



# Trips, Tours and Tournaments Policy

Status	Final
Approved by	Board
Signed off by	Paul Benson Signed by: <i>Paul Benson</i> 65D9CB0349D74A4... 16/5/2025
Date for review	01/05/2026
Owner	Stuart Cornish & Dale Brunton
Target audience	Staff, Participants and Parents.

## LTFC Academy Trips, Tours and Tournaments Policy

<b>Contents</b>	<b>Page</b>
1. Rationale	3
2. Purpose	3
3. Guidelines	4
4. Scope & Remit	4-5
5. Ensuring Understanding of Basic Legal Requirements	5
6. Local Visits up to one day in length	5-6
7. Roles & Responsibilities	6-10
8. Planning Off Site Visits	10
9. Visits Process	10-13
10. Risk Assessment	14-15
11. Pre-Visit	15
12. First Aid	15-16
13. Supervision	16-18
14. Participation	18-21
15. Communicating with parents/legal guardian /Carers	21-22
16. Consent	22
17. Weather and clothing	23
18. Residential Visits	23-24
19. Inclusion	24
20. Quality Badges, accreditation and licencing	24
21. Financial considerations	24-25
22. Induction, training, and succession planning	26
23. Management of incidents, emergencies and critical incidents	
Appendices:	
1 Trip Proposal form	25-26
2 Volunteer code of conduct	26-27
3 Risk assessment form (VAGRA)	27-28
4 Participant code of conduct	28-30
5 Private car form	30
6 Emergency Card	31
7 Home emergency card	32
8 Base Camp	32-35

## LTFC Academy Trips, Tours and Tournaments Policy

### 1. Rationale

Well-planned trips, tours and tournaments provide our participants with valuable enrichment which enhance their life experiences whilst at the Luton Town Football Academy (LTFC). Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Participants should benefit from the psychological and physical challenges they face during the fixtures they participate in. Trips and tours support this personal growth and provide rich activity which will enhance skills and knowledge.

Experiences outside of the club can provide a very powerful means of developing learning and skills and improve confidence. Experiential learning and experiences can also provide opportunities for development in other areas, including positive relationships, emotional & spiritual resilience, cultural capital, citizenship, teamwork skills and environmental respect.

Learning from the activity can be followed up and built upon returning when to the club.

Throughout the document any trip, tour, visit, off-site activity or tournament will be known as an 'Out of Club Experience' (OCE). This term encompasses any activity that takes place out of normal hours and/or not within their regular programmed base.

### 2. Purposes

The purpose of this policy is to ensure that all permanent and casual staff and volunteers taking part in any OCE are aware of their Safeguarding obligation and feel able to prepare for any event with confidence.

LTFC aim to ensure the safety and protection of all children and/or adults at risk taking part in any activity arranged by or in the name of LTFC. This is achieved through adherence of The Safeguarding and Child Protection policy and procedures adopted by LTFC and through Luton Town Football Club (the 'Club'), the Football Association, the English Football League and the Premier League rules.

This policy is designed to outline in as much detail as is practicable the information and steps required to ensure that the health and safety of participants is carefully managed and always monitored during OCEs through rigorous and dynamic risk assessment.

This policy is also designed to form the basis of all OCE planning so that participants and their parents/legal guardian have all the information they need prior to the events taking place and to ensure that OCEs are fully inclusive.

This policy should be read and followed in conjunction with our policies and procedures, especially conduct expectations, safeguarding and child protection.

## LTFC Academy Trips, Tours and Tournaments Policy

### 3. Guidelines

LTFC are fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, both as an employer and as a company.

Within this policy and resulting practice LTFC has adopted “Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning outside the Classroom”.

This guidance can be found at <https://oeapng.info/> and is referred to throughout this document.

Any staff thinking about planning an OCE must read this policy as well as seeking information from the OEAPNG website. It is a legal expectation that employees must work within the requirements of the Club’s policy and the requirements of “Outdoor Education Advisers Panel National Guidance”.

Where a Academy employee commissions an OCE activity, they must ensure that the provider has adopted the Club policy and guidance and the OEAP National Guidance.

Parts of this document are based on several different legislation and statutory guidance in order to ensure that they are following the best possible practice for working with children.

- Department for Education’s guidance on [health and safety on educational visits](#)
- Health and Safety at Work etc (1974)
- Management of Health and safety at Work Regulations (1999)
- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)

### 4. Scope & Remit

The OEAP National Guidance Document:1c “Status and Remit and Rationale” clarifies the range of employees whose work requires them to use the guidance.

In summary, it applies to employees whose work involves any one of the following:

- Direct supervision of children and young people undertaking experiences beyond the boundary of their normal environment;
- Direct supervision of children and young people undertaking experiences that fall within the remit of learning outside;
- Facilitating experiences for children and young people undertaking experiences beyond the boundary of their normal environment;
- Deploying staff who will supervise or facilitate experiences for children and young people undertaking experiences beyond the boundary of their normal environment;

## LTFC Academy Trips, Tours and Tournaments Policy

This guidance is also applicable for all those supervising vulnerable adults as there is a transfer of good practice for the wider use of educational visits;

This applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

For a more expansive explanation of legal expectations, all users of the guidance are strongly recommended to read the OEAP National Guidance document: 3.2a “Underpinning Legal Framework and Duty of Care”. [Search Results |](#)

### 5. Ensuring Understanding of basic legal requirements

**The organisation and preparation of an OCE is crucial to its success.**

With rigorous organisation and control, a visit should provide fantastic enrichment opportunities for participants.

The following guidelines support the planning and implementation of OCEs organised within the Luton Town Football Academy.

The first part of this document sets out the overall requirements for planning and executing successful OCEs.

The second and third sections expand on the requirements for visits which include hazardous activities and/or overnight stops (residential visits) if required.

As an employer, LTFC is required to ensure that its employees are provided with:

- Access to appropriate guidance relating to visits and learning outside the club activity
- Access to appropriate training courses to support the guidance to ensure that it is understood
- Suitable systems and processes to ensure that those trained are kept updated
- Suitable systems to record, assess and approve visits
- Access to advice, support and further training from appointed accredited advisers who have proven expertise and professional understanding of the guidance. These will be sought when required from OEAP.

### 6. Local visits up to one day in length

Most visits are local and take place either within club time or during evenings and weekends. Although these visits may seem simple to arrange and organise, it is essential that all the aspects outlined elsewhere in this document are complied with. Due regard in consideration of all Health and Safety and Risk Assessments must be taken when planning an OCE even if it is a regular fixture.

The basics:

- Consent Forms
- Letters to Parents/legal guardian
- Venue Activity Group Specific Risk Assessment (VAGRA) forms (see appendix 3)

## LTFC Academy Trips, Tours and Tournaments Policy

- Checklists
- Planning Documents

**must** always be completed and held/be available in the Club's central shared filing system.

The Participant/Adult ratio must be made with due reference to the local context of the trip, age of children and the national guidance. Any decision made should ensure effective supervision at all times. One of these adults **must** be a full-time permanent employee of the Club.

**REMEMBER:** All and every OCE must be approved by the Academy Manager and all longer residential stay OCEs or overseas trips must also be signed off by the Academy Manager.

