

Accommodation Policy





**Date of Policy: January 2020 reviewed February 2021 February 2022 February 2023
February 24**

This policy super cedes any other Accommodation policy.

Bristol City Football Club and Bristol City Foundation (together known as "Bristol City Football Club") Bristol Bears, Bristol Bears Academy, Bristol Bears Women and Bristol Bears Foundation (together known as "Bristol City Rugby Club"), Bristol Flyers and Bristol Women's Football Club. All of these organisations together with Ashton Gate and Bristol Sport, Bristol Sport Foundation (referred to as "the Company" within this policy) acknowledge the duty of care to safeguard and promote the welfare of children.

"The Company" has both a moral and legal obligation to ensure a duty of care for children across its services. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in any services organised and provided by "the Company". "The Company" is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.

We expect all accommodation providers to share this commitment.

The accommodation plan we adhere to covers the following areas: - Selection of Property - Selection of Landlord/Lady - Health and Safety - Diet and Nutrition - Safeguarding - Equality and Diversity - Medical Issues - Ongoing Monitoring

"The Company" Host Family contract outlines expectations of: - Accommodation Providers - Young People – "The Company".

In addition to this there is a "code of conduct" for all players in Host Family accommodation. "The Company" also provides guidance for accommodation providers and young professionals around nutrition and Life skills. All the properties "the company" uses will undergo an annual risk assessment and receive monitoring visits from the Safeguarding team on a regular basis.

Where a trialist, loan player or work experience player stay with one of our Host Families they will receive the same provision as "the Company" players and are subject to the same "Code of Conduct". (Appendix 1)

The selection of Accommodation.

Our policy states we will provide accommodation in the Professional Development Phase where it is unreasonable for a young person to travel to the Club from home. The Accommodation Provider role involves work with young people and is subject to a Disclosure and Barring Service (DBS) check. We use the League Football Education (LFE) Accommodation Provider's Guidance together with Premier League standards as a basis for

selection of our Host Families. See separate documents - Accommodation check list and Host Family application process. (appendix 2)

The Safeguarding Team play a key role in the vetting of providers and their premises.

“The Company” also have a duty of care for any young professionals (18-23) who are housed in any company provided properties and who live more independently. “The Company” accepts its responsibility to ensure that the young people are placed in a safe and comfortable residence whilst at the club. (Appendix 3)

Medical Issues

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

Support for Host Families

“The Company” sees our Host Families as service providers to “the company”. The Host Family is entitled to one season ticket per scholar residing in Host Family for home games at Ashton Gate and is available free of charge. Host Families are also able to attend any U18 games.

Host families are entitled to advice around Health and Safety issues and are subject to annual checks.

In addition, Host Families are required to attend 4 meetings per season which include additional training such as nutrition/fitness/social media. All Host Families will also be expected to complete FA Safeguarding and First Aid courses every three years.

Document review

Date reviewed	Position	Owner
January 2020	Executive Board	M.A. Martin
January 2021	Executive Board	
January 2022	Executive Board	
February 2023	Executive Board	
February 2024	Executive Board	



Appendix 1

Code of Conduct

1. The Player shall demonstrate conduct and behaviour to a high standard, and this will include showing courtesy and respect to all persons at the Home (not limited to the Host Family), the Home itself, the appropriate treatment of furniture and appropriate use of language at all times. This may include the removal of outdoor footwear on entry to the Home.
2. The Player shall report to either the designated pick-up point for 8.00 am or the training ground for 8.30 am, unless otherwise informed.
3. The Player shall not frequent public houses, nightclubs or the like and the consumption of alcohol is strictly forbidden. However, players are permitted to use public houses to view football matches or other sporting occasions provided they are in pairs or more and do not consume alcohol.
4. The Player will not smoke or have any contact with drugs, even for medicinal purposes, unless by direction of the Club Doctor or Physiotherapist.
5. The Player shall be within the Home by 8.30pm (U16 6.00) on any day prior to a match/training. On any other night players should be within the home by 9.30 (U16 7.00) except Saturday which is U16 9.00 / 16 and 17 yrs. 11.00 / 18 and 19 yrs. 11.30.
6. The night before a competitive match the Player shall not participate in any physical activity unless approved by a member of the Academy management team.
7. The Player shall not be away from the Home overnight without prior approval from the Academy Manager. This request should be made 24 hours in advance in person. The Academy Manager will notify the Safeguarding team.
8. The Player shall inform the Host Family of any special dietary needs.
9. The Player must eat all evening meals with the Host Family; unless they have (i) notified the Host Family preferably 24 hrs. in advance (minimum 4 hrs) in the event that they will not be present in the Home for a meal. They MUST also have the consent of a Club Contact.
10. The Player should eat meals at the same time and with the Host Family where possible and engage in conversation to improve social skills and enhance relationships. The Player should also play their part in cleaning/washing up after meals.
11. The Players at the discretion of the host family may be permitted to take food or drink upstairs, except overnight. They may make and consume drinks during the night in the kitchen facility.
12. The Host Family must permit the parent or carer of the Player access at all times in the accommodation and the Player is expected to make all reasonable efforts to advise the host family of any expected visits.
13. Players are reminded that they are living in the Host Family's home and should be respectful at all times. The Player must not engage in any sexual activity in the Home and must not allow any unrelated male or female guests access to the Player's bedroom.

