



Events, Away Trips, Competitions, Hosting & Transport

The nature of Martial Art activities may include overnight trips such as seminars, tournaments and competitions in Great Britain that will involve children from home and overseas.

Trips may vary from short journeys across county, or they may involve more complicated arrangements, often including overnight stays.

When taking a team away from the School to participate or compete, consideration and planning needs to be paramount to ensure the duty of care for children and adults at risk.

All children must be accompanied by a parent/carer.

Considerations when planning and taking a team to an away fixture include:

- * Instructors, volunteers and the identified Designated Safeguarding Officer.
- * Adhere to the Coach/Player ratios.
- * Ensure that the group agree to act within the relevant Martial Arts Codes of Conduct.
- * Ensure that all staff who have responsibility for children and adults at risk have been recruited and undertaken the appropriate risk assessments and safety checks.
- * Children will be the responsibility of their parents/carers and accommodation and transport will be arranged by the parents and carers.

Communicating with Parents/Carers

The following information needs to be clarified and communicated to Parents/Carers when travelling to away fixtures:

- * Competition details
- * The destination and venue details
- * Name of the Instructor who is responsible for the team
- * Contact details for the Instructors.
- * Contact details and any medical information for the member of the team need to be conveyed to the Team Manager.
- * Kit requirements
- * Any costs that may be incurred i.e. cost of transport, competition fee and money for refreshments

Supervision

All staff (paid or volunteers) going on overnight trips will meet the eligibility criteria for criminal record checks and these must be completed **before** the trip.

All staff within the team should be familiar with the Adult and Children Safeguarding Policies and adhere to the Codes of Conduct. They will have undertaken Safeguarding training.

All staff must adhere to the Codes of Conduct and sign up to these prior to the trip. It is important to remember that whilst an adult is responsible for a child/ children or adult at risk, there will be a 'No Alcohol Consumption' rule.

Roles and Responsibilities

All members of staff need to have a clear knowledge and understanding of their role and responsibility for the team.

A clear definition in regard to the role of instructing/teaching staff – responsible for safe training and competition elements, and Team Manager (and any other staff) - taking responsibility for any other necessary support

While at the competition/event, the parent/carer is responsible for the child at all times.

All staff are in receipt of a full itinerary, which includes; travel arrangements, medical information and emergency contact details.

Parents and carers who do not have a designated supervising role on a trip should not be counted in supervision ratios and should not assume or be given responsibility for other children. Parents/Carers will be required to adhere and agree to the Parents/Carers Codes of Conduct.