

# Northstowe Karate Club Travel & Transport Policy

This policy sets out clear expectations and safeguarding procedures for transporting children, young people, and vulnerable adults to and from club activities, training sessions, competitions, and residential events.

## 1. Purpose

This policy ensures the safety and wellbeing of all participants during travel associated with Northstowe Karate Club. It outlines responsibilities, conduct expectations, and safeguarding controls for all journeys—whether local, national, or involving overnight stays.

## 2. General Principles

- Children and young people must be transported in a safe and appropriate manner at all times.
- The club recognises that transporting minors places a duty of care on all adults involved.
- Transport arrangements must prioritise safeguarding, comfort, and emergency preparedness.

## 3. Parental Consent & Communication

- Written consent must be obtained from a parent/guardian before transporting any child.
- Parents/guardians must be fully informed of the transport arrangements (e.g., dates, times, venues, drivers).
- Contact numbers and emergency procedures must be shared with parents in advance of any trip.

## 4. Transport by Club Staff or Volunteers

- Transport should ideally be arranged via group transport (e.g., minibus or coach) with appropriate adult supervision.
- Where private cars are used, there should always be two adults present where possible and no adult should travel alone with a child.
- All drivers must be fully licensed and insured for transporting minors for club-related purposes.
- Vehicles must be roadworthy and seat belts worn at all times.

## 5. Behaviour During Travel

- All children and adults must behave responsibly and respectfully throughout the journey.
- No bullying, inappropriate language, or unsafe behaviour will be tolerated.
- Children must remain seated with seatbelts fastened throughout the journey unless instructed otherwise by an adult.

## 6. Residential & Extended Trips

- Trips involving overnight stays must include a full itinerary, supervision plan, and risk assessment.
- Separate sleeping arrangements must be provided for adults and children.
- There must be a nominated safeguarding lead on all trips, with DBS and safeguarding training completed.
- Staff must ensure suitable gender representation for supervision where mixed groups are involved.

## 7. Incident Reporting

- Any accidents, concerns, or inappropriate conduct during travel must be reported to the club's Designated Safeguarding Lead (DSL) and recorded using the club's incident report form.
- Parents/guardians should be informed immediately if an incident occurs involving their child.

## 8. Monitoring & Review

This policy will be reviewed annually or following any significant incident to ensure continued safeguarding compliance and operational effectiveness.

All concerns regarding travel safety or safeguarding breaches should be reported to the club's safeguarding lead or to BMABA's Safeguarding Team via [safeguarding@bmaba.org.uk](mailto:safeguarding@bmaba.org.uk) or by calling 01798 306546.

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