14. The Player must keep his own bedroom, and any other room used by him, tidy at all times.
15. The Player's own room and the Home in general may be inspected by any Club Contact at any reasonable time, without prior notice to the Host Family or the Player.
16. The Player must ensure that any clean laundry is stored tidily and soiled laundry either placed in laundry bags or where directed by the Host Family.
17. The Player must ensure that any shared bathroom facility is cleaned after his use and all toiletries stored in the appropriate place or in the Player's own room.
18. All music/television noise is to be at a sensible level as directed by the Home's Code of conduct and turned off by 10.30pm at the latest or earlier if requested by the Host Family.
- 19 The Player shall only use his mobile telephone after 10.30pm in an emergency.
20. The Player's internet/computer usage shall be of a reasonable duration and shall cease by 10.30pm at the latest, or earlier if requested by the Host Family.
21. The Player **MUST NOT** access any inappropriate websites, which shall include (but will not be limited to) sites advocating violence, racism, adult themes, guns, sexism, homophobia.
22. The Player should turn off all electric appliances when not in use and under no circumstances should any appliance be left on standby.
23. Each Player will be issued with a house key to the Home and lost keys must be reported to the Host and the police immediately. Players will be required to fund the cost of replacements which may include lock changes and the Player agrees and acknowledges that the Club may either (i) deduct such costs from any salary which is due to him or (ii) fine him an amount equal to these costs. Players should ensure that the Home is properly secured where they are leaving it unoccupied or whilst they are alone in the Home.
24. The Player will be responsible for any charges incurred by the Player on the Host Family's landline telephone.
25. Players should take out an insurance policy to cover valuables belonging to them as they will not be covered by the Host Family's home insurance policy.
26. Under no circumstances and at no time are the Host Family permitted to transport the Players in residence or any other Player associated with the Club unless the family has taken out additional insurance which has been approved by the Club. The Club would need to approve the insurance and hold a copy.
27. The player should adhere to the lifestyle training programme.
28. It is the players' responsibility to inform the Host Family of any changes to his schedule for example - accommodation, Club football activities, courses, work experience, games, overnight stays etc.

Please note your Host Family may have some specific Code of Conduct requirements that they will discuss with you on arrival.

If presented with a discipline concern, then the Host Family is permitted to contact the parent/carer directly to seek support in confirming the sanction to be applied. In all cases the Host Family must promptly advise the Safeguarding team of the issue. This should be followed up in writing / e mail within 24 hrs. If in any doubt contact the Safeguarding team immediately.

If the player fails to meet any of his financial responsibilities, then his parents / carers will be held liable. This will especially apply to landline telephone charges, lost key lock replacements.

Signed (player)_____ Date_____

Signed (parent if U18) _____ Date_____

Signed (Representative of “the Business”) _____

Date_____

Jan 2020)

Feb 2022

(Issued

Reviewed



Appendix 2

Check list for Selection of Scholar Accommodation

On receipt of an application to become a host family the assessor initially needs to identify the address and ensure it is within reasonable travelling time of the Academy. It is important to remember that the scholar maybe dependant on public transport. If the offered accommodation is not within a suitable distance or close to public transport (traveling time should not be longer than approx. 30 mins off peak) then the application should be carefully declined.

