

**Bristol City Supporters Trust  
Under 16 Away Travel  
Procedures  
2007/8**



# Contents

	Policy Guidelines	
Page 3		-7 Objective -8 Before the Day -9 On the Day
	Child Protection and Welfare Policy	
Page 4		-10 Policy Statement -11 How Standards will be Achieved
		-12 The Designated Person
Page 5		-13 Guidelines for Reporting Accidents -14 Guidelines for Reporting Allegations / Incidents
	Good and Safe Working Practices	
Page 6		-15 What we'll Ensure -16 What we have the Right to Expect
Page 7	Codes of Behaviour for Volunteers	
Page 8	Codes of Behaviour for Children / Young People	
Page 9	Codes of Behaviour for Parents / Guardians	
	Child Protection Policy	
Page 10		-17 Categories of Abuse -18 Historical Abuse -19 Awareness
		-20 What to do
Page 11		-21 Support to Staff and Volunteers -22 Confidentiality -23 Recruitment
		-24 Other Measures
Page 12	Appendix I	-25 Volunteer Declaration
Page 14	Appendix II	-7 Volunteer Reference Form
Page 16	Appendix III	-26 Guidelines on Car Transport
Page 17	Appendix IV	-27 Guidelines on Use of Photography and Video
Page 18	Appendix V	-8 Parental / Guardian's Health and Consent Form
Page 20	Appendix VI	-9 Accident Form

# Policy Guidelines

## **Objective**

To provide the opportunity for Under 16s to follow Bristol City at away matches in a safe, friendly and respectful manner and to feel closely linked to our Football Club.

## **Before the Day**

In order to ensure safe identification of children the Trust requires all children to be a registered member of Bristol City 'City Redz'. Members will get a photo membership card.

When a City Redz member applies for an Under 16 Away Trip they will become a junior member of the Supporters Trust.

A parental consent is to be set up for the season. Specific parental consent is needed for each trip confirming that the specific details related to the trip in question have been received and understood and that parents consent to their child attending that day's trip.

The minimum age for Under 16 Away Trips is 7.

Children under 12 must be accompanied by a parent or guardian. The maximum ratio of parent to children under 12 is 1 parent to 3 children.

## **On the Day**

A copy of these guidelines is to be taken on all away trips. All procedures, guidelines, policies and codes of conduct are to be adhered to

All volunteers to be clearly identifiable with a badge.

First aiders to be identified with a first aider badge.

All under 16s to wear a City Redz badge and to have their City Redz photo membership card. Children without their membership cards will not be allowed to travel as it is important that organisers are able to identify the children.

On arrival at the ground, the Away Travel Leader (the Designated Person) to liaise with the community police officer to ensure safe arrival of the coach into the stadium.

An emergency meeting point will be designated at each stadium and at any other place where the coach stops (such as at a service station).

All Children to be located together in the ground to ensure volunteers are able to supervise effectively.

Children are to remain within the specified area and all visits for refreshments or for toilets are to be accompanied by a volunteer.

Children are to be collected within 30 minutes of the designated collection time.

Volunteers may contact social services if the parent or guardian has not arrived within this time.

The parent or guardian is to ensure that they have the mobile phone number list in case of emergencies and needing to contact the volunteers.

If there are traffic problems that might delay the return to the pick-up point by more than 30 minutes beyond the designated time, volunteers will endeavour to contact parents using the contact details on the Parental Consent form.

# Child Protection & Welfare Policy

## **Bristol City Supporters Trust Policy Statement**

We at Bristol City Supporters Trust aim to promote the participation of children in our activities by creating a culture of safety and fun.

***"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them"***

**(Article 19 ; UN Convention on the Rights of the Child)**

Children have the right to be safe. All volunteers should ensure that this fundamental principle takes precedent over all other considerations.

## **Standards set by Bristol City Supporters Trust will be achieved through ensuring: -**

Awareness of the issues which lead to children being harmed.

Safe recruiting procedures for volunteers

Establishment of procedures for dealing with/recording of complaints/accidents.

