime hours.

24. Reporting Concerns

Host families must inform the safeguarding team of any concerns regarding the player's health, wellbeing, or conduct. All reports will be treated confidentially unless they raise child protection concerns requiring a referral to the local authority.

25. Contact from External Parties

If any contact is made with the host family by representatives of other Clubs, the media, or unknown third parties, this should be referred immediately to the Academy Manager or General Manager. Similarly, if the player has contact with anyone from another professional Club, this must be reported to the Academy Manager or General Manager immediately.

26. Telephone Use

If the player uses the telephone in the Club-appointed accommodation, the host family should arrange itemised billing with the service provider.

27. Accommodation Plan Adherence

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Accommodation providers must adhere to the individual accommodation plan for each player. Any issues with the player, their parents, or their school should be reported immediately to the safeguarding or player care team.

28. DBS & Training

All host families (and those over 16) are required to undergo a full DBS check, paid for by the Club. Host families must also complete safeguarding and child protection training, facilitated by the Club. This training should be updated every two years.

Host: *I am committed to adhering to the conditions presented within this Policy. I am fully aware that failure to comply with these conditions will result in the player being removed from the accommodation and placed in alternative housing.*

Name:

Signature:

Date:

APPENDIX 3

Parent/Legal Guardian Accommodation Agreement

Parent/Legal Guardian Agreement

1. Adherence to Accommodation Plan

Parents must adhere to the individual Accommodation Plan agreed upon between themselves, the Club, and the host family.

2. Encouraging Positive Interaction

Parents should encourage the player to interact with the host family as much as possible and promote positive behaviour. This includes demonstrating conduct and behaviour of a high standard, such as showing courtesy and respect to everyone at the accommodation (including the host family), treating the home and its furniture appropriately, and using respectful language at all times.

3. Courtesy and Respect

Parents must show courtesy and respect to all persons at the host family address, ensuring their behaviour aligns with the expectations set for the player.

4. Communication with Host Family

Parents should liaise with the host family regarding collection and drop-off times and inform them how the player will be transported to and from the host family home. Any planned visits from parents or other family members should be communicated to the host family with at least 24 hours' notice.

5. Overnight Stays

If the player plans to stay overnight at their family home outside the usual arrangement, parents must give the host family at least 24 hours' notice.

6. Addressing Concerns

If parents have any minor concerns or issues regarding the accommodation or the player's experience, they should first address the matter with the host family in a calm and respectful manner. If the issue cannot be resolved, parents should escalate the matter to the Club's Safeguarding Manager.

7. Collaboration on Education

Parents are expected to work together with the host family and the Club to support the player's education and academic progress.

8. Responsibility for House Keys

Parents are responsible for ensuring that the player always has the host family's house keys and returns them promptly to the host family once the player has left the accommodation.

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Parent/Carer: *I am committed to adhering to the conditions and advice set out within this Policy during the course of the player's accommodation with the host. I am aware that failure to comply with these conditions may result in the player being removed from the accommodation provided by the Club.*