Once travel distance has been verified the assessor should arrange to make a first visit.

The following are to be considered when making the initial contact. This must be a home visit to the applicant and not an invitation to the Academy. Be sure to visit the property that is to be offered as accommodation and not a private dwelling un-associated with the offer.

The assessment should be based on the following:

1. Assessing the neighbourhood, the actual property and the accommodation as a whole:
2. Assessing the individual offering the facility:
3. Assessing the ability to deliver the required care including food, discipline and routine:
4. Assessing any additional issues risks or hazards to a potential placement:
5. Ongoing monitoring.

1. Assessing the neighbourhood, the actual property and the accommodation as a whole:

This needs to be undertaken on three levels:

- First impressions when approaching the Property
- On entering the Property
- On inspection of the facilities being offered

First impressions when approaching the Property

As you drive/walk up to the property consider the following:

Is the area known to be safe?

Is the area well kept and looks like somewhere you would live?

Is there street lighting?

How far is it from the nearest bus stop?

Are there signs of deprivation or vandalism?

Are there any facilities around – shops, pubs, church, etc?

Is the actual dwelling well-maintained?

Does it sit comfortably with its neighbours?

If there are gardens are, they maintained?

Is the refuse suitably contained?
Are there cars on the driveway?
What is the impression you have of the dwelling?

On entering the Property

What impression do you have of the home?
Does it smell of air fresheners/animals/cigarettes/ or other negative odour?
What is the quality/condition of the flooring in the hall?
Does the house appear to be clean and ordered?
Do you feel welcome?
Is there a homely feel of clutter?
Are you requested to 'do' anything on entry – like remove shoes/coat etc?
And if so, why?
Of the downstairs rooms that the scholar will have use of, what are they like?
Is there a dining table?
Does the kitchen look used or abused?
Where does the laundry get done?
What are the appliances like?
On the ground floor what toilet/bathroom facilities are there for communal use?
Are there other lodgers in the property?
Are the pets fed in the kitchen – floor or unit?

On inspection of the facilities being offered

What is your immediate impression of the room?
Is it light, decorated appropriately and clean?
Is the room where they will sleep furnished appropriately?
What facilities are provided in the room?
In relation to the room where is, and what are the bathroom arrangements?
Is there sufficient space for the scholar to work in this room?
Are there suitable grooming facilities in the room or are they elsewhere?
Are the windows big enough to afford exit in an emergency?
Do the windows and the door lock? If so, who has the key/s?
Can the scholars bring their own furniture/equipment?
(TV, laptop, music centre)
What restrictions would apply?

2Assessing the individual offering the facility:

The Suitable Person

Why has the person volunteered to offer accommodation?
(Define if it is altruistic, financial or they are a fan of the Club and see it as part of the process of finding the best team)
Are they in an employment that would demonstrate they are aware of safeguarding needs?
Can they provide appropriate references?
Do they have a right to work in the UK?
Who lives with them? (Ages/gender/occupations)
What is a 'normal' day for them?
How do they socialise?
Do they have regular, staying family or friends?
Where do visitors sleep?
What experience do they have of offering lodgings accommodation?
Have they considered other types of lodgers?
Do they have any concerns about having a scholar live with them?
Have they considered what house rules they may wish to have?

Club Requirements

Do you think that you and your family would be able to support and comply with the following?

- Players are expected to demonstrate conduct and behaviour to a high standard, and this will include showing courtesy and respect to all household members; the accommodation itself, appropriate treatment of furniture and the use of appropriate language at all times.
- As young professional footballers, players will not drink alcohol, smoke or have any contact with drugs (even for medicinal purposes unless under the direction of the club doctor or physiotherapist).
- Players are expected to be in their accommodation by 9.30 p.m. each evening, unless involved in approved external activities.
- Players are not permitted to be away from their accommodation overnight without prior written approval from the Academy Manager to the host family or supportive lodgings provider.
- The night before any match, players must be in their accommodation by 8.30 p.m.
- Players not going home for the weekend, will be given a 1-hour extension to their deadline on a Saturday evening by negotiation.
- No unrelated male or female guests are permitted in the accommodation other than player's own family members and should only go upstairs with the host's explicit permission.
- Player's own bedroom as well as all other rooms used by players must be kept tidy at all times.
- The player's own room, and the accommodation in general, may be inspected by any official of the club at any reasonable time without necessarily forewarning the provider of the wish to do so.
- The player must ensure that any clean laundry should be stored tidily and soiled laundry either placed in laundry bags or where allocated by the host.
- Player's must ensure that any shared bathroom facility must be cleaned after use and all toiletries stored in the appropriate place or in the player's own room.
- All music/television noise is to be at a sensible level as directed by the house rules and turned off by 10.30 p.m. at the latest or as requested by the host.
- Only in an emergency may mobile phones be used after 10.30 p.m.
- Player's should have access to a landline telephone at reasonable hours and be responsible for any charges incurred.

