



TRAVEL, TRANSPORT & RESIDENTIAL TRIPS POLICY

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Related Policies and Procedures

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Safeguarding Adults at Risk Policy;
- Safe Practice and Training Standards Policy;
- Health and Safety Policy;
- Risk Assessment Policy;
- First Aid Policy;
- Accident and Incident Reporting Procedure;
- Special Educational Needs, Disabilities and Inclusion Policy;
- Staff and Instructor Code of Conduct;
- Student Code of Conduct;
- Parent and Carer Code of Conduct;
- Missing Child Procedure;
- Late Collection Procedure;
- Photography and Video Policy;
- Data Protection Policy; and
- Emergency and Business Continuity Procedures.

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1. Purpose

Koku-Ryu Martial Arts, referred to throughout this policy as “KRMA”, is committed to ensuring that travel and transport connected with its activities are planned and managed safely, lawfully and appropriately.

Travel may form an important part of:

- competitions;
- demonstrations;
- seminars;
- gradings;
- squad training;
- residential events;
- international events;
- instructor development;
- community programmes; and
- other activities delivered under the KRMA name.

Travel can also create additional risks relating to:

- road safety;
- driver fitness;
- vehicle suitability;
- safeguarding;
- supervision;
- medical emergencies;
- missing children;
- family handovers;
- fatigue;
- accessibility;

- personal information;
- overnight accommodation; and
- unexpected changes or delays.

The purpose of this policy is to establish clear arrangements for:

- authorising KRMA travel;
- obtaining consent;
- selecting safe transport;
- approving drivers;
- managing vehicles;
- supervising passengers;
- maintaining professional boundaries;
- supporting children and adults with additional needs;
- responding to emergencies;
- managing residential and international trips; and
- recording significant decisions and incidents.

The safety and welfare of passengers must take priority over:

- convenience;
- cost;
- punctuality;
- competitive participation; or
- maintaining the original travel plan.

No person should begin or continue a journey where they reasonably believe that the driver, vehicle, route, weather, supervision or other circumstances present an unacceptable risk.

2. Scope

This policy applies whenever travel or transport is:

- organised by KRMA;
- booked by KRMA;
- funded or reimbursed by KRMA;
- directed by KRMA;
- formally approved by KRMA;
- provided by a KRMA employee or volunteer acting in that role; or
- presented to participants as official KRMA transport.

It applies to:

- children and young people under 18;
- adult students;
- adults at risk;
- instructors;
- assistant instructors;
- junior instructors;
- volunteers;
- employees;
- parents and carers;
- contractors;
- visiting coaches;
- officials;
- spectators travelling under KRMA arrangements; and
- anyone acting on behalf of KRMA.

The policy covers travel by:

- privately owned cars;
- vans;
- minibuses;
- coaches;
- buses;
- taxis;
- private-hire vehicles;
- rail;
- ferry;
- aircraft;
- walking groups;
- public transport; and
- any other authorised form of transport.

It applies to:

- local journeys;
- day trips;
- competitions;
- demonstrations;
- seminars;
- training camps;
- residential stays;
- overnight trips;
- travel within the United Kingdom; and
- international travel.

2.1 Travel to ordinary classes

Parents and carers remain responsible for arranging their child's normal travel to and from regular KRMA classes unless KRMA has expressly agreed to organise the journey.

KRMA does not assume responsibility merely because:

- families share lifts;
- an instructor happens to provide a lift privately;
- parents arrange transport through an unofficial group;
- several KRMA members travel together; or
- students use the same public transport.

Where KRMA becomes involved in arranging, directing, approving or controlling the journey, the arrangement may become subject to this policy.

2.2 Private family arrangements

Parents and carers may choose to make private lift-sharing arrangements between themselves.

Such arrangements remain the responsibility of the adults involved where KRMA has not:

- selected the driver;
- directed who should travel together;
- organised the route;
- collected payment;
- formally approved the arrangement; or
- represented it as KRMA transport.

Private arrangements must not be advertised or described as official KRMA transport without KRMA's approval.

KRMA may still act where a private arrangement raises:

- a safeguarding concern;
- a serious safety concern;
- an allegation concerning a KRMA representative; or

- a risk affecting participation in KRMA activities.



3. Policy Principles

All KRMA travel and transport should be managed according to the following principles.

3.1 Safety first

Travel must not proceed where the risks cannot be reduced to an acceptable level.