Higher risk visits such as residential, overseas or adventurous activities should have completed approval documents sent well in advance of the trip according to minimum time scales below.

Notification of OCE Form must be presented and approved by:	
Event	Mandatory Times
Overseas	<b>3 months</b> before trip date
Adventurous Activities	<b>8 weeks</b> before trip date
Residential	<b>3 months</b> before trip date
UK Day Trip	<b>2 weeks</b> before trip date
Away Fixtures	<b>1 week</b> before trip date

## 7. Roles & Responsibilities

All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

**7.1 Academy Manager must approve all overseas and/or residential visits and ensure that staff have received appropriate training.**

### 7.2 Academy Manager

The Academy Manager will ensure that:

- The Visit Lead/Visit Co Ordinator have full up to date training to plan to supervise a OCE visit
- they have appointed a suitable Visit Leader who must be a permanent full-time member of staff
- the Visit Co-ordinator has completed all necessary actions before the visit begins (see below)
- the risk assessment is complete and that it is safe to make the visit
- adequate insurance is in place
- adequate supervision ratios are met
- training needs have been met
- the Visit Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- the Visit Leader/Co-ordinator has relevant skills, qualifications, and experience if acting as an instructor, and knows the location of the activity
- they have provided advice and support for the Visit Leader / Co-Ordinator where necessary in preparation for the trip or signposted them to relevant national guidance

## LTFC Academy Trips, Tours and Tournaments Policy

- all adult supervisors on the visit are appropriate people to supervise children and have appropriate clearance (these should be casual and full-time staff already employed within the Club with up-to-date DBS and safeguarding training);
- the Academy Manager have approved the visit if necessary
- this policy is updated at least bi-annually or in the case of an incident, updated to reflect changes in expected practice
- parents/legal guardian /carers have been notified and given enough information about the trip to provide their full informed consent

### **7.3 Visit Coordinator (within the Community Academy this will usually be the same as the Visit Leader.)**

One member of staff will have the overall responsibility of planning, arranging and organisation of the OCE.

The Visit Coordinator will ensure that:

- they have attended a full training course on leading visits within the past 3 years
- they have completed comprehensive checks, risk assessments and internal protocols
- they have completed all planning and preparation documents in line with this policy
- they have collated all relevant paperwork for access by anyone within the Club not attending the trip
- that the Visit Leader (if not themselves) is fully conversant with all aspects of planning and preparation for the trip and is fully trained to be in that role
- consideration has been given to financial management and that the trip gives good value for money

### **7.4 Visit Leader**

One member of staff, the Visit Leader, has the overall responsibility for the supervision, welfare of participants and conduct of the visit, and should have been appointed by the Academy Manager.

The Visit Leader should:

- have attended a full training course on planning and supervising visits within the past 3 years
- appoint a deputy (preferably another full-time permanent member of staff)
- be able to control and lead participants of the relevant age range
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity
- undertake appropriate training to understand role, the Academy Manager should support inexperienced Visit Leaders
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents/legal guardian
- liaise with the appropriate staff during the planning stages including 1) safeguarding lead and 2) first aid and 3) health and safety lead.
- undertake and complete a comprehensive risk assessment prior to the OCE and once they have arrived at the venue with ongoing and dynamic monitoring of the risks and hazards associated with the activity
- have regard to the welfare, health and safety of the group always
- have knowledge of the participants proposed for the visit to assess their suitability
- that the staffing ratios take account of the needs of individuals within the group and are adjusted accordingly

## LTFC Academy Trips, Tours and Tournaments Policy

- that anyone wishing to go on the OCE can attend (if this is not possible, clear and concise information should be given to parents/legal guardian about how participants are selected for the OCE)
- observe the guidance set out for other staff and adults below;
- ensure that participants understand their responsibilities (see responsibilities of participants below)
- parents/legal guardian /carers have full information about all aspects of the trip and have signed consent forms
- arrangements have been made for all the medical needs and special educational needs of all the children and that the trip is fully inclusive
- the mode of travel is appropriate
- travel times out and back are known
- there is adequate and relevant insurance cover
- ensure that any service provider has the correct accreditation or verification prior to booking their services
- they have the address and phone number of the visit's venue and have a contact name
- that they have the names of all the adults and participants in the travelling group, and the contact details of parents/legal guardian /carers and the staff's next of kin readily available
- have medical information on all participants and ensure there is a designated person to manage any medication that needs to be taken on the trip
- that all other staff on the trip have access to information about the participants in their care and understand the emergency procedures

### 7.5 Other Staff and adults in a supervisory role

Permanent and casual staff and volunteers on Academy-led OCEs are employees of the Club. They will therefore be acting as if in the course of their normal employment during their normal hours. They will be acting under an agreement with their Academy Manager or Operations Manager if their time on the visit falls outside of normal working hours.

Staff on the visit must:

- do their best to ensure the health, safety, welfare and safeguarding of everyone in the group
- care for each individual participant as any reasonable parent/carer would
- follow the instructions of the visit leader and help with control and discipline
- ensure they are confident in their role and can carry out the reasonable duties expected of them; casual staff and volunteers should generally not have sole charge of participants except where risks to health and safety are minimal
- know who holds all the pertinent information about the participants they are supporting
- consider stopping the activity or a participants access to the activity if they think the risk to the wellbeing, health or safety of the participants in their charge is unacceptable
- understand what to do in case of an emergency
- always have a direct communication line with the visit lead

If they are directly responsible for a group, they must also:

- hold a register of the names of participants and all pertinent information
- take regular roll calls/head counts to ensure they have everyone present (this should always be done following a change of activity, during a hazardous activity e.g. getting on or off public transport or after crossing a road, moving through a dense crowd, walking near water or when handing over to another activity lead/supervisor)
- understand the purpose or the trip, take opportunities for learning potential

## LTFC Academy Trips, Tours and Tournaments Policy

- be alert for and recognise unforeseen hazards and respond accordingly
- monitor the activity, including the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions
- be competent in techniques of group management
- ensure that participants and any assistant leaders or helpers abide by the agreed standards of behaviour
- If working with younger children make sure they are easily recognisable in a crowd e.g. using brightly coloured tabards (avoid any potential safeguarding issues for example use of name badges)
- clearly understand the emergency procedures and be able to carry them out
- know how to access first aid

### 7.6 Responsibilities of participants

The Visit Leader should make it clear to participants that they must:

- follow the club's code of conduct and always adhere to any visit specific expected conduct: [Respect | England Football](#)
- bring the agreed clothing and equipment to keep themselves safe
- not take unnecessary risks
- make sure they know who their group supervisor/visit lead is and where they are always
- follow the instructions of the leader and other adults
- dress and behave sensibly and responsibly and remember they are representing the badge they always wear
- look out for anything that might hurt or threaten anyone in the group and alert the Visit lead as soon as possible if they have a concern
- not undertake any task that they fear or that they think will be dangerous
- make sure they are not isolated from the group, e.g. making someone aware that they are going to the toilet before leaving the group
- take note of who their fellow participants are
- make sure they are aware of and adhere to designated rendezvous points and times if under indirect or remote supervision (see section 13.3 below).

Any participants whose behaviour may be a danger to themselves or to the group may be stopped from going on the visit.