3. Assessing the ability to deliver the required care including food, discipline and routine:

Health & Safety

Do they have any insurance in place that will cover the scholar or their belongings?

Are there fire/smoke alarms fitted?

If there is a gas boiler is there a carbon monoxide alarm?

Have all appliances been serviced according to manufacturer's guidelines?

Have they ever considered asking the Fire Brigade to conduct a safety check?

Does the house have a fire escape plan?

Are all bleaches and other cleaning fluids stored safely? And will they restrict the scholars from having access to them?

Is all the electrical equipment the scholar will come in to contact safe?

Do they appreciate that they have a responsibility to keep the scholar free from harm?

Is the property registered as multi occupant with the Local Authority?

Are they licensed under the Housing Act 2004?

Are they prepared to move valuables like wallets, piggy banks car keys?

Diet & Nutrition

When do people come and go?

What do they think of fast food, convenience or micro-waveable foods?

How are mealtimes managed?

Do you as a family sit down to eat together once a week, every night or Sundays only?

Do you appreciate the type of diet that scholars will have to follow?

Do you think you will need help with menu suggestions?

Are they willing to support scholars in their own food preparation?

Safeguarding

Do they understand what this means?

Have they undertaken training in this area?

Are they willing to partake in training?

Will they and all 16+ in the house be willing to submit to enhanced DBS disclosures?

Has anyone in the household been involved with the police or courts?

Have they or anyone in the household ever been told they cannot work with under 18year olds?

Do they understand that no one in the household is permitted to commence an intimate relationship with the scholar?

Discipline

If a scholar is disrespectful to the property, the host, a family member or visitor what methods of discipline would they invoke?

What if significant damage or injury resulted?

How comfortable are you in knowing you will have to 'snitch' on a scholar if things are concerning or there are problems?

4.Assessing any additional issues, risks or hazards to a potential placement:

General issues

Have you spoken to your own GP about you taking in a scholar?

Would your own GP offer out of hours support if it were needed?

If necessary, could the scholar be introduced to the dentist the family uses?

Rarely the scholar may need assistance with their asthma, are you confident you can assist?

Have you undertaken any first aid training?

Would you consider doing a course if the club finance it?

Do you understand about homesickness and how to support a person with it?

Do you attend a place of worship?

Do you know where the local mosque is?

Pets

As you have animals can you confirm if they are permitted to roam the whole of the house or are, they restricted in anyway?

Would you consider restricting them at all?

How do you dispose of their waste?

Will you expect the scholar to participate in their care?

Should the scholar have an allergy to the hairs/feathers of your pet you will need to advise us immediately so that we can arrange alternative accommodation.

As you have exotic and potentially dangerous pets, would you consider keeping them in an area the scholar has not right of access to?

(NB. IF THEY HAVE LARGE DOGS WHO FRIGHTEN YOU THEN CONSIDER THE SCHOLAR WHO MAY BE FROM ABROAD AND WHOLY UNACCUSTOMED TO DOMESTIC PETS WHO COULD BE TERRIFIED.)

5.Ongoing monitoring:

During the year an officer of the club will visit you to ensure that the placement is still meeting the needs of both the scholar and the host. These visits may or may not be with notice, and we expect you to give access at all reasonable times it is requested. Would this be a problem?