The trip leader or driver must be prepared to:

- delay departure;
- change the route;
- change the vehicle;
- arrange an alternative driver;
- stop the journey;
- cancel participation; or
- abandon the journey

where this is necessary to protect passengers.

3.2 Safeguarding is integral to transport

Transport must be planned in a way that:

- maintains appropriate supervision;
- avoids unnecessary isolation;
- protects professional boundaries;
- supports safe handovers;
- provides clear reporting routes;
- accounts for every passenger; and
- prevents children being placed in avoidable situations of vulnerability.

Parental consent does not remove KRMA's safeguarding responsibilities.

3.3 Lawful and suitable transport

All drivers and transport operators must hold the licences, insurance, permits and authorisations required for the particular journey and vehicle.

A vehicle must not be used merely because it is available.

Its suitability must be considered in relation to:

- the number of passengers;
- passenger ages;
- child restraints;
- luggage;
- mobility needs;
- journey distance;
- route;
- weather;
- driver entitlement;
- insurance;
- vehicle condition; and
- the purpose for which it is being used.

3.4 Clear responsibility

Every organised journey must have clearly identified responsibility for:

- authorisation;
- planning;
- driving;
- passenger supervision;
- head counts;
- medical information;
- safeguarding;
- emergency communication;

- equipment;
- handover; and
- incident reporting.

The driver's primary responsibility is the safe control of the vehicle. The driver should not be expected to provide full passenger supervision while driving.

3.5 Proportionate planning

Planning should reflect the nature and level of risk.

A short local journey may require relatively simple arrangements.

A residential or international trip will require substantially more detailed:

- approval;
- risk assessment;
- consent;
- staffing;
- safeguarding;
- medical planning;
- contingency arrangements; and
- record keeping.

3.6 Inclusion

KRMA will consider reasonable adjustments to enable safe participation by individuals with:

- disabilities;
- additional needs;
- mobility requirements;
- sensory differences;
- communication needs;
- medical conditions;

- anxiety; or
- other support requirements.

No participant should be excluded automatically because they require additional support.

However, participation may be restricted where safe arrangements cannot reasonably be achieved after appropriate assessment and consultation.

3.7 Transparency

Families should receive sufficient information to understand:

- where the participant is going;
- how they will travel;
- who is responsible;
- expected departure and return times;
- how emergencies will be handled;
- what equipment or documents are required; and
- who to contact.

Significant changes should be communicated as soon as reasonably practicable.

3.8 Respect and professional conduct

All passengers, drivers and supervising adults must behave in a manner that protects:

- safety;
- dignity;
- inclusion;
- safeguarding;
- the vehicle; and
- the wellbeing of others.

Bullying, discrimination, harassment, reckless behaviour and deliberate distraction of the driver are prohibited.



4. Legal and Guidance Framework

This policy has been developed with regard to relevant legislation and guidance applicable in England, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Road Traffic Act 1988;
- Road Safety Act 2006;
- Transport Act 1985;
- Equality Act 2010;
- Children Act 1989;
- Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- relevant seat-belt and child-restraint legislation;
- Working Together to Safeguard Children 2026;
- current out-of-school settings safeguarding guidance;
- current Disclosure and Barring Service guidance; and
- Health and Safety Executive guidance on driving and riding safely for work.

Where driving is undertaken as part of a person's work, health and safety duties apply to the road journey as they do to other work activities. Organisations are expected to manage risks relating to the journey, driver and vehicle.

KRMA will assess the actual activities associated with each driving or supervision role before determining DBS eligibility. Current DBS guidance provides sport-specific examples and recognises that the applicable check

depends on the duties performed and their frequency. From 1 September 2026, volunteers undertaking regulated activity can no longer rely upon the former supervision exemption.

Not-for-profit operation of minibuses for hire or reward may require a permit under section 19 or section 22 of the Transport Act 1985 rather than a full public service vehicle operator's licence. Minibus use must therefore be approved only after the relevant driver-entitlement, permit, insurance and operating requirements have been confirmed.

This policy does not provide individual legal advice on driving entitlements, insurance, permit requirements or international transport law. Where uncertainty exists, KRMA will seek confirmation from:

- the insurer;
- DVLA;
- DVSA;
- the transport operator;
- an appropriate permit-issuing body;
- a safeguarding adviser; or
- a suitably qualified legal adviser.