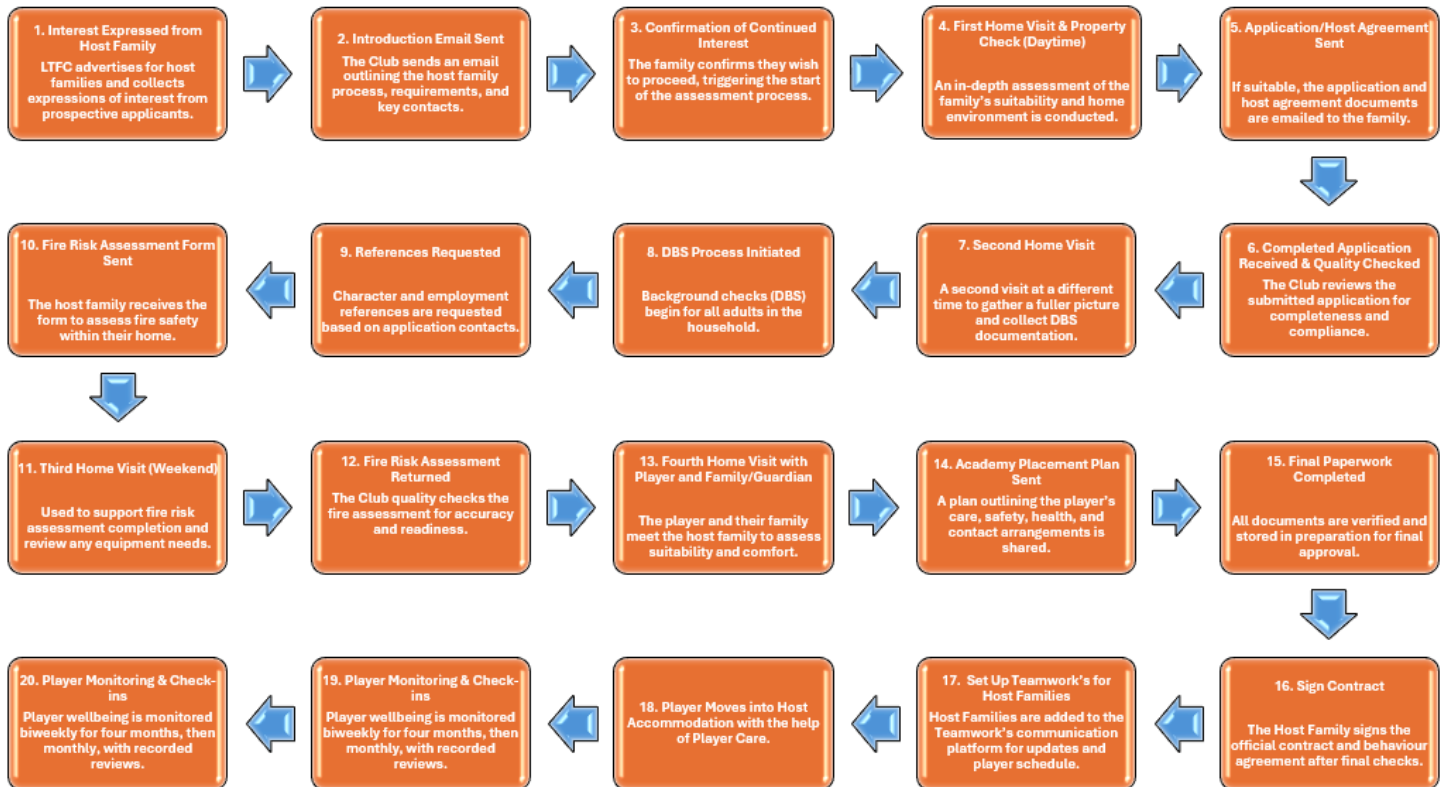
Name:

Signature:

Date:

APPENDIX 4

Host Family Process Flowchart – Visual



APPENDIX 5

Host Family Process Flowchart

1. INTEREST EXPRESSED FROM HOST FAMILY.

Luton Town Football Club (LTFC) will advertise Host Family vacancies locally. The advert will also be kept on the 'Job Vacancies' page on the LTFC website. On occasions (Caddington Woods for example) an ideal area will be identified and targeted advertising/flyers will be distributed. Should this be the case the 'A6 Host Family Leaflet' is saved in the Teams/Host Family folder. Any prospective Host Families are asked to contact the Academy Safeguarding Manager with an expression of interest. Current player parents can also be identified as potential host families.

2. HOST FAMILY EXPLANATION AND INTRODUCTION EMAIL SENT FROM LTFC TO PROSPECTIVE HOST FAMILY.

This email sets out the basic process of becoming a Host Family and includes requirements, pay, and contact details of members of the Luton Town FC safeguarding team. This can be found in **Team/Safeguarding/Host Family/Files/Host Family Application Paperwork**.

