

AYR UNITED FOOTBALL ACADEMY



POLICY **OVERNIGHT STAY** **FOR** **VOLUNTEERS** **AND** **STAFF** **VERSION** **1.2**

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Review

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OVERVIEW

The purpose of this policy and guidance is to clarify Ayr United Football Academy's position in respect of young people, of all ages, staying overnight whilst on academy business.

Giving or withholding consent in respect of such 'stays' should be decided in the light of the following Policy and Guidance.

On occasion trips may be organised where more than one group is taking part in an overnight visit. It is vital that the trip organiser ensures that the same level of communication should be given to all parents. This should include details of the visit in writing backed up by meetings for parents to ensure that any concerns are addressed.

The relative age of the participants is important and due cognisance should be taken of ratios at all times. Furthermore where there are boys of ages 11 to 14 in accommodation the trip organiser should ensure that at national guidelines as detailed further on are applied at all times.

Whilst a volunteer or member of staff has responsibility for the well being of Academy members alcohol shall not be consumed. This includes during any travel to and from the activity.

Whilst away from home the duty of Ayr United Football Academy is covered by Section 5 of the Children (Scotland) Act 1995 notably: -

Care or control of child by person without parental responsibilities or parental rights

(1) Subject to subsection (2) below, it shall be the responsibility of a person who has attained the age of sixteen years and who has care or control of a child under that age, but in relation to him either has no parental responsibilities or parental rights or does not have the parental responsibility mentioned in section 1(1)(a) of this Act, to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare; and in fulfilling his responsibility under this section the person may in particular, even though he does not have the parental right mentioned in section 2(1)(d) of this Act, give consent to any surgical, medical or dental treatment or procedure where—

- (a) The child is not able to give such consent on his own behalf; and
- (b) It is not within the knowledge of the person that a parent of the child would refuse to give the consent in question

(2) Nothing in this section shall apply to a person in so far as he has care or control of a child in a school ("school" having the meaning given by section 135(1) of the [1980 c. 44.] Education (Scotland) Act 1980)

To that end there are a number of forms that it is suggested we complete covering volunteers in any event that it is reasonable to assume may be met during a stay away from home.

RATIOS FOR VISITS AND ACTIVITY

National guidelines suggest the following MINIMUM supervision ratios –

1 adult for every 6 pupils in school years P1 to P3
(Early years classes containing children under the age of 5 classes should have higher ratios);

1 adult for every 10-15 pupils in school years P4 to P7;

1 adult for every 15-20 pupils in secondary schools

The Academy will take into consideration the following factors when considering adult-to-player ratios -

- Competence of academy staff, both in general and for any specific activities;
- Age, gender mix and ability of group;
- Competence and behaviour of players;
- Special educational, medical or mobility needs of players;
- Nature of activities;
- Duration and nature of the visit;
- Requirements of any host organisation/location;
- The risk assessments;
- In residential situations, the desirability of leaders of each gender (where appropriate)

The Academy accepts that staffing ratios for visits and excursions are difficult to define precisely because so much will depend on numbers of available supervisory volunteers. However, it is **NOT** acceptable to allow an off-site visit to go ahead with an unacceptable ratio - this might be defined as '*insufficient supervisors to CONTROL the group and deal with an EMERGENCY*'. It is often more satisfactory, and therefore safer, to reduce the number of participants. Academy staff must ensure that supervision ratios are always sufficient to match expected circumstances and some unexpected situations. Reference to risk assessments will usually reveal the need for actual supervision levels. When groups comprise a mix of genders then it will always be appropriate to have supervisors of each gender present – this is particularly important during residential or overnight events. It is accepted, and recommended, practice to have a minimum of two supervisors per party.