5. Definitions

5.1 Child

For the purpose of this policy, a child is anyone under the age of 18.

Junior instructors under 18 remain children for safeguarding and supervision purposes.

5.2 Adult at risk

An adult at risk is an adult who:

- has care and support needs;
- is experiencing or is at risk of abuse or neglect; and
- because of those needs may be unable to protect themselves.

5.3 Parent or carer

“Parent or carer” includes:

- a person with parental responsibility;
- a legal guardian;
- a foster carer;
- an authorised carer; or
- another adult lawfully authorised to make relevant arrangements for the participant.

5.4 KRMA-arranged transport

KRMA-arranged transport is any journey that KRMA:

- organises;
- directs;
- books;
- funds;
- approves;
- controls; or

- presents as an official transport arrangement.

5.5 Private family arrangement

A private family arrangement is transport independently agreed between parents, carers or adult participants without KRMA organising or controlling it.

5.6 Trip

A trip is any organised activity requiring participants to travel away from their usual KRMA venue.

5.7 Residential trip

A residential trip involves at least one overnight stay away from the participant's normal home.

5.8 International trip

An international trip involves travel outside the United Kingdom.

5.9 Trip leader

The trip leader is the person formally authorised by KRMA to take overall responsibility for planning and managing a particular trip.

The trip leader does not automatically become the driver.

5.10 Driver

The driver is the person legally responsible for driving the vehicle.

The driver must place road safety above:

- timetable demands;
- passenger pressure;
- event schedules; or
- instructions that would require unsafe or unlawful driving.

5.11 Passenger supervisor

A passenger supervisor is an adult assigned to manage passengers while the vehicle is moving or during boarding, stops and handover.

Their role may include:

- maintaining the register;
- supervising behaviour;
- supporting additional needs;
- monitoring medical concerns;
- communicating with families;
- assisting during emergencies; and
- ensuring safe boarding and departure.

5.12 Private vehicle

A private vehicle is a car, van or other vehicle owned, leased or normally controlled by an individual rather than KRMA or a commercial transport operator.

5.13 Minibus

For this policy, a minibus is a motor vehicle normally designed to carry between 9 and 16 passengers in addition to the driver.

Use of a minibus must be separately authorised because licence, vehicle-weight, payment, permit and operator requirements may differ from those applying to a car.

5.14 Hired transport

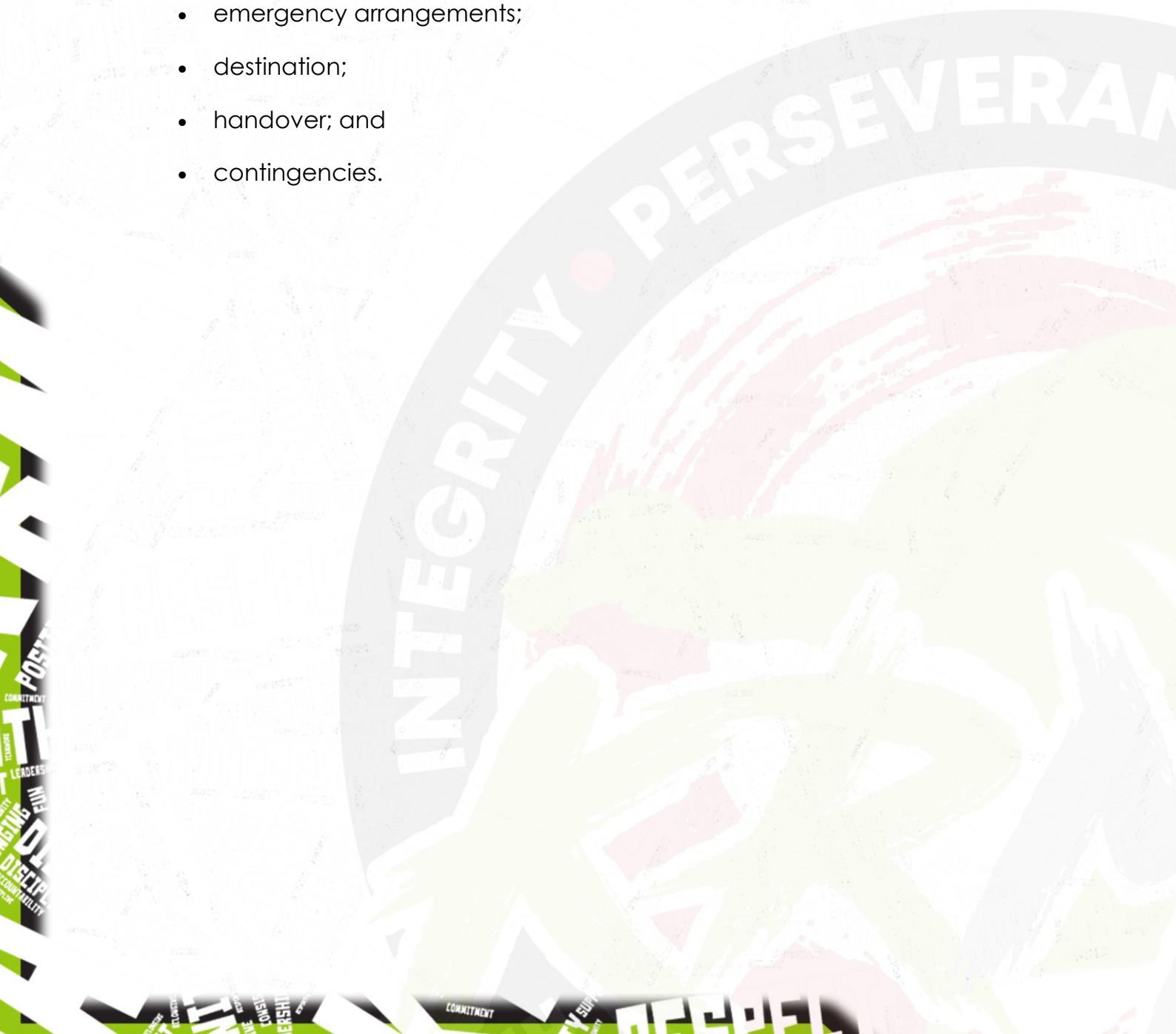
Hired transport includes:

- coaches;
- buses;
- taxis;
- private-hire vehicles;
- hired minibuses;
- self-drive hire vehicles; and
- transport provided by an external operator.

5.15 Journey plan

A journey plan records or confirms the practical arrangements for safe travel, including:

- route;
- timings;
- stops;
- driver;
- vehicle;
- supervision;
- passenger information;
- emergency arrangements;
- destination;
- handover; and
- contingencies.



6. Types of Travel and Responsibility

KRMA distinguishes between different types of travel because the organisation's level of responsibility may vary.

6.1 Independent participant travel

Adult participants and families may make their own arrangements to reach an event.

Unless KRMA has formally organised the travel, responsibility for the journey rests with the participant, parent, carer or driver concerned.

KRMA may still provide:

- destination information;
- recommended arrival times;
- parking information;
- public-transport information; or
- meeting points.

Providing information alone does not necessarily mean that KRMA has organised the journey.

6.2 Parent-led lift sharing

Parents may agree privately to share lifts.

KRMA recommends that parents satisfy themselves regarding:

- the driver;
- insurance;
- vehicle condition;
- child restraints;
- supervision;
- timings;
- collection arrangements; and
- emergency communication.

KRMA will not confirm that an independent driver is “approved” unless the journey has gone through KRMA’s formal driver-approval procedure.

6.3 Staff or volunteer transport

Where a KRMA employee, instructor or volunteer transports participants as part of their KRMA role, the arrangement must follow this policy.

This applies whether or not:

- payment is made;
- expenses are claimed;
- the driver uses their own vehicle;
- the journey is short;
- the parent has given permission; or
- the driver knows the family personally.

6.4 Commercially hired transport

Where KRMA hires a commercial operator, KRMA remains responsible for making reasonable checks and managing:

- passenger supervision;
- safeguarding;
- handover;
- behaviour;
- medical information;
- registers; and
- emergency arrangements.