Provision of training for volunteers

Codes of behaviour for volunteers

Codes of behaviour for children/ young people

Codes of behaviour for parents

Availability of information

Regular review and monitoring of Child Protection procedures by the Trust Board

That all children are treated equally

The policy applies to all those involved in Bristol City Supporters Trust, administrators, officials, volunteers, volunteer drivers, parents and young people.

## **Designated Person**

The contact person or Designated Person within Bristol City Supporters Trust is

**Kate Masters  
Bristol City Supporters Trust  
Bristol City Football Club  
Ashton Gate Stadium  
Bristol  
BS3 2EJ  
Mobile: 123456789**

Kate Masters shall be made known to young members, volunteers and parents alike; as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to the Trust Chairperson. The Trust has procedures in place for dealing with any concern or allegation of abuse either within the Trust or externally (see Child Protection Policy on pages 11 to 13). The first point of contact for a child; parent/guardian or volunteer should be the designated person, though any individual has the right to contact Social Services directly if they have a concern about a child's safety.

## **Guidelines for Reporting Accidents**

In the event of an accident, the following procedure will be carried out: -

Fill in 2 copies of the Accident Form for **ALL** accidents.  
One copy of form to incident book/folder.  
Make contact with parents  
Forward 1 copy to Designated person for record keeping/ action required.  
In the event of a more serious accident:  
Contact emergency services/ GP if required  
Record in detail all facts surrounding the accident, witness's etc.

### **Guidelines for Reporting Allegations / Incidents**

Record all incidents reported or observed on the Bristol City Council  
Incident Form  
1 copy to designated person  
Ensure confidentiality - only "need to know basis".  
All allegations / incidents to be handled in accordance with the Child  
Protection Policy (see page 11)  
The Designated person will be responsible for storing any report in a safe and  
secure environment.

# Good and Safe Working Practices

## **Bristol City Supporters Trust will ensure...**

A rigorous recruitment process including an interview, police checks and completion of a declaration (see Appendix I).

Obtaining a reference from a suitable individual for the volunteers (see Appendix II)

Proper supervision of children within the Away Trips in line with the policy Guidelines and with a satisfactory ratio of volunteers to children. A **maximum** ratio of 1 volunteer to 7 children will be adhered to.

A dedicated mobile phone for the Designated Person for use in connection with Away tips only.

Use of high quality fully insured coaches with seat belts.

Public Liability Insurance in place, covering all members of the club.

A first aider and first aid kit is on hand in event of an accident, with accident incident book to be marked up at every relatively serious accident. The Trust will arrange for two qualified first aiders to be registered and if necessary trained.

**NB** All accidents will be reported to parents

In the event of transport being required this will be provided and supervised by volunteers in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated.

A safe environment for members

Ongoing training and information for Volunteers

All volunteers are to be put through the same Child Protection training that stewards undergo at Ashton gate. Bristol City Football Club to help with this training.

All volunteers to undergo training on managing young people. Bristol City Community Department to help with this training.

Facilitation open discussion on member protection issues

Support to members who report accusations of abuse

Suspected abuse information is treated confidentially

Appropriate action is taken if members breach standards of reasonable behaviour

The establishment and maintenance of a volunteer register

The setting of standards of good practice

The designated officer has knowledge of statutory child protection procedures

That parents are kept informed, therefore parents should have access to the club's policy guidelines for away trips and the use of photography and video equipment (see Appendix IV).

## **Bristol City Supporters Trust has the right to:**

Expect all volunteers to comply with its Code of Conduct

Expect all youth members to maintain standards of reasonable behaviour

Take appropriate action if members breach the Code of Conduct or Child Protection Policy