### 7.8 Parents/legal guardian /Carers

The Visit Leader should ensure that parents/legal guardian /carers are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

Parents/legal guardian /carers must:

- support the club with management of large groups by reminding their child about the code of conduct and expected behaviours on the trip and go through the 'Participant rules for visits' to highlight anything pertinent to their child.
- provide the Visit Leader with at least 2 emergency contact numbers
- sign the consent form
- give the Visit Leader relevant information about their child's disabilities, health and medical needs which might be relevant to the visit (see Academy's Consent Form)
- ensure they understand the arrangements for sending students home early and agree to meet any costs incurred if this should happen
- make payments for the OCE in the time frames stipulated in the original letter where relevant

## LTFC Academy Trips, Tours and Tournaments Policy

- ensure that their child has all the appropriate equipment and clothes for the trip as outlined by the trip guidance shared by the Visit lead.

### 8. Planning off-site visits

Any OCE should be a chance for children and adults at risk to grow their confidence and skills.

Parents/legal guardian and carers may be concerned about their child being away from home. The club will ensure careful planning and preparation to demonstrate that it has considered all safeguarding and welfare concerns.

Whether the visit is local, further afield, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Academy Manager is responsible for oversight of the planning for all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the Visit Leader, but the Academy Manager must be satisfied that the person planning the visit is qualified to do so and has the necessary experience and check through the paperwork with them.

The organiser / Visit Leader must agree all plans with the Academy Manager, and this must also be signed off by the Academy Manager.

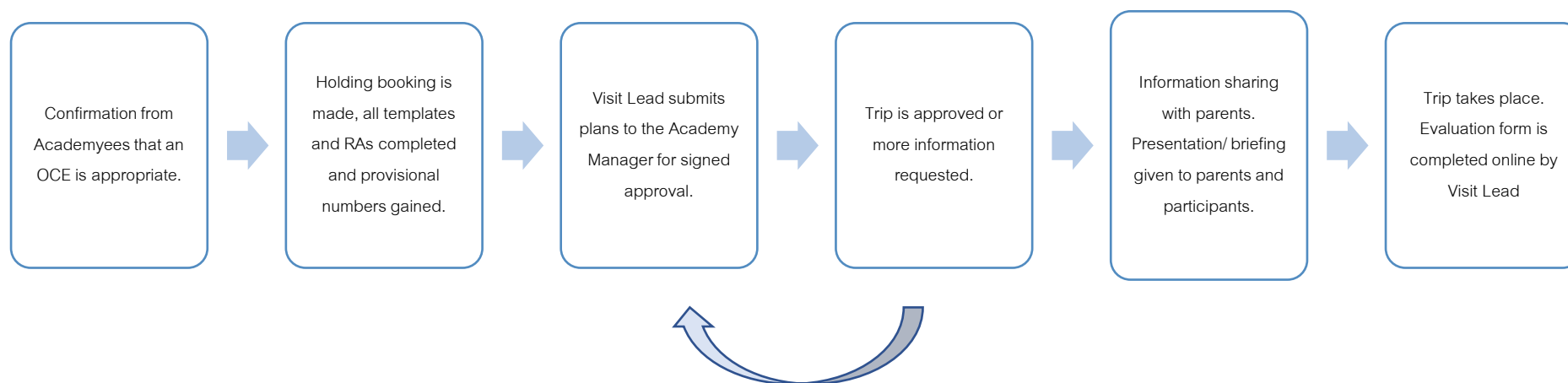
### 9. Visits Process

The following process charts have been created for any OCE that is considered:

- Adventurous activity
- Overseas
- Residential

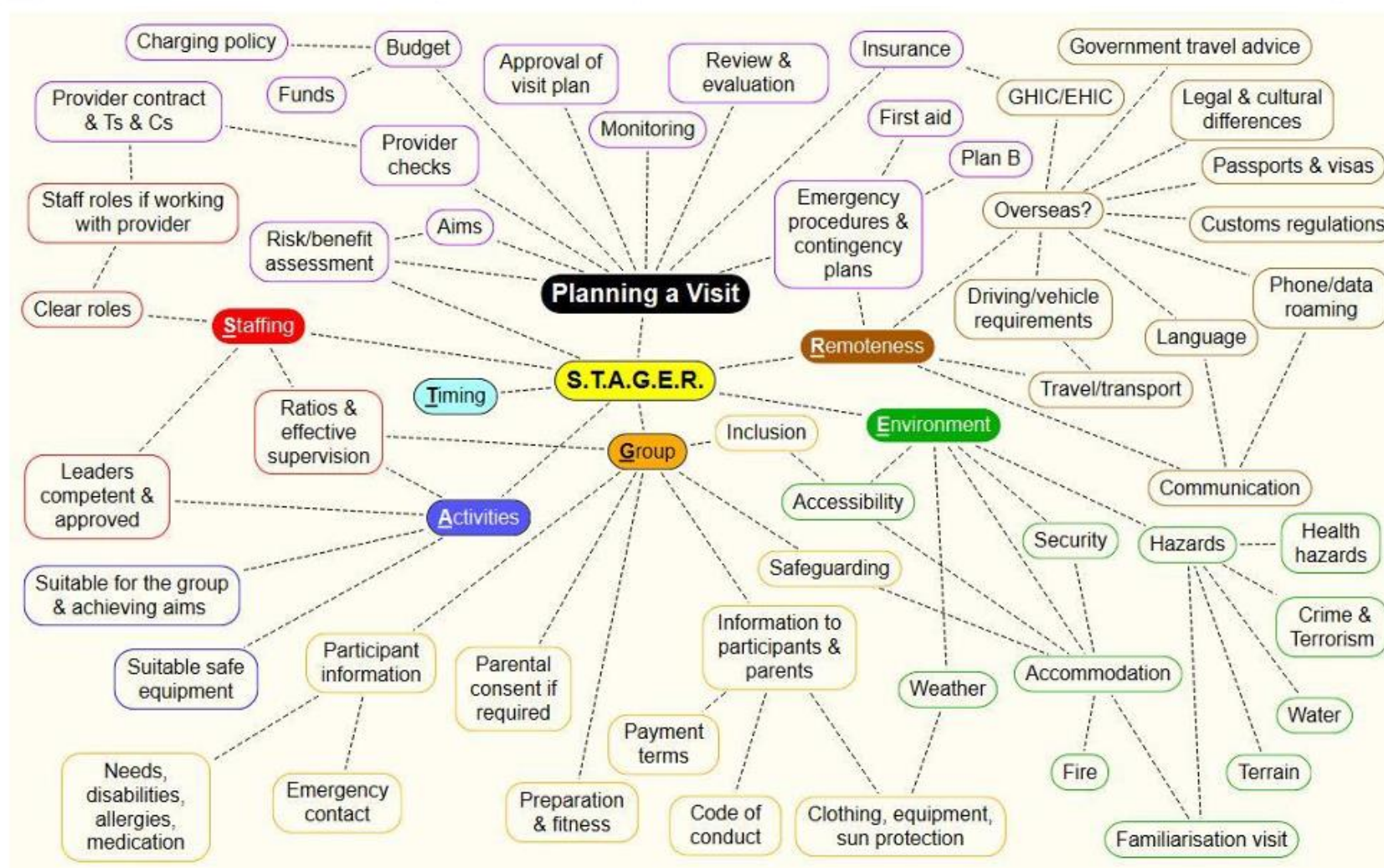
The first diagram provides a general overview of the process; the second diagram includes more practical implementation advice for the process.