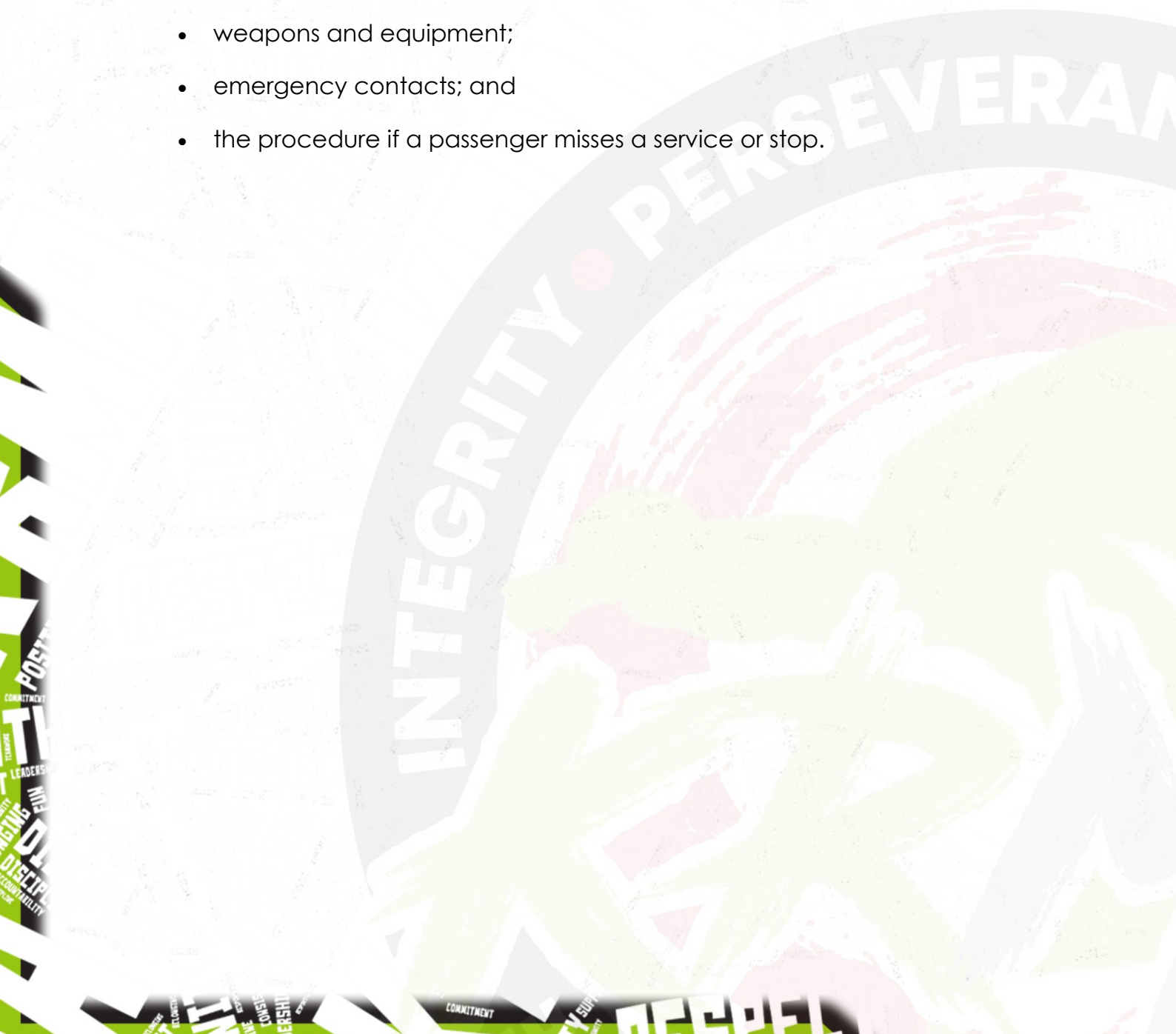
The commercial operator remains responsible for matters within its legal control, including lawful vehicle operation and professional driving.

6.5 Public transport

Where public transport is used, the trip leader must consider:

- group supervision;

- stations and platforms;
- changes between services;
- crowding;
- accessibility;
- ticketing;
- delays;
- separation of the group;
- safe road crossings;
- luggage;
- weapons and equipment;
- emergency contacts; and
- the procedure if a passenger misses a service or stop.



7. Roles and Responsibilities

7.1 CEO and Chief Instructor

The CEO and Chief Instructor is responsible for:

- approving this policy;
- ensuring proportionate travel controls are established;
- authorising higher-risk or exceptional trips;
- ensuring appropriate insurance arrangements are considered;
- providing suitable resources;
- reviewing serious incidents; and
- ensuring lessons are acted upon.

7.2 Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- advise on safeguarding aspects of travel;
- consider concerns about drivers or supervising adults;
- support risk assessment for vulnerable participants;
- advise on one-to-one transport;
- receive safeguarding reports;
- make or support external referrals where required;
- ensure safeguarding records are maintained; and
- support residential or international planning where safeguarding risks are increased.

