



Where reference is made to Carlisle United this covers Carlisle United, the Academy Department, not the Community Sports Trust or Carlisle United Ladies which have their own safeguarding arrangements

## **Carlisle United Transport Policy**

Carlisle United Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

One main area where the welfare of children and young people must be considered is when they are being transported as part of their Club activities. This policy has been developed to ensure that every consideration is paid to the welfare of young players who are under 18 years of age whilst on Club transport, whilst being transported by a Club member of staff, or whilst travelling to or from Club activities.

This is particularly relevant to Scholars due to the full-time nature of their involvement with the Club. Since the stadium and the training grounds are all sited at different venues, arrangements must be made for Scholars to travel independently or to travel on Club transport. Wherever possible and practicable it is advisable that transport arrangements for Scholars, and all players under the age of 18 travel in Club vehicles with at least one adult (in addition to the driver) acting as an escort.

When transporting young players on tours and tournaments, Carlisle United adheres to the guidance provided by the FA (Travel, Trips and Tournaments), the EFL (Youth Tours and Tournaments), and the Department for Education (DFE) and Department for Transport (DFT).

### **Transport arrangements**

Club and public transport is used across the Academy during the working day to transport players between the Stadium, the training grounds and on occasions other training or education venues. Scholars use public transport for their journeys to and from the Club (their place of work) on a daily basis. Club transport should be used to transport Scholars to training venues, and to home and away match venues. For other Academy players, Club Transport is offered as an option for away matches. For Academy tours and/or tournaments, should the Club be involved in such activities, there can be a combination of Club transport and transport from an external provider.

The Club has developed this transport policy to provide staff, parents/carers and young players with all the information they need regarding travel and transport during the working day or when carrying out Club duties.

**It is the responsibility of the Academy Manager to ensure that this policy is communicated during pre-season induction sessions to all staff, parents/carers and young players, and to new starters throughout the season.**

The Academy Manager will ensure that all staff, parents and young players sign to say that they have read, understood and agree to adhere to the policy at all times.



## Club vehicles

The Club uses a minibus when transporting young players mainly to matches, training, and on occasion for tours and tournaments. A minibus is a motor vehicle with between 9 and 16 passenger seats. It is described as a [category D1 vehicle](#) by the DVLA.

The vehicles must be checked thoroughly once a month by a suitably trained or competent member of staff who completes a monthly vehicle check sheet (see Appendix 1) to include observations on tyre pressure, brake fluid, water, etc. Each completed check sheet must be signed and filed safely for future reference in the Academy Office.

Also, every time a member of staff uses a vehicle, they must complete a journey vehicle check sheet (see Appendix 2) to include observations on cleanliness, windscreen, damage to bodywork, etc. These completed check sheets must also be signed and filed safely for future reference in the Academy Office. Any issues must be reported to the Academy Manager immediately.

All the vehicles have breakdown cover and are insured.

A logbook record must be kept of every journey to include start and end destinations, mileage covered, times of journey and driver details (see Appendix 3). This enables the Club to answer any requests, if required, under section 172 of the Road Traffic Act (request for details of driver following an offence e.g. speeding offence). All vehicles are insured for all intended use, which includes the transportation of young and professional players.

## Driving Club vehicles

**In accordance with the minibus insurance regulations, only staff over 25 years of age are permitted to drive company vehicles providing that the Club gives them permission to do so and that they provide a copy of both parts of their driving licence and ensure the insurance company is informed via the Finance Director.**

Carlisle United Football Club follows the [Driving school minibuses: advice for schools and local authorities - GOV.UK](#) guidance published 4 September 2013.