Expect volunteers will not abuse members physically, emotionally or sexually

Take appropriate action in the event of accusations

Acquire Criminal Records Bureau checks on all volunteers

Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

# Codes of Behaviour for Volunteers

## **Volunteers are expected to:**

- Understand that they are there solely to ensure the safe keeping of children on the trips.
  - Ensure the safety of all children by careful supervision.
  - Actively encourage all children and not to discriminate on the grounds of disability, religious beliefs, race, gender, social classes or lack of ability.
  - Not allow any rough or dangerous play, bullying, the use of bad language or inappropriate behaviour.
  - Always be positive.
  - Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
  - Report accidents or incidents of alleged abuse to the designated person.
  - Administer minor first aid in the presence of others and where required refer more serious incidents to the Trust "first aider"
  - Have access to telephone for immediate contact to emergency services if required.
  - Ensure the rights and responsibilities of youth members are enforced
  - Report suspected abuse to the appropriate Governing Body
  - Not abuse members physically, emotionally or sexually
  - Maintain confidentiality about sensitive information
  - Be a role model (disciplined / committed / time keeping), remember children learn by example
  - Refrain from consumption of alcohol during periods of supervising children
  - Protect themselves from false accusation by...
- Not spending excessive amounts of time alone with children away from others
- Not taking children alone in a car on journeys, however short
- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of another and with the child's permission.

## **Volunteers have a right to:**

- Access ongoing training and information on all aspects of leading / managing activities for youths, particularly on child protection
  - Support in the reporting of suspected abuse
  - Access to professional support services
  - Fair and equitable treatment by the Trust
  - Be protected from abuse by children / youths, other adult members and parents
  - Not to be left vulnerable when working with children
- Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the Trust's Under 16 Away Trips.
- Dismissals can be appealed by the volunteer with final decisions taken by the Trust board.

# Codes of Behaviour for Children / Young People

## **Children are expected to:**

- Keep within the boundaries defined by the volunteers.
- Behave and listen to all instructions from the volunteers.
- Take care of equipment owned by the Trust.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Obey the law (a child caught smoking will be reported to parents)
- Show respect to other youth members and leaders
- Keep themselves safe
- Report inappropriate behaviour or risky situations for City Redz members
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opposing supporters
- Not use violence

## **Children/Young people have the right to:**

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy watching Bristol City in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other members or outside sources.
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be dealt with by the immediate volunteer and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the Trust. Parents will be informed. Dismissals can be appealed by the child/parent with final decisions taken by the Trust Board.

# Codes of Behaviour for Parents

## **Parents are expected to:**

Complete and return the Health and Consent Form pertaining to their child's participation with Bristol City Supporters Trust Away Trips for U16s.

There is a **legal requirement** for parental consent.

Deliver and collect the child punctually to and from the designated Away Trip pick up points (see policy guidelines).

Ensure their child is properly and adequately attired for the weather conditions of the time.

Ensure that their child has sufficient food and drink or has the money to buy food and drink. The child must be responsible for handling their own money.

Detail any health concerns pertaining to the child on the consent form.

Any changes in the state of the child's health should be reported to the designated person.

## **Parents/Guardians have the right to:**

Know their child is safe

Be informed of problems or concerns relating to their children

Be informed if their child is injured

Contribute to decisions

Complain if they have concerns about the standard of volunteers

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a Trust official. The ultimate action should a parent/guardian continue to breach the code of behaviour may mean Trust officials regrettably asking the child to cease attending the Under 16 Away Trips.

# Child Protection Policy

Bristol City Supporters Trust has a duty through our members, management, staff and volunteers to protect from abuse children and young people who they come into contact with.

1. The 1989 Children Act identifies four categories of abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

## **Physical Abuse**

Actual or likely physical injury to a child or young person under age 18, or failure to prevent physical injury.

## **Sexual Abuse**

Actual or likely sexual exploitation of a child or young person. The child may be dependent or developmentally immature.

## **Neglect**

The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of a child's health or development, including non organic failure to thrive.

## **Emotional Abuse**

Severe or persistent emotional ill-treatment or rejection likely to cause adverse effects on the emotional and behavioural development of a child. All abuse involves some emotional ill-treatment.

## **2. Historical Abuse**

There may be occasions when an adult will disclose abuse (either sexual or physical) which occurred in the past, during their childhood. This information needs to be treated in exactly the same way as a disclosure or suspicion of current child abuse. The reason for this is that the abuser may still represent a risk to children now.

## **3. Awareness**

As a member, trustee, paid staff or a volunteer etc, you are not responsible for diagnosing abuse. However, you have a responsibility to be aware and alert to signs that all is not well with a child or young person. Not all concerns about children or young people relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what you know about the child and its circumstances.