The DSL is not responsible for checking vehicle roadworthiness or interpreting driver-licensing law unless specifically competent and authorised to do so.

7.3 Trip leader

Every organised trip must have a named trip leader.

The trip leader is responsible for:

- obtaining approval;
- completing or coordinating the risk assessment;
- confirming consent;
- appointing suitable drivers and supervisors;
- maintaining the passenger list;
- checking required documents;
- providing information to families;
- maintaining emergency contacts;
- planning head counts and handovers;
- managing foreseeable contingencies;
- briefing participants and staff;
- responding to incidents; and
- completing post-trip reporting where required.

The trip leader must not assume that another person has completed a task without confirmation.

7.4 Drivers

Drivers are responsible for:

- holding the appropriate licence;
- ensuring they are fit to drive;
- confirming appropriate insurance;
- checking the vehicle before departure;
- following road-traffic law;
- ensuring required restraints are used;
- refusing to drive where conditions are unsafe;
- avoiding alcohol, illegal drugs and impairing medication;
- taking suitable breaks;

- not using a handheld mobile phone;
- reporting collisions, defects or concerns; and
- complying with this policy.

The driver has final authority over whether the vehicle can be driven safely.

7.5 Passenger supervisors

Passenger supervisors are responsible for:

- maintaining appropriate supervision;
- completing head counts;
- supporting safe boarding and leaving;
- ensuring aisles and exits remain clear;
- managing behaviour without distracting the driver;
- supporting passengers with additional needs;
- monitoring illness or distress;
- holding relevant emergency information securely;
- assisting during stops and emergencies; and
- reporting concerns.

7.6 Parents and carers

Parents and carers are responsible for:

- providing accurate consent and information;
- disclosing relevant medical or additional needs;
- supplying required travel documents;
- providing suitable child restraints where agreed;
- ensuring the participant arrives on time;
- providing up-to-date emergency contacts;
- informing KRMA of changes;

- collecting the participant as agreed;
- discussing concerns promptly; and
- complying with trip instructions.

7.7 Participants

Participants must:

- follow instructions;
- wear required restraints;
- remain seated when directed;
- avoid distracting the driver;
- behave respectfully;
- protect the vehicle and other people's belongings;
- report illness or safety concerns;
- remain with the group;
- follow handover and meeting-point arrangements; and
- comply with KRMA's codes of conduct.

8. Approval and Risk Assessment

All KRMA-arranged travel must be approved at a level proportionate to the nature and risk of the journey.

No member of staff or volunteer may create an official transport arrangement without appropriate authorisation.

Approval must be obtained before:

- confirming transport with families;
- collecting transport payments;
- booking accommodation;
- assigning children to private vehicles;
- hiring a minibus, coach or other vehicle;
- purchasing non-refundable tickets; or
- representing the arrangement as official KRMA transport.

8.1 Levels of approval

Routine, low-risk local journeys may be approved by an authorised senior member of staff.

The CEO and Chief Instructor, or another specifically authorised senior leader, must approve:

- residential trips;
- international travel;
- higher-risk journeys;
- journeys involving unusual transport;
- significant one-to-one transport arrangements;
- travel involving known safeguarding risks;
- transport involving complex medical or accessibility requirements;
- self-drive minibus use;
- trips involving substantial financial commitment; and

- any arrangement outside ordinary KRMA practice.

8.2 Risk assessment

A proportionate risk assessment must be completed for KRMA-arranged travel.

The assessment should consider the risks relating to:

- the driver;
- the vehicle;
- the journey;
- the passengers;
- supervision;
- safeguarding;
- medical needs;
- additional needs;
- boarding and leaving;
- the destination;
- weather;
- fatigue;
- luggage and equipment;
- communication;
- emergencies; and
- return arrangements.

Health and Safety Executive guidance expects work-related travel planning to consider matters including journey duration, schedules, location and weather, while also managing driver and vehicle safety.

8.3 Dynamic risk assessment

The trip leader, driver and supervising adults must continue to assess conditions throughout the journey.

A previously approved journey may need to be changed or cancelled where circumstances alter.

Examples include:

- severe weather;
- flooding;
- extreme heat;
- road closures;
- vehicle defects;
- driver illness;
- unexpected passenger needs;
- reduced supervision;
- significant delays;
- safeguarding concerns;
- civil disturbance; or
- another emergency.

