

17/08/2023



Safeguarding Travel Policy

KGB Executive Committee



Safeguarding Travel Policy

Introduction (sourced from CPSU briefings)

The issue of transporting young athletes to and from their sports activities safely can present challenges for sporting organisations. Many sports clubs could not operate without the good will of volunteers and parents/carers ensuring that children are transported to and returned home from events in a private car.

It is reasonable for clubs and activity organisers to place full responsibility on parents for ensuring appropriate transport arrangements are made. Where parents/carers transport their own children or make private arrangements with other parents/carers to deliver or collect their children, they are responsible for their children's safety and for the suitability of any travel arrangements.

However, where the activity deliverer, club or coach is organising transportation of its young members and asks or requires parents to transport other people's children on the club's behalf the organiser has a responsibility to take reasonable steps to safeguard these young people for whom they have a duty of care.

With travel to international events such as the Cadet World and European Championships this issue is a complex one as the team will usually travel as an organised group and so even though parents are present, KICKBOXING GB still has a responsibility for the welfare of the young athletes traveling. This policy provides the guidelines as to how we operate when traveling as a squad and what is expected from KICKBOXING GB, our parents, and athletes during a trip.

Pre-Event Planning

Prior to the actual event, the management team will collect and publish information relevant to the upcoming trip. Not all of the information is readily available. However, all relevant information will be emailed to members as and when it is appropriate to do so.

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity
- Destination, sport and accommodation details (address / telephone)
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact



Kickboxing GB Ltd. 94 Ray mill Road West, Maidenhead, Berkshire, SL6 8SL
Email: office@kickboxinggb.com Phone: 01628 415923

President: Mr Peter Edwards Vice President: Mr Neville Wray
Website: www.kickboxinggb.com

Registered in England and Wales: 9771669





- Registration and parental consent form
- Medical forms as per the WAKO rules
- Signed codes of conduct for both Athletes & Parents – See Appendix A
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Insurance – All athletes must **ensure they have a suitable policy that covers medical & emergency repatriation for kickboxing events.**

Preparing athletes

A letter will go out to each participant to prepare them for the upcoming trip. This will include what is expected from them in terms of dress and behaviour as well as important safety information such as who the KICKBOXING GB officials are along with their contact numbers.

It should be noted that when GB travels to World and European Championships the team tends to have a team meeting each day, the time and location of these meetings will be communicated on a day-to-day basis.

As a rule, the policy is that the whole squad is to behave in a professional manner for the whole duration of the trip, see appendix A – code of conduct. Inevitably there will be individuals that have the unfortunate experience of being knocked out early, however, it is important that the team pulls together each day for those that do get through to the next round. For those that make it to the finals, this will mean the entire week. It is important that the entire team stays disciplined and that they follow the rules when it comes to getting enough sleep and acting in a manner that befits an elite level athlete.

Any rules such as curfews that are implemented will be communicated at the event during the team meetings.

Supervision and staffing

All children, cadets and junior athletes (under 18 years) must have an adult guardian travelling with them. Where the guardian is not a parent or legal guardian, they must have a notarised travel authorisation that allows the temporary guardian the legal right to take them out of the country and to make emergency medical decisions in the absence of the parents. Junior Athletes that are 18 years old may travel alone.

It should be noted that coaches at the event must focus on their primary task of coaching and Junior Athletes will be expected to stay within the event premises and must not wander offsite. Prior to competing athletes will be asked to come to the warm-up area and ticked off the day's fighting list. In the event of an emergency e.g. fire alarm, coaches will ensure the athletes in their charge get to the muster point, parents are to proceed directly to the muster station where they will meet up with their children. After an athlete has completed their bout their GB coach will bring them back to the warm-up area where they will return to the stand where their parents are. At this point, parents will resume their responsibility for the athlete.

All athletes and parents will be expected to adhere to any curfew rules that are put into place at the hotels. In the event of an emergency e.g. fire alarm, all athletes will be expected to gather and report in at the emergency muster point. If an athlete fails to report the management team will start to follow KICKBOXING GB missing child



Kickboxing GB Ltd. 94 Ray mill Road West, Maidenhead, Berkshire, SL6 8SL
Email: office@kickboxinggb.com Phone: 01628 415923

President: Mr Peter Edwards Vice President: Mr Neville Wray
Website: www.kickboxinggb.com

Registered in England and Wales: 9771669





procedures.

Emergency procedures

For each trip the following information will be distributed at the first team meeting:

- First Aid Contact
- Safeguarding Officer
- Information on local emergency medical services, hospitals etc
- Details of British embassy/consulate
 - Fire Alarm Procedures at Hotel and Event Location i.e. emergency muster points

If a child goes missing during an event KICKBOXING GB will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating everyone to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the events designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

Process flowchart:

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so, these can be used to help provide the police with a description should this be necessary.