3. RECEIVE RETURN EMAIL/TELEPHONE CALL CONFIRMING CONTINUED INTEREST IN HOSTING.

Once the prospective Host Family replies to The Club confirming that they wish to continue with the application a home visit will be organised by the Academy

Safeguarding Manager

4. 1ST HOME VISIT AND PROPERTY CHECK. (DAYTIME).

The prospective host will be visited at home and interviewed to explore their suitability to provide care and support for young people (including their professional and personal expertise and experience), motivations for applying, understanding of the pressures faced by young people and specifically those progressing through the Academy and understanding of the role and responsibilities involved in this provision.

The Club will assess the property both internally and externally to identify:

- Any risks or concerns.
- If the decoration is clean and welcoming.
- Is the home in a safe area where there are community facilities.
- If there are appropriate and affordable public transport routes for the Club's Training Ground and Kenilworth Road Stadium that run close by at regular intervals.
- Whether the eating area and cooking facilities are of good standard.
- If the players would be eating alone or together with the family/landlord.
- If bathroom facilities are suitable, how many people will use them and how the use of the bathroom will be affected if more than one player is living there.
- How laundry will be managed.
- If there is plenty of space for work, rest, and play.
- Whether the player, if there for any extended period, can adjust the room to provide a personal space and familiar environment.
- All these issues will be assessed and agreed to ensure arrangements and provision are clear and appropriate.
- Opportunities will also be explored in relation to the player being able to have visitors while living at the property and parental boundaries around curfews, relationships, and other key issues around a young person's social development. If communal areas like the living room are available or restricted for players

usage - are communal areas provided for the players to meet and whether they are of a good standard.

- Fire precautions will be looked at including the fitting and maintenance of smoke alarms.

5. SEND APPLICATION / HOST AGREEMENT DOCUMENT FORM BY EMAIL.

Once the 1st visit is completed and The Club is happy with the prospective host's suitability

The Host Family Application Form to be sent via email. This can be found in

Team/Safeguarding/Host Family/Files/Host Family Application Paperwork

6. RECEIVE COMPLETED APPLICATION / HOST AGREEMENT AND QUALITY CHECK APPLICATION.

The application will be quality checked by the Academy Safeguarding Manager to ensure that The Club have all the relevant information to conduct Safer Recruitment checks and process the application.

7. 2ND HOME VISIT

The Club's visits will be conducted at different times and on different days of the week. This will ensure that an honest picture of the perspective Host Family can be obtained. This visit will also involve obtaining copies of the relevant documents to conduct a DBS check on all occupiers over the age of 18. The Academy Safeguarding Manager will be accompanied by the Senior Safeguarding Manager on either this or the 3rd visit.

8. DBS PROCESS TO BE INSTIGATED BY THE ACADEMY SAFEGUARDING MANAGER.

9. APPLY FOR REFERENCES.

References will be applied for using the contact supplied in the Host Family completed application form. Both character and employer forms can be found in

Team/Safeguarding/Host Family/Files/Host Family Application Paperwork

10. SEND THROUGH FIRE RISK ASSESSMENT FORM.

Team/Safeguarding/Host Family/Files/Host Family Application Paperwork

11. 3RD HOME VISIT (WEEKEND).

This visit can be used to offer help on completing the Fire Risk assessment and answering questions regarding the purchasing of missing equipment. This will be conducted in company with the Academy Manager.

12. RECEIVE COMPLETED FIRE RISK ASSESSMENT FORM.

The fire risk assessment form will be quality checked by the Academy Safeguarding Manager to ensure that The Club have all the relevant information and are happy that the equipment, emergency evacuation plan (EEP) and all other information is accurate and up to the standard required.

13. 4TH HOME VISIT (DAYTIME) WITH PLAYER AND FAMILY/GUARDIAN.