Bristol's "**multi agency procedures for working with children in need (including those in need of protection) and their families**" are the guidelines Social Services, the Police, Education, Health and other agencies work to.

## **4. What to do**

As someone in a child care role as well as a citizen, when abuse is disclosed or observed you should take the following action:

- 4.1 Inform whoever has disclosed the information that the information cannot be kept confidential and will have to be passed on to appropriate agencies.
- 4.2 Inform the Designated Person about the disclosure within 24 hours. She/he to treat as top priority and seek advice urgently. You might also consider keeping an accurate and contemporary record for future reference.
- 4.3 Line Manager will report and discuss the information with Social Services eg Duty and Assessment Team at local Social Services and Health office (**telephone numbers shown below**) or with the Police Child Protection Team (0117 9454320).

4.4 Line Manager/Worker to ensure that the "discloser" is kept informed about what will happen next, so they can be reassured about what to expect. Social Services District Duty Team telephone nos are:0117 558231 (East), 0117 9036500 (Central), 0117 9031414/9642593 (South) and 0117 9031700 / 9038786 (North).

## **5. Support to Staff and Volunteers**

As a result of reporting concerns, you may find the person who disclosed the information is upset or angry. The Line Manager will support you. If Social Services or the Police need further information or involvement from you, your line Manager will talk with them and you about how this will happen. Staff may also be subject to allegations of abusing children. While support will be offered, Bristol City Supporters Trust will ensure that Social Services or the Police are given all assistance in pursuing any investigation. Suspension and/or the disciplinary procedure may be implemented.

## **6. Confidentiality**

Confidentiality is crucial to all our relationships - but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to child abuse to themselves.

Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child.

## **7. Recruitment of Staff and Volunteers/Appointment of Board Members**

Paedophiles are attracted to organisations which provide services for children. Bristol City Supporters Trust will ensure that criminal records statements are obtained and acted upon, prior to their engagement, from paid/unpaid board members / staff / volunteers new to the organisation; and with these statements, make "disclosure applications" to the Criminal Records Bureau (the Government's "Disclosure Service").

Those people on whom we will make such applications are those in any position giving regular contact with/access to children and young people up to age 18, including those in "positions of trust" and supervisors as well as people in frontline roles.

Two references will be sought for new staff and volunteers and followed up as necessary. A medical reference may also be required.

A rigorous and probing approach to the application process (e.g. using application forms designed to elicit the full, relevant history of applicants), interviews and selection for positions with Bristol City Supporters Trust will be adhered to. Proof of identity may be sought.

## **8. Other Measures**

The work of Bristol City Supporters Trust is planned in ways which minimise risks to children e.g. physical layout and surroundings, clear roles for everyone, supervising people involved with Bristol City Supporters Trust. Concerns about children's welfare will always be taken seriously.

In cases of misconduct towards children involving staff, volunteers, trustees etc, these are reportable to the Protection of Children Act Service at the Department of Health for possible inclusion on the List of unsuitable people to work with children.

**"CHILDREN'S SAFETY AND WELL BEING IS A CORE VALUE OF THIS ORGANISATION."**

**Appendix I  
DECLARATION  
PRIVATE & CONFIDENTIAL**

Name:	
Address:	

1.) Have you at any time been convicted of any criminal offence or been the subject of a Disqualification Order or a caution or of a 'bound over Order'?

**YES / NO (please delete as appropriate)**

If YES, please give details including nature of the offence below or on a separate sheet of paper:

**NB:** The disclosure of an offence will not necessarily be a bar to your appointment.

For the purposes of the Rehabilitation of Offenders Act (1974), the age range you will be working with is a vulnerable group and this means that you are exempt from the Act. Therefore you can be asked and must declare any previous criminal convictions including spent convictions. This information can then be used as a basis for deciding whether or not you are suitable to work with the age range group.

2.) Do you suffer or have suffered from any illness which may affect your work with vulnerable adults, children or young people?

**YES / NO (please delete as appropriate)**

If YES, please give details below or on a separate sheet of paper:

3.) Under the Disqualification for Caring for Children's Regulations 1991, have you ever had a child removed from you or placed under supervision by the Local Authority or been disqualified from Registration under Schedule 9 of the Children's Act?