***LTFC residential and overseas trips arrangement process (overview, for more detail please see STAGER mind map and flow chart on following pages)***



## LTFC Academy Trips, Tours and Tournaments Policy

National  
Guidance  
[oeapng.info](http://oeapng.info)



## LTFC Academy Trips, Tours and Tournaments Policy



## LTFC Academy Trips, Tours and Tournaments Policy

### 10. Risk Assessment

A risk assessment is a process not a form to fill in.

Completing the requisite paperwork does not constitute safety for the participants, the process is predictive and responsive and should be ongoing throughout the trip.

A risk assessment should always be carried out before setting off on a visit. The risk assessment will inform the adult: child ratio for each visit. (See Guidance under 'Supervision').

The risk assessment must include the following considerations:

- what are the risks and hazards associated with the activities and events planned?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the Visit Leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit? (See section on Supervision.)
- Who is the 24hrs emergency on-call point of contact at 'base camp' (the Club) and do all staff have the contact and purpose of it?

The Visit Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if participants are in danger.

The Visit Leader should take the following factors into consideration when assessing the risks:

- transport
- the type of activity and the level at which it is being undertaken
- the location/accommodation
- access to food and drink related, allergies etc
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- participants with special educational or medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing.

An activity should only take place if, in the professional judgement of the leader, the residual risk following implementation of any control measures is deemed to be acceptable.

**The on-going monitoring of all aspects of the visit by the leader and accompanying staff is an essential aspect in the risk management of visits**, and hence the safety of participants. It also contributes towards enjoyment and learning.

Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

Information recorded for the risk assessment could include:

- Planning notes, decisions made, comments, etc.
- Participant briefing notes and 'rules'
- Operating procedures
- Event Specific Notes

## LTFC Academy Trips, Tours and Tournaments Policy

- Risk assessment findings
- Other documents, e.g. letter/s to parents/legal guardian, itinerary, kit list, etc.

To inform future visits, it is good practice to record any significant issues following the visit evaluation.

Refer to the [STAGED approach booklet](#)

[4.3c Risk Management – an Overview](#)

[3.4k Responsibilities of the Visit Leader](#) to support the planning

**See appendix 3 for RA format**

### 11. Pre- visit checks

Wherever possible the Visit Leader should undertake an approved (by the Academy Manager) pre-visit to:

- ensure that the appropriate venue is suitable to meet the aims and objectives of the Club visit
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the staff and participants in the group
- ensure that the Visit Leader is familiar with the area before taking a party of young people

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue’s appropriateness for the visiting group.

A copy of the venue’s own health and safety risk assessment should be acquired if available, unless the organisation has recognised national accreditation e.g. AOLTC Quality Badge or VAALS Licence.

### 12. First Aid

First Aid provision should be considered when assessing the risks of the visit.

General ‘life experience’, or a 3 hour non-assessed ‘Basic Skills’ course is suitable for routine away match fixtures.

However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

For adventurous activities, visits which involve overnight stays, or visits abroad, it is sensible to have at least one fully trained emergency first-aider in the group (the requirement of this is face to face training not online). If not a first aider, the Visit Leader should also have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

What is “appropriate” will be determined by:

- the nature of the activity
- the nature of the group
- the likely injuries associated with the activity
- the extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

Minimum first-aid provision is:

- a suitably stocked first-aid box
- a person appointed to oversee first-aid arrangements
- a person appointed to oversee managing medication arrangements (storing, dispensing and recording)

## LTFC Academy Trips, Tours and Tournaments Policy

First-aid should be available and accessible at all times. If a first aider is attending to one member of the group, there should be adequate first-aid cover for the other participants. The Visit Leader should take this into account when assessing what level of supervision and first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

### 13. Supervision

It is important to have a sufficient ratio of adult supervisors to participants for any off-site visit. The factors to take into consideration include:

- gender, age and ability of group
- special educational or medical needs participants
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities.

**There must always be enough supervisors to cope effectively with an emergency.** When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

#### 13.1 Supervision Ratios

LTFC abides by the NSPCC recommended adult to child ratios for all activities including OCEs. As general guidelines, the following ratio of adults to children are as follows (the FA stipulates no lone working so regardless of numbers there will always be at least 2 members of staff on duty):

Age	Club based activities	One day trips	Residential trips	Overseas trips
2-8 years	1:5	1:5 + visit lead	1:5 + 1 supervisor and visit lead	1:5 + 2 supervisors and Visit lead
9-12 years	1:8	1:8 + visit lead	1:8 + 1 supervisor and visit lead	1:8 + 2 supervisors and Visit lead
13-18 years	1:10	1:10 + visit lead	1:10 + 1 supervisor and visit lead	1:10 + 2 supervisors and Visit lead

Please refer to the national guidance on Effective Supervision prior to finalising these ratios <https://oeapng.info/>

Regardless of these suggested ratios, each visit will be assessed individually through the Club's risk assessment procedure for educational visits. Ideally there should be at least two adult supervisors, however, based on local risk assessments and the nature of the trip, this may not always be deemed necessary.

One Visit Leader who is also an adult supervisor and whom has authority over the whole party, should be appointed.

Where a high adult: participant ratio is required, it is not always feasible to use Academy staff alone.

Other adults with appropriate **DBS** clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally, they should be well known to the Club and the participant group. The level of DBS required must correspond to the role that they are being asked to perform.

## LTFC Academy Trips, Tours and Tournaments Policy

### 13.2. ~~OS~~ Supervision guidance

All adult supervisors **must** always understand their roles and responsibilities.

All supervisors should be aware of any participants who may require closer supervision, such as those with special educational or medical needs or those with behavioural difficulties. Full time permanent Academy staff must retain responsibility for the group at all times.

For the protection of both adults and participants, all adult supervisors (including Academy staff) should avoid situations where they are alone in a one-to-one situation with a participant.

If the Club is leading an adventure activity, the Club must ensure that the Visit Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place.

**These qualifications must be checked by the trip leader every time a trip is arranged** – the information can be requested from the senior team and recorded in the paperwork. We must never assume qualifications are in place for any member of staff.

Under no circumstances should staff/supervisors be under the influence of alcohol/drugs at any point during the OCE even if it is overnight or a residential for several nights. Vaping and smoking should be done well away from participants and all adults on the OCE should always act as positive role models.

Whatever the length and nature of the visit, regular head counting of participants should take place.

The Visit Leader should establish rendezvous points and tell participants what to do if they become separated from the party.

### 13.3. ~~OS~~ Direct, Indirect and Remote Supervision

Young people must be supervised throughout all visits, even though they may be unaccompanied at times. It could be:

- Direct supervision is where a member of staff is with a young person/group.
- Indirect supervision is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, or 'down-time' at an activity centre.
- Remote supervision is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity. There would need to be a well rationalised and recorded reason for this type of supervision.

Both indirect and remotely supervised activities can bring valuable benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including learning to manage risk, self-sufficiency, interaction with the public, social skills, communication, decision making, etc.