The player and their family are then introduced to the host family at the host family's house with the Player Care officer. All parties must be comfortable with the proposed arrangements and can talk through any concerns and issues and explore the accommodation and local community including transport links and any potential risks. The introduction is essential for the player, player's family, and the host family as they all get to know each other face to face. More than one visit may be required especially if parents are separated and wish to assess the proposed arrangements independently.

14. ACADEMY PLACEMENT PLAN SENT TO HOST, PLAYER AND PARENT/LEGAL GUARDIAN.

Each Young Player accommodated and cared for within a host family arrangement must have an individual Placement Plan setting out the following:

- How they will be cared for on a day-to-day basis.
- How their welfare will be safeguarded and promoted by others during any Substitute Accommodation arrangement (e.g., if the host parent is on holiday or unwell).
- Arrangements made for their health care and education.
- Arrangements for contact with parents, legal guardians, relatives, and friends.
- Arrangements for regular review of the arrangements and how well they are working for each party.

15. FINAL PAPERWORK.

All paperwork must be received, checked, verified, and centrally stored prior to the Host Family Contract being sent.

Safer recruitment to process.

16. SIGN CONTRACT.

Once all paperwork has been completed and the results from the safer recruitments checks/ DBS check and references have been received and quality assured by the Academy Safeguarding Manager the contract can be sent and signed by the Host Family. This will also include the Host Family Behaviour Contract which covers expectations The Club has around host, players, and parents/legal guardian.

17. SET UP TEAMWORKS - FOR HOST FAMILIES.

The Club uses the App Teamwork's to communicate with staff, players, and parent/legal guardian. A channel will be set up to allow communication between Host Families and The Club. This will also allow the Host Family to view the players schedule (training will be given and player will be link to host family in the App)

18. PLAYER MOVES IN.

Player Care moves an accommodated player into the host family in order to offer support and settle to ensure a smooth transition and reduce stress. It helps the player adjust quickly and focus on their well-being and football development.

19. VISITS AND CHECK-INS.

The player is then monitored on a fortnightly basis for the first 4 months by the Academy Safeguarding Manager and/or the Player Care Lead to see how the player is settling in. After 4 months, if the placement is working well, the monitoring is changed to once a month. All monitoring including any concerns arising and how these will be addressed/resolved will be in the form of a recorded review. All issues will be appropriately recorded and dealt with (MyConcern).

20. MONTHLY VISITS TO ALL HOST FAMILIES.

Monthly Host Family visit is to be set up in Outlook as a reoccurring appointment. The day and time must be supplied by the Host Family so that they are not inconvenienced. Each visit the Academy Safeguarding Manager will complete the 'Monthly Host Family Check-in Sheet' and check the weekly fire prevention check sheet which has been supplied to each Host Family.

Luton Town Football Club Academy Host Family Policy

APPENDIX 6

LTFC Role Delineation – Host Family Process

In host families, the roles of player care and safeguarding are essential to ensure the well-being and development of the players, particularly for those in youth and academy setups. These roles involve several key responsibilities:

Player Care

1. Emotional Support: Providing a nurturing environment where the player feels comfortable, safe, and supported away from their home. This includes addressing any emotional challenges, such as homesickness, cultural adjustments, or stress related to performance.
2. Health and Well-being: Ensuring the player maintains good physical and mental health, including attending medical appointments, managing injuries, and promoting a healthy lifestyle.
3. Social Integration: Helping the player integrate into the community, encouraging social activities, and facilitating connections with teammates and peers outside the club environment.

Safeguarding

1. Protecting from Harm: Ensuring the player is safe from any form of abuse or exploitation (emotional, physical, sexual). This involves regular monitoring of the home environment and the relationship between the host family and the player.
2. Clear Boundaries: Establishing clear guidelines for appropriate behaviour, ensuring the host family understands their responsibilities, and fostering an environment of mutual respect.
3. Reporting Concerns: Ensuring the host family is aware of the protocols for reporting any safeguarding concerns to the relevant authorities, such as the club's ASM or local authorities, in the event of suspected abuse or neglect.
4. Training and Awareness: Ensuring the host family is adequately trained on safeguarding procedures, including understanding the signs of abuse or distress, as well as knowing how to respond appropriately to any safeguarding concerns that arise.