The original plan must not be followed merely because it has already been approved.

8.4 Significant changes

Where there is a significant change to:

- the destination;
- transport method;
- driver;
- overnight accommodation;
- departure or return time;
- supervision arrangements; or
- level of risk,

the trip leader must consider whether:

- fresh approval is required;
- the risk assessment must be updated;
- parents or carers must be informed;
- new consent is needed; or
- the trip should not proceed.



9. Parental Consent and Trip Information

KRMA will obtain appropriate consent before transporting a child under an official KRMA arrangement.

Consent must be informed and based upon sufficient information about the proposed activity.

9.1 Types of consent

KRMA may use:

Standing consent

Standing consent may be appropriate for clearly defined, routine arrangements that occur regularly and remain substantially unchanged.

Standing consent should specify:

- the type of journey covered;
- likely destinations;
- approved transport methods;
- the period for which consent applies;
- how changes will be communicated; and
- how consent can be withdrawn.

Trip-specific consent

Specific consent should normally be obtained for:

- competitions;
- demonstrations;
- seminars;
- unusual journeys;
- longer-distance travel;
- residential trips;
- international travel;
- transport involving significant additional risk;

- journeys involving overnight departure or return;
- material changes to an existing arrangement; or
- one-to-one transport outside ordinary arrangements.

9.2 Information provided to families

Parents and carers should receive information appropriate to the trip, which may include:

- the purpose of the journey;
- destination;
- date;
- departure point;
- departure time;
- expected return time;
- transport method;
- named trip leader;
- supervision arrangements;
- driver or transport-operator details where appropriate;
- emergency contact information;
- cost;
- required clothing;
- equipment;
- food arrangements;
- medical arrangements;
- expected behaviour;
- collection arrangements;
- itinerary;
- accommodation information;

- insurance information where relevant; and
- action to take if the journey is delayed.

Not every driver's personal contact details will be distributed. Communication should normally be managed through an approved KRMA contact route.

9.3 Information required from parents and carers

Parents and carers must provide accurate and current information concerning:

- emergency contacts;
- medical conditions;
- allergies;
- medication;
- mobility requirements;
- communication needs;
- sensory needs;
- anxiety or travel-related distress;
- dietary needs;
- behaviour that may affect safe travel;
- authorised collection arrangements;
- travel sickness;
- continence or personal-care needs where relevant; and
- any legal or safeguarding restriction affecting the journey.

Parents must update KRMA where information changes before departure.

9.4 Withdrawal of consent

A parent or carer may normally withdraw consent before the journey begins.

Withdrawal may mean that the child cannot participate where no safe and practical alternative arrangement is available.

Once a journey is underway, changes should be agreed through the trip leader rather than directly with the child or driver.

9.5 Emergency changes

An unexpected change may occasionally be necessary because of:

- breakdown;
- road closure;
- weather;
- illness;
- medical emergency;
- missed connection;
- safeguarding concern; or
- another circumstance beyond reasonable control.

KRMA will attempt to inform the parent or carer before making a significant change where it is safe and practical to do so.

Immediate action may be taken without prior contact where delay would place someone at risk.



10. Driver Approval and Fitness to Drive

Only a suitably authorised person may drive participants under a KRMA-arranged transport arrangement.

Driver approval must be proportionate to:

- the vehicle;
- journey;
- passenger group;
- frequency of driving;
- safeguarding responsibilities; and
- level of risk.

10.1 Driver checks

Before approval, KRMA should obtain and, where appropriate, verify evidence that the driver:

- holds the correct and valid driving licence;
- has the required vehicle-category entitlement;
- is not disqualified;
- has no restriction preventing the proposed driving;
- is sufficiently experienced and competent;
- has appropriate insurance;
- is medically fit to drive;
- meets relevant eyesight requirements;
- has disclosed relevant driving convictions or licence endorsements;
- has disclosed any pending matter that may affect their suitability;
- understands this policy; and
- agrees to report relevant changes promptly.

HSE guidance advises organisations to assess driving competence and capability, including experience, maturity, attitude, driving record and fitness.

KRMA may request:

- sight of the driving licence;
- an online DVLA licence check code;
- confirmation from the insurer;
- vehicle documents;
- references;
- a driving assessment; or
- additional training.

10.2 DBS eligibility and safer recruitment

Transporting children under an organisation's arrangements may make a driver eligible for an Enhanced DBS check and, where the legal conditions are met, a Children's Barred List check.