The decision to allow indirect or remote supervision should be based on professional judgement considering such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility)
- venue and conditions
- the activity taking place
- preparatory training
- the competence of the supervising staff
- the emergency systems in place.

## LTFC Academy Trips, Tours and Tournaments Policy

There must always be a Visit Lead. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants and decided that in their opinion it is reasonable for them to be undertaking the specific activity unaccompanied by an adult.

### 13.4. Managing groups

All OCEs should be regarded as comprising a number of consecutive and interdependent activities. For example, a visit to an out of area fixture might be regarded as comprising six activities: travel to club; getting changed at the facility; participating in the match, the after match 'mixer' and the journey home. **Supervision for each activity might be organised differently. For each activity the supervision should be overseen by the trip lead.**

If the group splits into sub-groups, the Visit Leader should allocate supervisor to each sub-group. If there is a change in supervisor, for example at the end of an activity, there must be a clear handover so that both the leaders and the participants know who their adult supervisor is at any particular time.

Time for young people to be with their peers, away from a close adult presence, can be an important part of visits, particularly of residentials, and brings many additional learning opportunities. However, too much unstructured time can allow opportunities for mischief, bullying, homesickness and wandering off, so the time needs to be appropriately managed. Opportunities for such time should be built into the visit plan with appropriate levels of supervision, be included in information to parents/legal guardian (and their consent) and be covered by the risk-benefit assessment.

It is good practice to:

- Take care with the use of terms such as 'free time' and 'down time' so that they do not suggest to leaders or participants that supervision will not be in place
- Ensure that all leaders and participants understand the standards of behaviour that always apply, not just during activities
- Ensure that a leader duty system operates so that groups continue to be appropriately supervised at all times, and that any handover of responsibility is made clear
- Have strict guidelines for behaviour in bedrooms and dormitories.

For all other roles and responsibilities regarding managing groups please refer to section 7.

For more information about managing groups during residential visits or overnight stays and supervision please refer to OEAPNG [4.2a Group management and supervision](#) or [4.2b Residential visits](#)

### 14. Participation

Participants should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they must not be coerced into activities they fear.

Participants whose behaviour is such that the Visit Leader is concerned for their or others' safety should be withdrawn from the activity.

On residential visits the Visit Leader should consider whether such participants will return home early. Contingency plans must have considered this possibility in advance.

**In the case of football matches and fixtures, it is important to note that it would not be appropriate to allow a participant who has been displaying behaviour which is against the code of conduct to stay on the visit or play in the matches because he is a 'key player'. The behaviour policy and code of conduct should be applied equally to all participants regardless of footballing prowess.**

## LTFC Academy Trips, Tours and Tournaments Policy

### 14.1 Preparing participants

Providing information and guidance to participants is an important part of preparing for an Academy visit.

Participants should have a clear understanding about what is expected of them and what the visit will entail. Participants must understand what standard of behaviour is expected of them and why rules must be followed.

A lack of control and discipline can be a major contributory factor when accidents occur. Participants should also be told about any potential dangers and how they should act to ensure their own and others' safety.

### 14.2 Information to participants

It is for the Visit Leader to decide how to provide information, but they should be satisfied that the participants understand key safety information. Participants should understand:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from participants
- who is responsible for the group
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous procedures

### 14.3 Participants on Transport

Participants using transport on a visit should be made aware of basic safety rules including:

- following the participant rules (below)
- staying with their designated group leader
- looking out for their fellow participants
- listening to and remembering any safety briefings, rules for the transport and check in or rendezvous arrangements.

Where a private (staff or parent) car is to be used to transport young people - this must be approved by the Academy Safeguarding Manager in advance. Participants must also agree to travel by private car and not be encouraged to travel with someone they do not know. The driver must be insured appropriately and complete a private car form see appendix 5.

For public transport within the Greater London area contact 'Transport for London', who offer free travel for school parties on London buses, Underground, Tram link, and Docklands Light Railway, to cultural destinations.

Managing participants behaviour on public transport requires greater supervision skill and Academy and should be carefully considered in any risk assessment. The Visit Lead should ensure participants are aware of and understand the specific 'train based' rules below to ensure that they represent the club appropriately and stay safe.

## LTFC Academy Trips, Tours and Tournaments Policy

Coach companies should be carefully vetted before entering into a contract. It is important to hire a coach which is fit for the length of journey. For example, if you are travelling abroad, you may need an on-board toilet or charging facilities. The Visit Lead should ensure participants are aware of and understand the specific 'coach based' rules below to ensure that they represent the club appropriately and stay safe.

### 14.4 Participants with special educational and medical needs

The Academy Manager will not exclude participants with special educational or medical needs from Academy visits.

Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### 14.5 Participant rules for visits and travel

The relevant parts of the following rules should be shared with parents/legal guardian and participants prior to the date of travel and reminded of them during the briefing and before departure.

#### ***Before the visit:***

- make sure your consent form has been returned on time
- make sure your parents/legal guardian /carers know where you are going and what time you will be returning to the club for pick up
- make sure you know what you need to bring for the visit and bring them with you
- arrive at the leave point on time (30 minute before leave time)

#### ***Throughout the visit:***

Usual Academy conduct, behaviour policies and rules apply, unless explicitly stated otherwise by the Trip Leader for a specific purpose.

#### ***During the journey:***

- always be polite and courteous to other members of the public, you are representing the club
- arrive on time and wait for the transport away from the road, track, etc.
- listen to staff (including the driver) and follow instructions immediately
- do not rush towards the transport when it arrives, walk sensibly to the coach, minibus or train in pairs
- if you have to cross a road to get to the transport always cross sensibly, looking both ways to make sure there is no traffic
- do not get onto the vehicle until you have been told to do so
- sit where you are told to sit
- never run about while transport is moving or pass someone on steps or stairs
- stay clear of automatic doors / manual doors after boarding or leaving the transport
- you must not take pictures or videos of other participants or members of staff without their explicit and prior consent.
- when you arrive at your destination you must switch your mobile phone off

On a coach or minibus make sure:

- you wear your seatbelt and stay seated at all times
- your bags do not block the aisle of the coach
- you never throw things out of the vehicle's windows

## LTFC Academy Trips, Tours and Tournaments Policy

- if you feel unwell while travelling, tell a member of staff straightaway
- never kneel or stand on seats or otherwise impede the driver's vision
- never distract or disturb the driver in any way
- stay clear of the doors after boarding or leaving the vehicle
- follow guidance on eating on the coach, throw any rubbish in the bin bag provided never discard rubbish.
- if you are allowed to bring a mobile phone or other music players, then you can only play music if you use earphones

When travelling by train:

- sit or stand with the rest of the group, do not move up or down the train
- make sure you do not leave the train until told to do so
- make sure you are aware of your surroundings and wait behind the yellow line on the platform
- follow instructions on what to do if you get left on the train or platform
- if using escalators make sure you stand to the right in single file
- do not overcrowd the barriers at the exit, stand back if you are blocking the exit

### ***When you arrive at the destination:***

- stay seated until you are told to leave the coach/train;
- make sure you have your personal items before leaving the train/coach;
- when told to do so, leave promptly (especially if travelling on a train);
- listen carefully to any instructions;
- after leaving a vehicle, always wait for it to move off before crossing the road;
- stay in the group you have been allocated to;
- make sure you are with the member of staff you have been allocated to at all times;
- follow any instructions you are given by a member of staff.