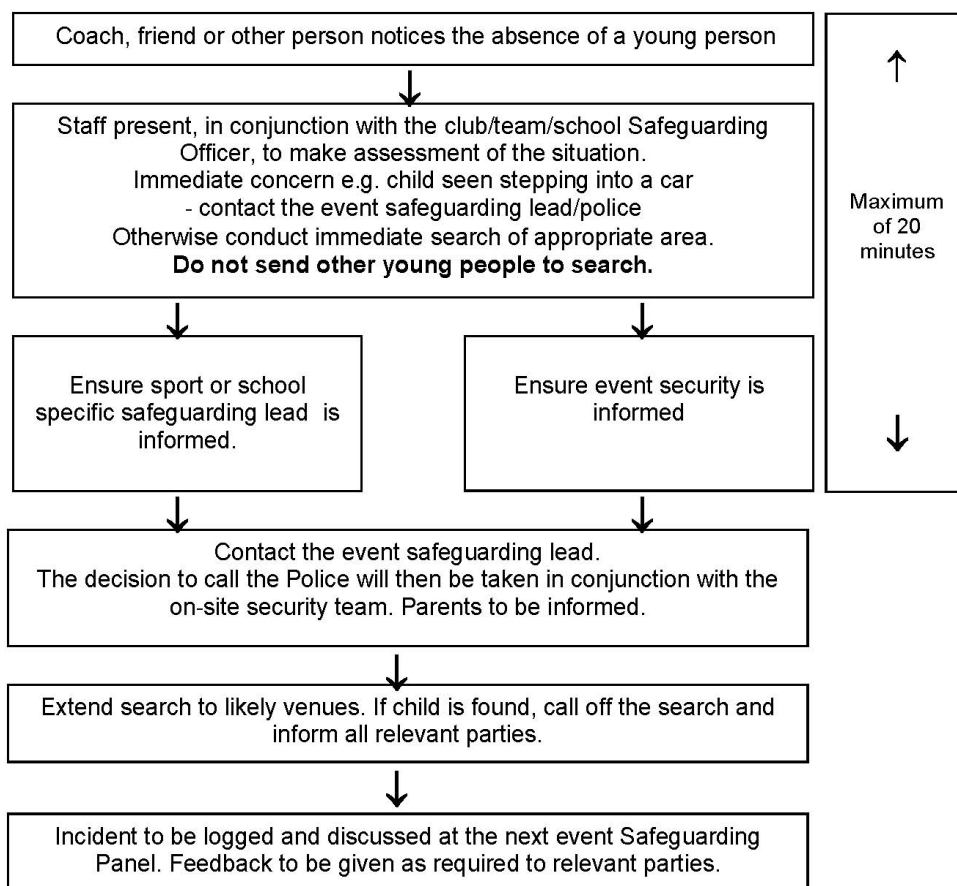
Kickboxing GB Ltd. 94 Ray mill Road West, Maidenhead, Berkshire, SL6 8SL
Email: office@kickboxinggb.com Phone: 01628 415923

President: Mr Peter Edwards Vice President: Mr Neville Wray
Website: www.kickboxinggb.com

Registered in England and Wales: 9771669



(Last reviewed July 2022)



Kickboxing GB Ltd. 94 Ray mill Road West, Maidenhead, Berkshire, SL6 8SL
 Email: office@kickboxinggb.com Phone: 01628 415923

President: Mr Peter Edwards Vice President: Mr Neville Wray
 Website: www.kickboxinggb.com

Registered in England and Wales: 9771669





APPENDIX A

KICKBOXING GB Code of conduct for Parents, Guardians, Spectators and Athletes whilst representing KICKBOXING GB

All Athletes Must:

1. Abide by the curfew rule - with no exceptions. All competitors under the age of 16, must be in their rooms with their parents by the curfew. All competitors over the age of 16 must also abide by the curfew rule.
2. Respect the decisions. Cooperate with all Coaches/WAKO Officials/Presidents/Vice Presidents and always abide by the rules.
3. Never publicly question the Referee/Judge's decision during the Championships. This is your Coach's job if he/she feels it necessary.
4. Never consume alcohol or smoke at any time under the legal age of 18 years.
5. Be social with all fellow teammates. Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status, or sexual orientation. No bullying or anti-social behaviour will be tolerated at any time.
6. Encourage other teammates. Do not criticise them.
7. Report any injuries you incur to coaches, including any health or welfare issue that is appropriate for them to know.
8. Be responsible for your own needs during the competition by having the correct protective equipment and clean kit as laid out by KICKBOXING GB.
9. Ensure that you have your competitor's license with you during the competition.
10. Avoid destructive behaviour. You must leave any area or accommodation as you find them.
11. Never use foul, sexist, racist language, or gestures at any time.
12. Conduct yourself in accordance with commonly accepted standards of decency, social behaviour and morals at all times. **You are representing your country, club and more importantly, KICKBOXING GB.**

All Parents, Guardians and Spectators Must:

1. Always conduct themselves in an orderly fashion, acting with dignity and good manners towards others.
2. Be prompt when dropping off / picking up your child at any team training or team meetings.
3. Respect all Coaches, Referees and Officials decisions always and abide by all rules and regulations.
4. Never publicly question the Referee, Judge or Coaches decision during the championships or training sessions.
5. Not abuse alcohol or banned substances or be seen in an unfit manner at any time.
6. Encourage ALL athletes on the KICKBOXING GB team and never criticise them.

Failure to comply with the code of conduct may result in dismissal or disciplinary action.



Code of Conduct 2019 Acceptance Form

I have read and understand the statements in the Code of Conduct for Athletes/Parents/Guardians/Spectators and agree to conduct myself in a manner that demonstrates the established standards of the Code.

Name of Athlete (Print): Date :

Signature of Athlete:

Parent / Guardian / Spectator (Print):

Signature of Parent / Guardian / Spectator :

Kickboxing GB Ltd. 94 Ray mill Road West, Maidenhead, Berkshire, SL6 8SL
 Email: office@kickboxinggb.com Phone: 01628 415923

President: Mr Peter Edwards Vice President: Mr Neville Wray
 Website: www.kickboxinggb.com

Registered in England and Wales: 9771669