**YES / NO (please delete as appropriate)**

If YES, please give details below or on a separate sheet of paper:

I understand that failure to disclose information under 1, 2 and 3 may result in the termination of your services.

SIGNED:		DATE:	
---------	--	-------	--

**Appendix II  
REFERENCE FORM  
PRIVATE & CONFIDENTIAL**

Dear **Name:** \_\_\_\_\_

The person named below has applied to become a worker/volunteer with this organisation, involving regular contact with/access to children and young people/vulnerable adults. S/he has given your name as someone who can comment on their suitability for this work.

Please complete the questionnaire below. Your information will be treated in strict confidence. The person concerned would be working mainly as a volunteer supervising children attending Bristol City Football Club Away Trips organised by Bristol City Supporters Trust.

In replying please bear in mind that it is the organisation's duty to protect children/adults from harm of a physical, emotional or sexual nature, and all workers and volunteers are required to sign an undertaking to this end.

**Please also bear in mind when writing this reference that everyone has a duty of care towards children and vulnerable people.**

As a referee, may I please therefore ask you to provide full information about this candidate.

Yours sincerely

Marie Day  
Bristol City Supporters Trust Board Member

Volunteer's /worker's/trustee's name:	
Address:	

1. How long have you know the applicant?

2. What is your relationship to the applicant?

3. With your knowledge and experience of the applicant, please comment on their suitability for working with children/young people/vulnerable adults. Please include comments on character, honesty, reliability, ability to form appropriate relationships, health and experience of working with children/young people/vulnerable adults.

4. Are you aware of concerns or complaints about the applicant in relation to children ?

5. Are there any other comments you would like to make about the applicant?

**NAME:** \_\_\_\_\_ **PHONE NUMBER:**

\_\_\_\_\_  
**SIGNED:** \_\_\_\_\_ **DATE:**

\_\_\_\_\_  
**OCCUPATION:**

\_\_\_\_\_

### **Appendix III**

## **GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON IN YOUR CAR**

The issue of transporting children has become very sensitive for children's Workers and parents. Many children's workers argue that Away Trips could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to pick-up points in a private car.

Bristol City Supporters Trust encourages volunteers not to take children on journeys alone in their car.

This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of volunteers will help out through their genuine desire to see children enjoy following Bristol City.

Unfortunately we must face the reality that a minority of others will join a club involved with youngsters to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in away trips.

If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

The driver like all volunteers who have access to children in our organisation should have agreed to a Criminal Records Bureau check being carried out on them.

Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.

A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans

The driver must ensure that they have insurance to carry others.

The driver should attempt to have more than one child in the car.

When leaving children off after a match volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes.

The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child.

The driver should have a point of contact and mobile phone should they break down.

Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have.

Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

The driver must be familiar with new laws implemented on 18<sup>th</sup> September 2006 relating to Child Safety in cars and in particular the legal requirement for booster seats for small children.

Late collections. These can present the Trust with particular difficulties. Parents/guardians should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. The Trust should have contact numbers for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the Trust to inform them of emergencies and possible late collections.

**Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.**

#### **Appendix IV**

##### **USE OF PHOTOGRAPHY AND VIDEO**

Parents/guardians/young people must have granted their consent for the taking and publication of photographic images and have signed and returned the Parental Consent Form;

All young people must be appropriately dressed;

Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, should never be revealed;

Anyone taking photographs or recording at any Under 16 Away Trip must have a valid reason for doing so and seek the permission of the Designated Person;

**All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Designated Person and the Chair of Bristol City Supporters Trust.**

Appendix V

# Parental/Guardians' Health & Consent Form

Anything written on this form will be held in confidence. Our volunteers need to know these details in order to meet the specific needs of your child.

I give permission for my child to travel with Bristol City Supporters Trust Under 16 Away Trips.