### ***Remember***

The Club and the staff will do everything to ensure that your visit is an enjoyable and safe one.

It is your responsibility to ensure that you behave in a safe way and don't endanger yourself or others.

**When you go on a visit you are on show to other people, and you are representing the Luton Town Badge. People will get an impression of you, the town and the Club from the way you behave. Make sure you give everyone you meet the best possible impression.**

If you see anyone doing anything wrong at any time, tell a member of staff.

You will be asked to sign the code of conduct.

## **15. Communicating with parents/legal guardian /carers**

Parents/legal guardian /carers need to be aware that the Staff on the visit will be acting in their place – 'in loco parentis'<sup>1</sup> – and will be exercising the same care that a prudent parent/carer would.

The following information on matters that might affect participants' health and safety is useful to parents/legal guardian /carers, and must be included in a letter to parents/legal guardian /carers prior to a visit:

- dates of the visit
- times of departure and return

---

<sup>1</sup> [In loco parentis Definition & Meaning - Merriam-Webster](#)

## LTFC Academy Trips, Tours and Tournaments Policy

- mode(s) of travel including the name of any travel company
- details of accommodation with security and supervisory arrangements on site
- names of leader, other staff and of other accompanying adults
- visit's objectives
- details of the activities planned and of how the assessed risks will be managed
- details of how first aid/medical incidents will be managed
- insurance taken out for the group in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents/legal guardian, if appropriate, will be requested
- clothing and equipment to be taken
- money to be taken (£5-10 a day should be adequate – but this will be confirmed in pre-departure information)
- the information to be given by parents/legal guardian /carers and what they will be asked to consent to

### 16. Consent

The Club will seek consent for any OCE.

If parents/legal guardian /carers withhold consent absolutely the participant should not be taken on the visit. If the parents/legal guardian /carers give a conditional consent the Academy Manager will need to discuss with parents/legal guardian any concerns or reservations, they have about their child attending the OCE.

The Club's parental/carer consent form should be completed for each participant in the group. The pack parents/legal guardian receive should contain enough information for this consent to be fully informed.

They should give their consent for a number of aspects of the trip by completing the form in full. If the information on the form is not adequate, then this must be revisited before the participant can attend.

Annual consent is appropriate for regular routine activities such as away matches. However, if using annual consent, the club must have a robust means of ensuring that changes to parent/carer contact details and child medical details are up to date. If the trip leader is unsure if the participants details are up to date, they should ensure an updated consent form is completed.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents/legal guardian prior to granting consent should include full details of the activities and all other significant information.

### 17. Weather and clothing

It is the responsibility of the trip leader to assess the activities and the venue and decide on what parents/legal guardian should supply for their child for the duration of the trip.

It is the parents/legal guardian responsibility to ensure that all items mentioned are provided.

Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice.

Participants should be adequately clothed and equipped appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements e.g. sun hats and sunscreen or waterproofs and wellingtons
- Likely changes in weather
- The experience and strength of the party
- Water bottles

## LTFC Academy Trips, Tours and Tournaments Policy

The nature of the visit and environment. When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty
- Comfort, insulation and shelter for the whole group
- Provision of emergency food and drink
- Torch
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas)

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: snow, high temperatures, rising water levels, etc.

### 18. Residential visits

#### *Hostels and Hotels*

The Club will bear in mind the following:

- the Visit Leader should ideally have adjoining rooms with staff quarters next to the young people's – endeavour to obtain a floor plan of the rooms reserved for the group's use in advance
- access by staff to participant rooms must always be available
- separate male and female sleeping areas for participants and adults (transgender or questioning participant requests will be responded to on an individual basis)
- ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions/exits, its regulations and routing, and that everyone can identify key personnel
- security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors
- ensure that locks / shutters etc. work on all the rooms used by the group
- storage of clothes, luggage, equipment etc., particularly safekeeping of valuables
- adequate lighting – it is advisable to take a torch
- provision for disabled participants or those with special educational or medical needs
- safety in rooms (electrical connections, secure balconies)
- re-creational accommodation/facilities for the group

Refer to National Guidance document [4.2b Residential Visits](#)

### 19. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Visit leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act requires responsible bodies must not place employees or participants at inappropriate risk if a health and safety issue arise. In addition, adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

## LTFC Academy Trips, Tours and Tournaments Policy

### 19.1 LGBTQ+ Safety and Belonging

It is recommended that participants have the opportunity to engage with visits in ways that affirm their identities. This guidance is based on best practice, and should be applied wherever possible, unless the legal context prohibits. Under no circumstances should an LGBTQ+ participant be denied the opportunity to participate in overnight trips or other opportunities based on their identity. The trip organisers should make all efforts to accommodate any participant who desires greater privacy in overnight trips.

Where a participant is questioning or transgender and wishes to be accommodated with their identified, rather than birth gender, the advice of the Head of Safeguarding must be sought and consideration of the request examined on an individual basis.

If the context of a trip is inherently unsafe for LGBTQ+ people, it is recommended that the location or context be reconsidered to ensure safe travel for all participants.

Refer to National Guidance document [3.2e Inclusion](#)

### 20. Quality Badges, accreditation and licencing

LTFC endorse and support the use of the Council for Learning Outside the Classroom (CLOtC) Quality Badge. <https://lotcqualitybadge.org.uk> Therefore, the organisation that holds this award provides a quality or safety 'benchmark' that is externally verified. Similarly, this is the case if an Outdoor provider has an Adventure Activities Licencing Authority (AALA) licence where safety paperwork does not need to be examined. If a Provider does not hold an external accreditation or verification, they should complete the Providers Statement below. If in doubt consult Education Visit, Advice and Guidance Ltd.

### 21. Finance considerations and Insurance

All financial aspects for a visit must follow clear Academy processes and guidelines including timely budget preparation, accounting and collection of monies. Charges for parents/legal guardian /carers must be in line with the Club charging policy. Parents/legal guardian /Carers must have sufficient notice of charges to enable them to make payments, and communication should include the detailed timelines for payments.

Parents/legal guardian /Carers should also be told of any arrangements that the Club may have for any young people that need support with the cost of any visit.

The Trip leader must make sure adequate insurance is in place for all trips, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

At the time of writing, for travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all eligible participants must hold a valid GHIC (Global Health Insurance Card). See [www.dh.gov.uk](http://www.dh.gov.uk)

Refer to National Guidance document [4.4c Insurance](#)

### 22. Induction, training, and succession planning

All relevant staff should receive Visit Leader training and have read this policy. Staff should also have a formal practical training and experience as assistant leaders that is logged by the Visit lead and mentored by experienced named Visit Leaders. Mentoring new Visit Leaders should be done on a formal and logged basis. Visit leads should receive Accredited OEAP Advisers training on a three-year revalidation basis.

All training should be recorded on the Club's 'Training Log'.

## LTFC Academy Trips, Tours and Tournaments Policy

Succession planning should be carefully organised when staff move to different roles. Administrators supporting visit leads should have visit lead training.