BEHAVIOUR THAT IS CONSIDERED TO BE GOOD PRACTICE

- 1 Make sure all overnight stays are planned with health and safety of uppermost importance
- 2 Inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return, drop off points and emergency contact details
- 3 Make sure all players and parents timeously complete and return a consent form
- 4 Make sure all overnight stays are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance
- 5 Make all players aware of the availability of telephones to contact home

BEHAVIOUR THAT SHOULD BE AVOIDED

- 1 Players visiting any adult's room unless under emergency circumstances. In such circumstances the room door should be left open if it is appropriate to do so
- 2 Allowing officials to check players' rooms unaccompanied. A minimum of 2 officials are required
- 3 Allowing officials to enter a player's room unless in the interests of health and safety or in an emergency. In such circumstances the room door should be left open if it is appropriate to do so

BEHAVIOR THAT WILL NEVER BE SANCTIONED

- 1 An official sharing a room with a child unless he is the parent or guardian of the child
- 2 Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances

DETAILED EXCURSION INFORMATION

Excursion Destination: -----

Name of Organiser: -----

Section: -----

Date of Submission: ----- **Proposed Date of Excursion:** -----

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1. State the purpose of this excursion:

2. Duration of excursion:

3. Number in group (staff/students):

4. Total number in the group:

<u>Staff Numbers</u>	<u>Student Numbers</u>	<u>Non Staff Numbers</u>
Male:	Male:	Male:
Female:	Female:	Female:
	Age range:	

5. Number of Academy staff accompanying the group:

<u>NAME</u>	<u>POST</u>

6. Names of non-academy staff accompanying the students(state specialist skills)

<u>NAME</u>	<u>Specialist skills</u>	<u>Disclosure Scotland/Checked</u>	

Note: Please attach photocopies of Disclosures for non-academy staff (if applicable)

7. State the experience of the excursion organiser and deputy leader in respect of this type of excursion:

8. Describe All activities to be undertaken by participants:

9. State the activities that require a risk assessment:

10. Please detail all known medical conditions/medication for participants that may prevent involvement on this excursion:

(Any information supplied is protected by Ayr United Football Academy Data Protection Policy)

11. Detail any special requirements:

12. First aid arrangements for the excursion:

13. Communication system and accident plan in the event of an emergency:

14. EMERGENCY CONTACT INFORMATION

To be completed before the excursion and copies taken and held by the organiser

DURING OFFICE HOURS

Name: Tel. no.

OUT OF OFFICE HOURS:

Name: Tel. no.

15. TRAVEL COMPANY CONTACTS

Name:

Address:

Tel. no.

ACADEMY CONSENT FORM FOR ACADEMY EXCURSIONS
(To be distributed with information sheet giving full details of the visit)

Academy Team.....

Excursion to.....

From Date/Time to Date/Time

Medical information:

Do you have any medical conditions requiring medical treatment including medication that has to be taken on a regular basis or to treat any medical condition? YES/NO
If 'Yes 'Please give brief details)

Are you allergic to any medication? YES/NO *(If 'Yes' Please specify)*

Have you undergone any surgery in the last year? YES/NO *(If 'Yes' Please specify)*

Please outline any special dietary requirements you have:

DECLARATION

I AGREE/DISAGREE (delete as appropriate) in the event of a medical emergency to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered by the medical authorities present.

I agree to participation in the activities described. I acknowledge the need to behave responsibly and to abide by Ayr United Football Academy rules and codes of conduct for the Health Safety and Welfare of myself or any other person who may be affected by my actions or omissions.

Name.....

Signature..... Date.....

EMERGENCY CONTACT TELEPHONE NUMBER

Name of person: Relationship:
Home telephone number:
Work Tel No:
Mobile No:

ALTERNATIVE EMERGENCY CONTACTS

Name of person: Relationship:
Home telephone number:
Work Tel No:
Mobile No:

Name of family doctor:

Telephone number:

Address:

(All information given is covered by Ayr United Football Academy Data Protection Policy)

PARENT/ GUARDIAN CONSENT FORM
(FOR PARTICIPANTS UNDER 18 YEARS OF AGE)
(To be distributed with information sheet giving full details of the visit)

Academy Team.....

Excursion to.....

From Date/Time to Date/Time

Name of participant: (print in block capitals)

Medical information about your child

Does your child have any medical conditions requiring medical treatment? YES/NO
(If 'YES' please give brief details including medication and dosage being taken)

Has this person undergone any surgery in the last year? YES/NO
(If 'YES' please specify)

Please outline any special dietary requirements this person requires:

Is this person allergic to any type of food or medication? YES/NO
(If 'YES' please specify)

When did this person last have a tetanus injection?