Both roles work together to provide a holistic support system for the player, ensuring they are cared for both personally and professionally while living with the host family.

1. Player Care: Responsibilities in Host Families

Primary Focus: Holistic well-being of the player (emotional, physical, academic, and social development).

- Initial Player Integration:
- Role: Player care is responsible for the initial integration of the player into the host family environment. This involves introducing the player to the host family, explaining expectations, and providing initial support during the transition.
- Procedures: The host family receives detailed guidance about the player's background, preferences, and any special needs. Player care provides information on how to assist with the

- **Ongoing Support and Welfare:**

- **Role:** Player care focuses on the ongoing emotional, physical, and social needs of the player. This includes addressing homesickness, promoting social integration with teammates, and encouraging a healthy lifestyle.

- **Procedures:** Player care conducts regular welfare checks (e.g., weekly or bi-weekly) to ensure the player is thriving and addressing any concerns raised by the player or host family. Support may include arranging transportation to training sessions, medical appointments, and extracurricular activities.

- **Educational Monitoring:**

- **Role:** Player care ensures the player is managing both football and academic commitments, creating a balance that avoids undue stress. This is conducted with the Academy Education Manager.

- **Procedures:** Player Care (through the Academy Education Manager) communicates with schools, arranges tutoring sessions if necessary, and monitors the player's academic progress. This could involve liaising with school staff to accommodate football-related absences and ensure continued educational development.

- **Health and Fitness:**

- **Role:** Ensuring the player's health is supported, especially related to the demands of training and matches.

- **Procedures:** Player care ensures the host family is aware of medical needs, injury prevention, and dietary requirements. In cases of illness or injury, player care coordinates medical appointments and recovery schedules with the host family's cooperation.

2. Safeguarding: Responsibilities in Host Families

Primary Focus: Protecting the player from harm and ensuring a safe and secure living environment.

- **Safe Environment Assurance:**

- **Role:** Safeguarding is responsible for ensuring the host family environment meets all safety requirements and is free from potential harm. Including ongoing suitability assessments during the recruitment process (visits and safer recruitment checks) and throughout the season.

- **Procedures:** The ASM will carry out home visits (both announced and unannounced) to assess the safety of the living conditions. They will check for risks in the home (e.g., smoke detectors, safe cooking appliances, private spaces) and ensure the host family is aware of child protection and safeguarding protocols.

- **Training and Education of Host Family:**

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- **Role:** Ensuring the host family understands the safeguarding responsibilities, including recognizing signs of abuse or neglect and reporting concerns. This will include online and face to face training which will be bespoke for the role of Host Family.
- **Procedures:** The host family receives safeguarding training before hosting a player, ensuring they understand the club's policies on abuse, neglect, bullying, and other safeguarding issues. They should also be familiar with the local legal and child protection frameworks.
- **Boundaries and Code of Conduct:**
- **Role:** Safeguarding ensures the host family maintains appropriate boundaries with the player, establishing a professional relationship that avoids any inappropriate behaviour.
- **Procedures:** Safeguarding officers provide the host family/player and parent/guardian with a clear code of conduct and the EFL Safer Working Practice Guidance that outlines acceptable behaviour. This might include guidelines on respecting the player's privacy, avoiding favouritism, and keeping physical boundaries clear.
- **Monitoring for Signs of Abuse or Distress:**
- **Role:** Identifying any potential risks to the player's physical, emotional, or sexual well-being.
- **Procedures:** ASM regularly assess any signs of abuse or distress. They may do this through monitoring behaviour, holding confidential discussions with the player, and staying in contact with the host family. If there are concerns, safeguarding takes immediate action to ensure the player's safety.
- **Incident Reporting and Investigation:**
- **Role:** In case of suspected abuse or unsafe conditions, safeguarding is responsible for investigating and reporting the matter to relevant authorities.
- **Procedures:** Safeguarding follows strict procedures when any safeguarding concern arises. This includes documentation of the concern, reporting it to the relevant staff or authorities, and initiating an investigation. The player's welfare is paramount, and any risks are escalated for immediate intervention.