Club staff authorised to drive the minibus can do so without any special licence, as long as their employer agrees and the following conditions are met:

- The staff member holds a full D1 (or D) PCV entitlement.
- The staff member obtained their car driving licence (cat B) before 1<sup>st</sup> January 1997
- The staff member obtained their car driving licence (cat B) on or after 1<sup>st</sup> January 1997 - but has held it for at least two years - and is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver) and the minibus weighs no more than 3.5 tonnes, is not towing a trailer, and is not used for hire or reward. All drivers understand the maximum capacity for the vehicle that are using and know that this must not be exceeded.



Furthermore, when staff use Carlisle United Football Club vehicles for the main purpose of transporting young players, there are the following additional requirements;

- Members of staff must have an enhanced DBS through the FA's registered body;
- Staff are required to notify the club of existing or impending disqualifications or convictions
- Staff are required to submit their licence for regular checks as requested by the Club
- Staff must report to the club details of any medical conditions, which may affect their driving;

### **Consent to be transported**

Carlisle United Football Club must issue consent forms (see Appendix 5) to the parents/carers of all new players to obtain their permission for players to be transported in Club vehicles or vehicles belonging to an external transport provider as is necessary for the duration of their registration at the Club.

Parents and carers can withdraw this consent at a later date if they wish and their son will no longer be able to access any Club transport and transport provided by an external company.

In the event that a player is touring with the Club, an additional consent form is requested for the tour (i.e. English Football League Form T5 from the Tours and Tournaments document).

### **Transport in private vehicles**

Members of staff are not expected or asked to transport children in their private vehicles as part of their duties. Such **transport is only allowed in exceptional circumstances**.

Staff understand that circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example after a late football fixture and the distance to home is too far or too dangerous to walk, or in an emergency situation.

**If in the unlikely circumstance that a member of staff feels that they have to transport a young person in their private vehicle because it is the safest or only option, they must as far as possible adhere to the following protocols:**

- Inform the DSO of the journey, the reasons for the journey, any incidents that arise during the journey, and when the journey is completed
- Have an enhanced DBS disclosure through the Club and FA
- Have a roadworthy and appropriately insured vehicle that meets all the legal requirements for use of the road (the Club cannot take any responsibility for any grievances arising from inadequate insurance or non roadworthy vehicles)
- Have permission from the young person's parents/carers (or in extreme emergency from the DSO)
- Where possible, have another member of staff accompanying them; **LONE TRANSPORT SHOULD NOT TAKE PLACE WITHOUT EXCEPTIONAL REASON**
- The player is to be seated in the back wearing a seatbelt. **NO OTHER ADULT IN THE BACK**



## External transport providers

There are occasions when the Club will use external transport, for example, for a tour. Carlisle United Football Club has good relationships with reputable local transport providers who understand the Clubs commitment to safeguarding.

These companies have adequate public liability insurance, a copy of which is obtained prior to hire. The drivers are qualified and experienced with the correct driving licence for the vehicle being driven.

The vehicles that are used are appropriately insured, roadworthy and regularly maintained. They are fitted with seat belts appropriate to the size and type of vehicle and passengers to be carried.

Players are always accompanied by staff members when being transported by external transport providers.

## Regulations for transport

When a member of staff is transporting a young player, they must understand that the safety and welfare of the child is their responsibility until they are safely passed over to a parent or carer.

Staff members must be fit to drive and free from any drugs, alcohol or medicine, which may impair their judgement and the ability to drive. Their behaviour must be appropriate at all times. Any incidents that occur on the journey must be reported to the DSO straight away or as soon as it is safe to do so.

When transporting young players, staff must adhere to all legal requirements such as not using mobile phones. They must also consider recommendations such as taking regular breaks whilst driving and being aware of the dangers associated with tiredness when driving.

Where possible, drivers should be accompanied by another member of staff when transporting young people as this may significantly reduce the risk of distraction, accident, injury or allegation of misconduct or abuse. Staff must be aware of the Club regulations detailed in this policy concerning the use of privately owned vehicles to transport players. Also see Appendix 4.