DECLARATION

I AGREE/ DISAGREE (delete as appropriate) in the event of a medical emergency to my son/ daughter/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered by the medical authorities present.

I agree to the participation of my son/daughter/ward in the activities described. I acknowledge the need for my son/daughter/ward to behave responsibly and to abide by Ayr United Football Academy rules and the Code of Conduct for players during this excursion.

Signature:

Date:

Relationship to participant:

EMERGENCY CONTACT TELEPHONE NUMBERS

Name of person: Relationship:
Home telephone number:
Work No:
Mobile No:

ALTERNATIVE EMERGENCY CONTACT TELEPHONE

Name of person: Relationship:
Home telephone number:
Work No:
Mobile No:
Name of family doctor: Telephone number:
Address

(All information given is covered by Ayr United Football Academy Data Protection Policy)

PLAYER CODE OF CONDUCT FOR EXCURSIONS

Every player participating in Ayr United Football Academy organised trip/excursions must adhere to this student code of conduct for excursions and sign to state that they agree to abide by this code

1. Normal Academy codes as signed at the beginning of the year will apply for the total duration of the trip
2. Players must behave in a manner that does not bring the Academy into disrepute
3. Players must follow all instructions given by Academy supervising staff or their agents
4. Players have a duty of care to ensure their own health safety and welfare and the health safety and welfare of others who may be affected by their actions or inactions
5. Drunken, libidinous, lewd or illegal behaviour will not be tolerated.
6. The consumption or use of illegal substances is expressly forbidden
7. All curfew times set by Academy staff must be observed
8. Players must abide by the law of any country the excursion is visiting
9. Players must not verbally abuse Academy staff supervising the excursion or their agents
10. Players must not enter the sleeping accommodations of the opposite sex at any time
11. Serious breaches of behaviour or Health and Safety may result in a student being excluded from the excursion and returned to home pending further investigation of any alleged incident.
12. If players are under remote supervision during an excursion (including free time) they must "buddy up" with a minimum of another student of the party at all times
13. For the duration of the excursion players must not absent themselves from the excursion at any time without prior permission of supervising Academy staff
14. Added by excursion organiser" any other rules and conditions that are valid for the excursion or activities being undertaken"

A BREACH OF ANY OF THE ABOVE MAY RESULT IN ACADEMY DISCIPLINE PROCEDURES BEING TAKEN.

I (player's name) agree to abide by the Ayr United Football Academy code of conduct.

Signature:

Date:

DATE OF EXCURSION:

DURATION:

Accommodation Risk Assessment

Type of accommodation:

Name of accommodation:

Address of accommodation:

Dates:

Number of nights:

1. Has a pre excursion inspection taken place? Y/N
2. Is the location of accommodation suitable for the players? Y/N
3. Detail facilities available to players:
4. What are the facilities for the disabled?
5. Floor location of rooms:
6. Location of supervising academy staff:
7. Room allocation list attached Y/N
8. Location map of all accommodation attached Y/N
9. Do you intend to carryout a fire evacuation drill Y/N
15. Are fire evacuation routes clearly marked Y/N
16. Is there a valid fire certificate Y/N
17. Are Fire escapes clear and accessible Y/N
18. Is there a Fire alarm system Y/N
19. Are assembly points identified Y/N
20. What is the security of accommodation?

Name of person completing the risk assessment:

Signature:

Date:

I have checked the above risk assessment and agree that all reasonable steps have been taken to ensure the Health Safety and Welfare of those participating in this excursion

IF ANY CHANGES ARE MADE TO THE ITINERARY UP TO 12 HOURS PRIOR TO DEPARTURE THE EXCURSION LEADER MUST INFORM THE ACADEMY AND PROVIDE A REVISED COPY OF THE ITINERARY.

IF ANY CHANGES ARE MADE TO THE ITINERARY DURING THE EXCURSION OF A SIGNIFICANT NATURE THE EXCURSION LEADER MUST INFORM THE ACADEMY AS SOON AS IS REASONABLY PRACTICAL BY TELEPHONE.