Child's Full Name					
Home telephone		Parent's Mobile			
Age		Date of Birth		Male / Female (please circle)	
Child's Mobile		Name of Friends on Trips			

Alternative Contact	
Alternative Contact's Tel.	
Relationship to child	

GP's Name		GP's Telephone	

I will ensure that where my child requires medicine s/he is capable of taking the medicine without assistance and will bring their medicine with them. Where this is not possible, I understand that my child can only attend Away Trips when accompanied by a parent or guardian.

I have read the Trust's policy on the use of photography and I am / am not **(delete as appropriate)** willing for images of my child to be taken.

I will inform the volunteers of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

**I have been made aware that the Bristol City Supporters Trust has developed a child protection policy & they are committed to ensuring the safety of my child by having;**

**A volunteer code of behaviour**

**Clear recruitment policy which includes vetting volunteers**

**Disciplinary procedures**

**A designated person for child protection**

**Guidelines on confidentiality**

**Clear reporting procedures**

Bristol City Supporters Trust is committed to ensuring that any information gathered in relation to our Under 16 Away Trips and Membership meets the specific responsibilities as set out in the Data Protection Act 1998. The Bristol City Supporters Trust Membership Secretary will store the above information on their base for a maximum of 12 months before re-registering my child if still associated with the Trust. I understand that the data on this form is to be used for the sole purpose of running Under 16 Away Trips.

I have received a copy of the Bristol City Supporters Trust Policy Guidelines for Parents & Guardians and agree to adhere to these standards. I understand that if I more than 30 minutes late for collecting my child I must contact the Designated Person and that Social Services may be contacted.

Where my child is under 12 and under 135cm (4ft 5ins) I will ensure that the accompanying adult brings an appropriate booster seat.

I will ensure that my child brings sufficient money to buy food and drink or supply a packed lunch. I understand that my child must be responsible for handling money provided.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

Signature \_\_\_\_\_ Parent/Guardian

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to the Membership Secretary, Bristol City Supporters Trust, Bristol City Football Club,  
Ashton Gate, Bristol, BS3 2EJ**

Appendix VI

# ACCIDENT FORM

The Designated Person must complete this form if an accident occurs on an U16 Away Trip. Forms should be returned within 48 hours of the event to:

The Community Officer  
Bristol City Supporters Trust  
Ashton Gate, Bristol

**Away Trip:**

**Trip date:**

**1. About the person who had the accident**

Full name			
Address	Postcode:		
Contact number			
Date of birth			
Was this person			
A volunteer? <input type="checkbox"/>	A member of the public? <input type="checkbox"/>		
Other (please state):			

**2. About the accident**

***When and where it happened***

Date		Time	
Where did the accident happen?			
Date			
Time			

***How did the accident happen?***

Say how the accident happened. Give the cause if you can. Include photos if relevant.

--

***In the event of personal injury, say what it is - please be specific***

--

**Please give details of any action taken** – first aid, removal of hazard etc

--

In the event of first aid being administered, please give details of who attended:  
Name: Organisation:

Please tick any boxes relevant to the person who had the accident

Taken home Yes  No

Ambulance called Yes  No

Taken to hospital Yes  No

Name of hospital:

**3. Witnesses**

Please give the name, address and contact numbers of anyone who witnessed the accident

Name		Name	
Address		Address	
Contact number		Contact number	

**4. About the person completing this form**

Full name	
Address	Postcode:
Contact number	
Role within organisation	
Signature	

**You should place one copy of this form in the Incident folder and another copy for the Designated Person. The insurance company should be informed of the accident.**

**Please use the space below to add further details if needed**

# Contact Details

For Information and Enquiries, please contact;

Marie Day, Trust Board Member

Tel

Email [Marie@bristolcityst.org.uk](mailto:Marie@bristolcityst.org.uk)

Kate Masters, Designated Person

Tel

Email [KateMasters@bristolcityst.org.uk](mailto:KateMasters@bristolcityst.org.uk)

Bristol City Supporters Society Limited

t/a Bristol City Supporters Trust

Bristol City Football Club

Ashton Gate

Bristol

BS3 2EJ

FSA Reg: No 30009R

Tel: 0117 370 6146

Email: [info@bristolcityst.org.uk](mailto:info@bristolcityst.org.uk)

Web: [www.bristolcityst.org.uk](http://www.bristolcityst.org.uk)