3. Coordination Between Player Care and Safeguarding

While both player care and safeguarding have distinct roles, there are areas where their responsibilities overlap, and collaboration is essential. Here's how the coordination works:

- **Collaboration on Player Welfare Checks:**
- Both player care and safeguarding officers need to be involved in regular check-ins with the host family and the player. Player Care may conduct routine welfare checks, while safeguarding ensures the environment is safe during these checks. Both teams share information to ensure a comprehensive understanding of the player's well-being.
- **Crisis Management and Incident Response:**

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- If a safeguarding issue arises, Player Care is often the first point of contact with the player and may notice signs of distress. They are responsible for ensuring the player's immediate needs are met (e.g., finding a temporary safe space, providing emotional support), while ASM take over the investigation and reporting protocols. Player care continues to support the player emotionally and logistically.
- Communication with the Host Family:
 - Player care and safeguarding should communicate regularly with the host family to ensure clarity in responsibilities. Player care updates the host family on the player's emotional and physical needs, while safeguarding ensures the family adheres to safeguarding procedures. Any concerns raised by the player or the host family are shared with the respective team for action.
- Training and Monitoring:
 - Both teams collaborate on ensuring that the host family receives adequate training. Player care may focus more on the emotional and practical aspects of care, while safeguarding ensures the host family is fully aware of their responsibilities related to safety and reporting.

4. Clear Roles in Practice:

- Player Care focuses on the player's daily needs, ensuring their well-being and personal development within the host family setting.
- Safeguarding focuses on the protection of the player from harm and abuse, ensuring the host family environment adheres to safety and child protection standards.
- Both departments must communicate and collaborate regularly, particularly if any safeguarding concerns arise or if the player's needs change.

In essence, player care supports the player in their personal, academic, and athletic growth, while safeguarding ensures that these developments occur in a safe and secure environment. Both roles must be clearly defined and regularly reviewed to protect the player's best interests and ensure their success within the host family setup.

Part 2 Practical Order of Events.

What	Whom
Quality and quantity assessments (pre-season, during and post season)	Academy Safeguarding Manager (ASM)
Advertising for potential new host families	ASM/Marketing/HR
Interest expressed from host family	ASM
Host family explanation email and introduction from LTFC	ASM
1 st Home visit and property check	ASM
Send and receive application and quality check	ASM
2 nd Home visit (Evening)	ASM
DBS Process (Safer Recruitment)	ASM/HR
Local Authority Check – MASH	ASM/HR
Apply for 2 x references	ASM/HR
Send through Fire Risk Assessment	ASM

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3 rd Home visit	ASM/Academy Manager (AM)
Send and received signed contract	ASM
4 th Home Visit with player and parent/guardian	Player Care (PC)
Player placement plan. Complete and send out.	PC
Family and Host Introduction/exchange contact details	PC
Move player into host accommodation and help settle	PC
Set up host family on Teamwork's and assign player	ASM
Private Fostering Agreements	ASM
Training (online and face to face)	ASM
Visits (Announced and unannounced)	ASM
Invoices and payment queries	ASM/Finance
Pre-Season planning and allocation	ASM/AM/PC
Contract renewal	ASM/HR
Player introduction (trialist and new scholars)	PC
Academy Manager Visit (New Host's Only)	ASM/AM
Teamwork's management and support	ASM/PC
Safeguarding concerns	ASM
Player Care concerns	PC

[Process Flowchart - Host Family 24-25 Season.docx](#) -Update and review. Re-order events and add links.

Policy Control:

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Review date: June 2026