**At the start of a journey staff are to inform all passengers to wear seat belts if fitted. The responsibility for undertaking this task throughout the journey will subsequently lie with the passenger.**

## Regulations for passengers using transport

Players should take responsibility for confirming travel arrangements and ensuring that they are on time and prepared for travel. Players should understand their personal responsibilities such as wearing seatbelts and not participating in high-risk behaviour, for example, distracting the driver or disturbing their concentration.

Players should not ask for or accept lifts from staff members in private vehicles unless in exceptional circumstances. In such instances the advice given in the above section on **TRANSPORTATION USING PRIVATELY OWNED VEHICLES** should be adhered to.



**Parents/carers should never ask staff members to provide transport in a personal vehicle. No parents/carers are allowed to travel on any form of Club transport unless in serious circumstances, i.e. such as accompanying an injured child to hospital/home.**

**Regulations for players travelling independently  
(including using Public transport or their own vehicles).**

Many young players whilst Scholars pass their driving test and get their first car. When a Scholar passes his driving test, they will be advised to inform their insurer of their profession as a footballer. Carlisle United Football Club regularly provides Scholars with education regarding driving, for example, as part of the well-being section of their Club induction.

Whilst Scholars may make private arrangements for carrying passengers (who may be other Scholars or Professional footballers) in the course of normal leisure activities, they should, with the help of their parents or carers, ensure they have appropriate insurance cover to meet their personal circumstances including the intended use if they choose to provide lifts for other football apprentices.

Scholars will not be asked by Carlisle United Football club to provide transport for other peers or staff during their working hours.

**Safeguarding contacts**

Remember that in an emergency or where there is risk to life you should contact the police immediately.

If you have a concern you wish to raise with the Club please contact:

- |        |                |                                                                                              |               |
|--------|----------------|----------------------------------------------------------------------------------------------|---------------|
| • SSM  | Nigel Clibbens | <a href="mailto:nigel.clibbens@carlisleunited.co.uk">nigel.clibbens@carlisleunited.co.uk</a> |               |
| • DSO  | Scott Taylor   | <a href="mailto:scott.taylor@carlisleunited.co.uk">scott.taylor@carlisleunited.co.uk</a>     | 07708959007   |
| • MDSO | Sarah McKnight | <a href="mailto:sarah.mcknight@carlisleunited.co.uk">sarah.mcknight@carlisleunited.co.uk</a> | 0330 094 5930 |

**Other Safeguarding contacts in football**

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance, we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

**The National League Safeguarding Team**

Tel: 0121 714 2207

Email: [safeguarding@thenationalleague.org.uk](mailto:safeguarding@thenationalleague.org.uk)

**The English Football League Safeguarding Team**

Tel: 01772 325940

Email: [safeguarding@efl.com](mailto:safeguarding@efl.com)



If the concern regards conduct towards a child from a person employed in football:

### **The FA Safeguarding Team**

Tel: 0800 169 1863

Email: [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

### **Mental health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of us all. Players and staff who are struggling under the current circumstances should contact the Club safeguarding staff as outlined above. Support can also be accessed through a number of national organisations including:

- The Samaritans Tel: 116 123 <https://www.samaritans.org>
- ChildLine: Tel: 0800 1111 <https://www.childline.org.uk>
- NSPCC: Tel: 0808 800 5000 <https://www.nspcc.org.uk>
- Mind: Tel: 0300 123 3393 <https://www.mind.org.uk>
- PFA: Tel: 07500 000 777 <https://www.thepfa.com/wellbeing>

### **Online safety:**

It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include

- UK Safer Internet Centre <https://reportharmfulcontent.com/>
- CEOP <https://www.ceop.police.uk/safety-centre/>
- Internet Matters <https://www.internetmatters.org/>
- ThinkuKnow <https://www.thinkuknow.co.uk/>




## Review

This Policy will be kept up to date, particularly as the Club changes in nature and size and new requirements emerge.