### 23. Management of incidents, emergencies and critical incidents

All providers must have written procedures in place to deal with incidents occurring on visits and Leaders need to be familiar with them and know what to do in the event of an incident, emergency or critical incident occurring during an off-site visit

Academies are required to have an Emergency Home Contact (EHC) identified for every visit that remains at 'base camp' (Academy location). For visits that take place entirely during normal club hours, this would usually be the Academy or Operations Manager. For all other visits, a named person or persons with their contact details are required to be kept centrally. Refer to appendix 6-7.

For some residential visits, it may be necessary to have more than one EHC as they must be available 24 hours per day. The EHC(s) should be an experienced staff member who has access to all the information about the visit and be appropriately competent to support the Visit Leader and supervisors. Under certain circumstances, an emergency may be regarded as a 'Significant Incident' which would be referred to the Academy Manager.

It is the Academy Manager's responsibility to ensure that EHCs are competent to fulfil their role, have access to all the relevant information about the visit and are familiar with LTFC incident management guidance.

### APPENDIX'S

Appendix	Title	Page No.
1	Trip Proposal Form	25-26
2	Volunteer Code of Conduct	26-27
3	Risk Assessment Form	27-28
4	Code Of Conduct	28-30
5	Private Car Form	30
6	Emergency Plan	31-32
7	Home Emergency Plan	32
8	Base Camp Coordination Guide	33-35

### Appendix 1 – Trip Proposal form

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		

## LTFC Academy Trips, Tours and Tournaments Policy

	TRIP INFORMATION	ADDITIONAL COMMENTS
Length of stay		
Purpose of visit / educational benefits		
Number and age of participants		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> <li>➤ Staffing</li> <li>➤ Volunteers</li> <li>➤ Physical supplies</li> <li>➤ Transportation</li> </ul>		Which staff will take on which role and what training have they received and when.
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

### Appendix 2 Volunteer code of conduct

This code of conduct sets out the expected behaviour for volunteers attending LTFC trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the Club. If you feel you cannot agree with this code, please speak to [The Academy Manager] at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the parental code of conduct, which can be found [insert location].

Volunteers agree to:

## LTFC Academy Trips, Tours and Tournaments Policy

- Always remain professional and respectful with staff and participants
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to participants
- Report any concerns about the safety or wellbeing of a participant to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with participants unless told to by a member of staff
- Engage in physical contact with participants unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a participant unless previously agreed with staff
- Take photographs or record participants without the permission of participants and staff

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

**Signed:**

**Date:**

### Appendix 3 Risk Assessment Form

<b>Destination:</b>	<b>Departure date:</b>	<b>Visit in school hours: yes/no</b>
<b>Visit Leader:</b>	<b>No. of Adults:</b>	<b>Number of young people:</b>

Section of visit	Significant or foreseeable hazard	Initial risk rating	Who is at risk?	Control measures	Risk rating
Travel to venue					
Supervision					
Safeguarding					

## LTFC Academy Trips, Tours and Tournaments Policy

<b>Incident/illness</b>					
<b>Weather</b>					
<b>Environment</b>					
<b>Venue/site</b>					
<b>Activity</b>					
<b>Group dynamics/members</b>					

**What is your plan 'B' and any other relevant contingency information?**

**\*Detailed plan required\***

**Additional Information?**

**Ongoing risk assessment** – the most essential element: 1. Apply the control measures - 2. Monitor their effectiveness - 3. Amend & adapt as required.

<b>I confirm all staff will be appropriately experienced and qualified to competently fulfil their leadership roles and responsibilities.</b>	<b>Risk assessment completed by:</b>  <b>Risk assessment checked by:</b>
<b>I confirm this RA will be shared with all adults.</b>	<b>Date:</b>

## Appendix 4– Code of Conduct

### Code of Conduct for Educational Visits

#### General Expectations

**For the visit to be beneficial and enjoyable for all, you are expected to:**

- behave responsibly and show consideration for others, including fellow participants, staff and members of the public;
- remember you are representing yourself, Luton Town FC and the Community Academy.
- comply with instructions from staff;
- look after your own possessions and anything you borrow;
- keep all facilities clean, tidy and undamaged;
- abide by any rules and regulations of the places we visit;

## LTFC Academy Trips, Tours and Tournaments Policy

- in the event of an emergency, follow emergency procedure instructions;
- inform staff if you have any medical conditions or injuries;
- inform a member of staff if you have any concerns about safety or security;
- report any damaged or unsafe equipment;
- wear appropriate clothing;
- comply with any restrictions on the use of phones, cameras, music players and other devices.
- remain in your designated group;
- know which member of staff is your nominated leader;
- when unaccompanied by staff, ensure that you understand any instructions and limitations, rendezvous points and timings for check ins if required;
- always carry your emergency contact card.

### Smoking, Alcohol and Drugs

Smoking, vaping and the possession or use of tobacco, alcohol and non-prescribed or illegal drugs or other substances is forbidden.

### Travelling

#### On a coach, minibus, train or plane you must:

- sit where you are told to sit;
- remain in your seat, unless given permission to do otherwise;
- never move about while transport is moving or pass someone on steps or stairs;
- wear your seat belt if one is provided;
- stow luggage on the luggage rack or under the seat - luggage should not block the aisle;
- put litter in the bags/bins provided;
- not distract the driver – no shouting out, no flash photography etc;
- if you begin to feel travel sick, inform a member of staff;
- do not get onto or off the transport until you have been told to do so;
- when disembarking, be aware of traffic movement and direction.
- stay clear of automatic doors / manual doors after boarding or leaving the transport;
- follow instructions on what to do if you get left on the train or platform;

#### In motorway service stations etc., you must:

- follow instructions from staff about where you are allowed go;
- be back on the coach/minibus at the given time,
- stay in pairs or groups.

#### On a ferry, or at an airport, railway station or bus station, you must:

- remain with your group unless given permission to do otherwise;
- visit shops in pairs or groups - never alone;
- be aware of and comply with all timings and meeting places;
- understand and comply with security arrangements and limitations;
- follow instructions from transport operator staff;

## LTFC Academy Trips, Tours and Tournaments Policy

- follow instructions about being on boat decks;
- stay back from the edge of railway platforms;
- be sure you know where the group is based and how to locate staff.
- if using escalators make sure you stand to the right in single file;
- do not overcrowd the barriers at the exit, stand back if you are blocking the exit.

### Accommodation

When staying in a hotel, hostel, residential centre or campsite, you must:

- understand and follow all instructions about fire and safety procedures;
- know how to locate or contact staff;
- comply with any instructions about permission to leave the accommodation;
- comply with any instructions about access to parts of the accommodation, such as a bar, casino or swimming pool;
- understand the dangers of balconies and comply with any instructions about access to them;
- comply with instructions about visiting other people's bedrooms;
- arrive on time for meals and meetings;
- comply with any restrictions on the use of mobile phones, tablets, cameras, music players, etc.
- comply with any restrictions on internet access, viewing TV and videos, etc.

