



**AUTHORISATION FOR A YOUNG PERSON (AGED 14 – 17 YEARS)  
TO TRAVEL UNACCOMPANIED ON COACHES ORGANISED BY STAR.**

<b>Young Person's Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Parent's/Guardian's Contact Tel. No.</b>	
<b>Parent's/Guardian's Contact email address</b>	

I confirm that:

- I am the parent/guardian of the young person detailed above.
- I authorise STAR to accept bookings from the young person for coach travel organised by STAR to Reading FC away matches and consent to the young person travelling on the coaches unaccompanied.

I understand and agree that:

- this authorisation is valid until 30 June next unless revoked or the young person reaches age 18;
- STAR accepts no liability for the actions or omissions of the young person if they conduct themselves outside the rules of the Society;
- I am responsible for the behaviour of the young person and that I am liable for the cost of repair or replacement of any property damage or loss attributable to them at any point during the journey;
- in the event that STAR incurs additional expenses resulting from the actions or omissions of the young person I shall reimburse STAR in full;
- should that young person fail to comply with the legitimate instructions of the coach stewards or the coach driver it may result in the refusal to carry the young person on STAR coaches in the future;
- the young person can only be picked up and dropped off at the SCL Stadium.
- I am responsible for ensuring that the young person is collected from the drop-off point.
- I am responsible for notifying STAR of any changes to the emergency contact number or email address provided above and that failure to do so may result in refusal to carry the young person on STAR coaches in the future.
- the right for the young person to travel unaccompanied may be withdrawn by STAR at any time at its absolute discretion.
- I shall inform STAR if I wish to revoke my authorisation for the young person to travel.

Signature: .....

Address (if different to above):

Name: .....

.....

Relationship: Parent /Guardian

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Data Protection Act 1998 – The personal data provided on this form will be processed by STAR in accordance with data protection legislation and STAR data protection policy. The data will be used for the sole purpose of managing STAR travel to Reading FC football matches. Access to the data will be restricted to those STAR officials who need it for the stated purpose.

<i><b>For Official use only</b></i>		
<i>Date Received</i>	<i>Season</i>	<i>Membership Number</i>
	/	

## STAR AWAY COACH TRAVEL – WHAT PARENTS NEED TO KNOW

- STAR has provided unaccompanied travel for 14-17 year-olds for many years. Not all supporters trusts or football clubs will do this. STAR sees this service as very valuable for encouraging young support in a safe environment.
- **In order to maintain this service STAR has to be very clear and vigilant about its safeguarding responsibilities to young persons and their parents / guardians and therefore we ask you to read and countersign that you have read this information.**
- STAR's safeguarding procedures:
  - Two stewards per coach. All stewards are DBS-checked
  - Coach stewards instructed by code of conduct of responsibilities when in transit
  - Coach drivers are all DBS-checked and working for a reputable company with a long relationship with STAR
  - Mandatory drop-off and pick-up at the stadium only. Steward will stay at coach until all 14-17s are picked up
  - Every young person is given a travel ticket with travel details and times and mobile phone contact number for STAR Travel Organiser (STO) in case of need
  - STAR Travel Organiser carries mobile phone at all times on journey and so we request all under 18 travellers make sure this number is in their phone.
  - All passengers must be STAR members and thus traceable individuals
  - Stewards brief passengers on seat belts, no alcohol rule, where to find coach for return journey
  - Stewards check by name all passengers on and off the coach and notify STO if anyone missing. Coaches will not leave until missing person located
  - If anyone missing, STO will enlist help of Safeguarding Officer, club stewards and police if necessary
  - STAR Travel Organiser carries access to financial assistance if required to stay behind at the away venue to look after someone in case of an incident delaying their return to Reading and will inform authorised parental contact in the case of under 18s. STAR reserves the right to claim recompense if the circumstances justify it.
  - This signed parental consent form and information is a necessary part of our safeguarding procedures and must be in STAR's possession the day before travel
  - STAR requires written authority to authorise a one-way trip (ie not make the return trip or only make the return trip)
- **For the avoidance of any doubt, STAR makes it clear that it is providing only a travel service to and from away matches. STAR is not responsible for young persons (aged 14-17 years) buying match tickets, ensuring their admittance to the stadium or supervising their conduct at stops en route, at the stadium or during the match.**
- I have read and understood STAR's safeguarding procedures and responsibilities.

**SIGNATURE**

**NAME (PRINTED)**