To ensure this, the Policy, and the way it is implemented, will be reassessed and amended on an ongoing basis and reviewed annual basis will be as follows:

- Transport issues will be considered within safeguarding as agenda items and discussed at the:
  - Safeguarding Working Group (SWG) meetings
  - Academy Management Team (AMT) meeting and Technical Board (TB) meetings
- The Policy will be reassessed and amended on an ongoing basis by the CEO in consultation with the DSO and the SWG.
- The 1921 Board will:
  - include Safeguarding as an agenda item and feature in the Board Report
  - conduct an annual review of the Policy as part of the annual review
  - publish the Policy on its website

Document version	2526 v1.0	
Preparation date	28/06/25	DSO
Review	28/06/25	CEO
250628 Transport Policy 2526 v1.0		
Next review	By 30 <sup>th</sup> June 2026	SSM DSO CEO
Signed		Nigel Clibbens Chief Executive







## Appendix 2

### JOURNEY VEHICLE CHECK SHEET

VEHICLE REG No: \_\_\_\_\_

Date	Windscreen Checked	Bodywork Checked	Vehicle Cleaned Out	Other observations	Checked by





## Appendix 4

Carlisle United Football Club vehicles are available for business purposes only, for travel in the UK and where it is not practical to use lower cost alternatives, such as public transport. Alternative means of transport should be considered for journeys to Europe.

Use of a Carlisle United Football Club vehicle is subject to the following rules:

- The vehicle is returned in a clean and tidy condition.
- The vehicle and keys are returned immediately to Carlisle United Football Club on completion of business unless the car is permanently assigned to a member of staff.
- A mileage record form is completed for each journey and log kept in minibus.
- Insurance provisions relating to the vehicle are complied with.
- The vehicle is secure at all times and where possible, mobile telephones, laptops, business equipment and any Club documents are removed from the vehicle.
- Items left in the vehicle should out of view, either in the boot or glove compartment.
- In the event of an accident/damage all details should be taken from third parties and the incident should be reported to the Club Secretary immediately.
- For insurance purposes, copies of driving licences of any employee using Company vehicles should be provided to Carlisle United Football Club.
- The employee is responsible for any and all monetary fines incurred for road traffic offences whilst using a Carlisle United Football Club vehicle.

## Behaviour

A high standard of behaviour is expected both in the office and whilst attending events or generally carrying out Club business, therefore, all employees are expected to act in a professional manner whenever and wherever they are representing Carlisle United Football Club.

When driving Carlisle United Football Club vehicles, employees are representing Carlisle United Football Club and should drive in an appropriate and responsible manner, and to ensure that their passengers behave likewise too.

Under no circumstances should an employee drive whilst under the influence of alcohol or drugs.

I ..... am aware of the Club regulations detailed in this policy.

Signature of Staff Member .....

Date .....

*Form to be retained for the duration of employment*



## Appendix 5 TRANSPORT CONSENT FORM

In order that your child may participate in the activities organised by Carlisle United Football Club, it is essential that you complete and return this form, supplying relevant information and your consent as parent or legal guardian.

By consenting to this I am stating that my child is in good health and that they are not being transported contrary to medical advice. In the unlikely event of an accident occurring, I give my permission for a designated representative of Carlisle United Football Club to authorise emergency medical treatment, including the use of anaesthetic if deemed necessary.

The information stated on my child's profile form and medical form is accurate and will be used in conjunction with the consent form if required. If there are any subsequent changes it is the responsibility of the parent/carer to immediately inform Carlisle United Football Club in writing.

Name of Player:

Age Group:

Does your child suffer from travel sickness?

Will your child carry any required medication with them during any travel journey?

If so, please specify

Any other relevant medical information?

I consent to my child using Carlisle United Football Club transport and transport provided by external transport providers during the period of their contract with Carlisle United Football Club.

Signature of Parent.....

Date .....

Name of Parent/Guardian .....

*Form to be retained for the duration of registration*