### Sanctions

Failure to comply with this Code of Conduct may result in the following sanctions:

- Being removed from an activity
- Being asked to always remain with an adult
- Parents/legal guardian being asked to come and collect from venue
- Being accompanied back to the UK by a member of staff (overseas trips only)

### I agree to abide by the above Code of Conduct

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 5 - Private car form

### Use of a private car to transport young people

#### To the Academy Manager of Luton Town Football Club Community Academy.

I confirm that I am willing to use my own vehicle for transporting young people on out of club visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

## LTFC Academy Trips, Tours and Tournaments Policy

### Appendix 6 - Emergency plan

#### Emergency Card (Visit Leader)

This 'card' must always be with the Visit Leader.

**In the event of an incident, the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate
5. Start recording information/decisions.

**Then: If the incident DOES NOT involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should:**

- Contact the school emergency contact/s. (This should include a member Senior Management).
- Report the incident and seek advice.
- Follow the school Emergency Action Plan. (It is not necessary to contact the Employer).

**If the incident DOES involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should:**

- Contact the school emergency contact/s. (This must include a member of Senior Management).
- Report the incident and seek advice.
- Follow the school Emergency Action Plan.
- Your emergency contact should liaise with the Employer (via the number below).
- You will be contacted back as soon as possible by your emergency contact or the Employer/employer.
- If appropriate, you will be provided with a dedicated number to refer all press, media, parental, or other enquiries to.
- Contact the British Consulate/Embassy if abroad.
- If practicable, delegate party leadership to a Deputy Leader, in order that you can always be contactable, and to enable you to coordinate all necessary actions.
- Wherever possible, prevent group members from using mobiles or going on-line until such time as this has been agreed by the Employer/employer.
- Advise all group members to direct all enquiries to the Group Leader, and to get approval from the Group Leader before discussing with anyone else.

**When the incident is under control:**

- Seek full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed log of all actions taken and conversations held, together with a timescale,
- Take photos if appropriate (it may be beneficial to ask someone else to do this).

Name	Home	Mobile
Home Contact	•	•
Academy Manager	•	•
Safeguarding lead	•	•

## LTFC Academy Trips, Tours and Tournaments Policy

Other	•	•
-------	---	---

### Appendix 7 - Home emergency plan

#### Emergency Card (Home Contacts)

This 'card' or must always be available to the emergency contacts.

The school/establishment's Emergency Home Contact(s) should have ready access to all visit information, including itinerary, venue details, names, medical information, and emergency contact details for all participants, including staff.

#### In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on.
- Note their location.
- Determine the nature of the emergency.
- Determine the type of help required.

#### Then: If the incident DOES NOT involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible.
- Seek further advice or pass on details to other establishment contacts who may be able to assist.
- It is not necessary to contact the Employer.

#### If the incident DOES involve serious injury or fatality, and/or is likely to attract media attention:

- Follow your school/establishment Emergency Action Plan.
- Inform the Visit Leader that someone will phone him/her back as soon as possible.
- Contact the Employer Emergency Contact number, SEE BELOW.
- Your details will be taken, and you will be phoned back as soon as possible.
- Contact your Academy Manager (if this is not you).

#### When the incident is under control:

- Seek full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed log of all actions taken and conversations held, together with a timescale,
- Take photos if appropriate (it may be beneficial to ask someone else to do this).

Name	Home	Mobile
Visit Leader	•	•
Employer Emergency contact	•	•
Academy Manager	•	•
Safeguarding lead	•	•
other	•	•
	•	•
	•	•

## LTFC Academy Trips, Tours and Tournaments Policy

### Appendix 8 – Base Camp Coordination Guide.



#### Base Camp Coordination Guide for Educational Trips and Tours

---

This document provides a consolidated guide for individuals designated as the base camp point of contact during educational trips and tours involving young people. It integrates national guidance from the Outdoor Education Advisers' Panel (OEAP) with operational practices to ensure safety and effective emergency response.

#### 1. Purpose of the Base Camp: The home-based "Base Camp" acts as the central hub for:

- 24/7 Communication with trip leaders and staff
- Emergency and Crisis Management
- Operational Support for logistics and coordination
- Safeguarding Oversight and incident response
- Documentation and Reporting

#### 2. Core Responsibilities: A. Clear Communication & Emergency Protocols

- 24/7 Availability: Be reachable at all times.
- Emergency Contact List: Maintain updated contacts for
  - Trip leaders
  - Safeguarding leads
  - Emergency services
  - Parents/guardians
  - Local authorities
- Trip Itinerary: Know group locations and schedules.
- Participant Details: Have access to medical, dietary, and safeguarding information.
- Digital Access: Use systems like MyConcern and Teams for records and lists.

#### B. Strategic Oversight. Based on OEAP principles:

- Monitor key milestones in the itinerary.
- Be prepared to support logistics if changes occur (e.g., travel delays).
- Maintain oversight for remote risk evaluation in response to environmental, medical, or security changes.

#### 3. Training & Preparedness

- Safeguarding: Understand how to respond to disclosures or concerns.
- Crisis Management Training: Be ready for emergencies such as:
  - Missing people
  - Medical emergencies
  - Major safeguarding incidents
- Decision Protocols: Know when and how to escalate.
- Communication Plan: Structure how updates are relayed between stakeholders.
- Flowcharts and Checklists: Follow clear guidance for common scenarios.

#### 4. Equipment & Resources

LTFC Academy Trips, Tours and Tournaments Policy

Dedicated Emergency Phone: With long battery life and key contacts preloaded. [OBJ]  
Incident Forms & Logs: Maintain structured and accurate records.  
Local Emergency Info: Know relevant numbers and services for both domestic and international contexts.

5. Decision-Making & Crisis Coordination

- Liaise with:
  - Senior leadership
  - Safeguarding teams
  - Emergency services
- Implement contingency plans:
  - Backup accommodations
  - Alternative transport
  - Evacuation strategies
- Maintain calm, structured communication with all parties.

6. Incident Management Framework

- Emergency Response Template
- Trip Name:
- Location(s):
- Trip Leader(s):
- Number of Participants:
- Dates of Trip:

Emergency Contacts Table (Include names, phone numbers, and emails for each role):

- Trip Leader(s)
- Assistant Leader(s)
- Base Camp Contact
- Safeguarding Lead
- Medical Support
- Local Emergency Services
- Embassy (if international)

Incident Record Section:

- Date & Time
- Location
- Individuals Involved
- Nature of Incident
- Immediate Actions Taken
- Authorities Contacted
- Next Steps & Follow-Up
- Communication Log:
  - | Date/Time | Contact Person | Summary of Discussion | Action Taken |

7. Post-Incident Protocol

- Notify the Safeguarding Lead
- Submit all incident documentation
- Conduct welfare follow-ups
- Debrief with trip leadership
- Review and improve base camp procedures

8. Base Camp Checklist

## **LTFC Academy Trips, Tours and Tournaments Policy**

### **Before the Trip**

- Receive full itinerary
- Know emergency contacts and escalation routes
- Prepare emergency phone
- Confirm safeguarding and first aid roles
- Review local emergency details

### **During the Trip**

- Remain on-call and alert
- Record all communications
- Follow incident response plans
- Support field staff calmly
- Keep leadership informed

### **After the Trip**

- Finalize incident documentation
- Follow up on concerns
- Conduct debrief and review procedures