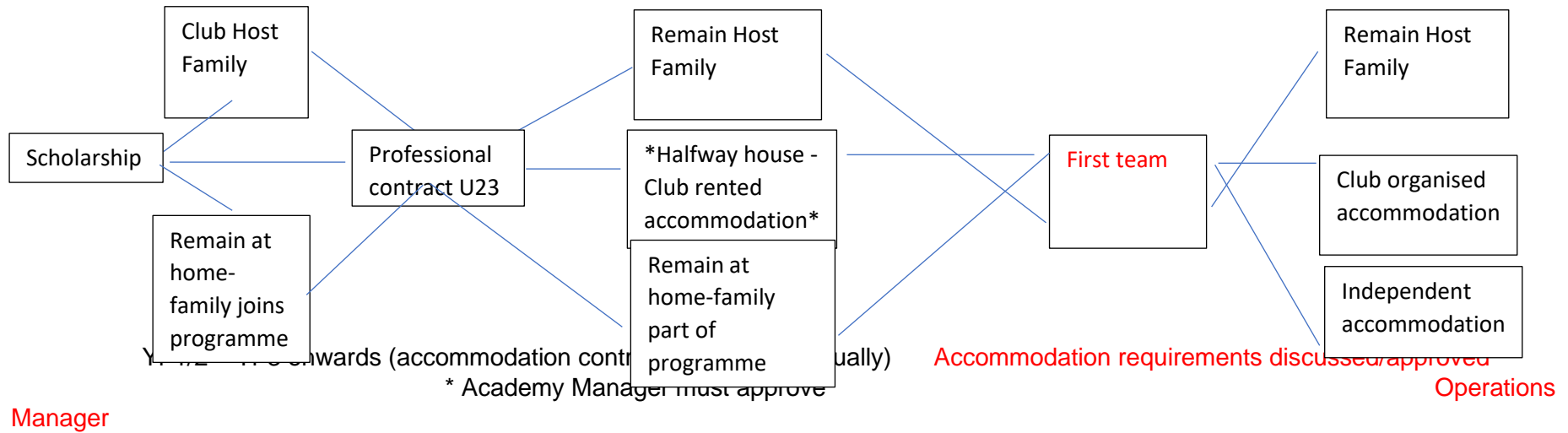
You do understand that if you have any concerns or are worried about the physical or mental wellbeing of a scholar, then you are required to contact the link officer immediately so a response can be planned. Do you think that will be a problem?

If you are unhappy about any aspect of the lodging arrangement then you must contact any of the club's officers involved in the scholars' care, or directly to the Senior Safeguarding lead to discuss things.

This checklist and aid memoir are not exhaustive and will be reviewed annually.

Appendix 3

Accommodation routes





Accommodation in a Club House

BCFC recognises that young people over the age of 18 are adults and would not therefore necessarily be the need for consultation with parents/carers regarding the working life of the young player. However, the general principles that the Academy has a duty of care to any employee in respect of their employment and Health and Safety at work will apply. Young players, 18 years and over, will be nurtured within the framework of the Academy's Safeguarding Strategy. Remember, that you need to follow a lifestyle that will give you every opportunity to have a successful career as a professional sportsperson

Code of Conduct

Houses

I (name) _____ agree to abide by the Club Code of Conduct whilst lodging in a Club house.

Be considerate of others and work together to keep the house in good condition:

- Clear up after myself in kitchen area (wash and put away dishes).
- Keep cupboard/fridge neat.
- Make sure the bathroom and toilet area are clean after my use.
- Keep any communal areas tidy and clean.
- Use bins appropriately and take part in any rota for putting them out.
- Do not cause any damage to the property.
- All dustbins and recycling to be put out in line with Bristol City Council fortnightly collection days.
- You must treat your neighbours with respect.

Respect the privacy and opinions of others at all times.

- Ask the others in the house before inviting guests. Guests should leave by 10.30.
- No guest including partners to stay overnight. (On the rare occasion this may be appropriate permission must be given by a member of the safeguarding team)
- Keep the noise level down so not to disturb others including the neighbours.
- Do not go into another bedroom uninvited.

Take care of myself:

- By getting the right amount of sleep and eating healthily.
- Good time keeping
- Good preparation for training.

Look out for each other.

- Let other players know if you are away.
- Lock up safely when you leave and at night. (Let the Club know if you lose a key immediately)
- Let the Club know or use “My Concern” to let staff know if you are worried about another player – if they are not home when expected or frequently away without Club permission.

Your contacts in an emergency are:

Jen Owsley 07989771081

Maggie Martin 07880140411

Signed (player)_____Date_____

Signed (Club)_____Date_____