The correct check depends on the actual duties and frequency of the role. Official DBS sports guidance states that a driver used solely to convey children and supervising adults to organised sports activities may qualify for an Enhanced check with Children's Barred List information where the required frequency condition is met.

KRMA will assess each role individually and must not request a level of DBS check for which the role is not legally eligible.

A DBS check does not replace:

- licence verification;
- insurance checks;
- vehicle checks;
- references;
- safeguarding training;
- supervision;
- conduct expectations; or
- ongoing suitability monitoring.

10.3 Fitness before each journey

A previously approved driver must assess whether they remain fit to drive before every journey.

A driver must not drive where their ability may be impaired by:

- alcohol;
- illegal drugs;
- fatigue;
- insufficient sleep;
- illness;
- injury;
- medication;
- eyesight problems;
- severe emotional distress;
- distraction; or
- another condition affecting safe control of the vehicle.

Drivers must inform the trip leader where they are not fit to drive.

No driver will be criticised for declining or stopping a journey for genuine safety reasons.

10.4 Alcohol and drugs

Drivers must not:

- consume alcohol before or during a journey;
- drive while over the legal limit;
- drive while affected by alcohol remaining from the previous day;
- use illegal drugs; or
- misuse prescription or non-prescription medication.

The trip leader must arrange an alternative driver or transport where there is any reasonable concern about impairment.

10.5 Medication and health conditions

Drivers are responsible for checking whether a medical condition or medication affects their legal or practical ability to drive.

Where uncertain, the driver should seek advice from:

- their doctor;
- pharmacist;
- DVLA; or
- another appropriate professional.

Relevant health information will be handled confidentially but may need to be shared with authorised decision-makers where it affects safety.

10.6 Mobile phones and distraction

Drivers must not use a handheld mobile phone while driving.

Navigation, calls, messages, music and other technology must be set up before departure or managed by a passenger supervisor where available.

The vehicle must be stopped safely and legally before the driver:

- reads or sends messages;
- makes non-hands-free calls;
- changes complex navigation settings;
- addresses serious passenger behaviour; or
- handles an operational problem requiring attention.

10.7 Driver changes

A substitute driver must not be used merely because they are available.

The replacement must be appropriately:

- licensed;
- insured;
- competent;
- authorised; and

- briefed.

Where emergency circumstances make prior verification impossible, the trip leader must choose the safest reasonable option and record the decision afterwards.



11. Private Vehicles

A private car or van may be used for KRMA transport only where it is suitable for the journey and has been appropriately authorised.

The use of a private vehicle must not be treated casually simply because:

- the journey is short;
- the driver knows the child;
- the parent has verbally agreed;
- the driver is a senior instructor; or
- no payment is being made.

11.1 Vehicle documentation

Before a private vehicle is approved, KRMA should obtain appropriate confirmation that it has:

- valid insurance covering the intended use;
- valid vehicle tax;
- a valid MOT where required;
- no known dangerous defect;
- suitable seating;
- working seat belts;
- suitable child restraints;
- adequate capacity;
- secure luggage space; and
- appropriate breakdown arrangements.

Where journeys form part of work or volunteering for KRMA, the driver must confirm with their insurer that the use is covered.

Ordinary social, domestic and pleasure insurance may not always cover every journey undertaken for an organisation.

11.2 Roadworthiness

The driver must complete reasonable pre-journey checks, including where applicable:

- tyres and visible tyre condition;
- lights;
- indicators;
- mirrors;
- windows and visibility;
- windscreen washers;
- fuel or battery charge;
- brakes;
- dashboard warnings;
- seat belts;
- child restraints;
- doors;
- number plates;
- fluid leaks; and
- secure luggage.

A vehicle must not be used where a defect could affect safety or legality.

11.3 Vehicle capacity

The number of passengers must not exceed:

- the manufacturer's seating capacity;
- the number of available suitable seats;
- the number of functioning seat belts;
- insurance limitations; or
- any applicable licence restriction.

No passenger may:

- share a seat;
- sit on another person's lap;
- travel in an unsuitable luggage area;
- use an unapproved temporary seat; or
- travel without the required restraint.

11.4 Smoking and vaping

Smoking and vaping are prohibited in vehicles being used to transport children under KRMA arrangements.

Drivers and supervising adults must also avoid carrying or using:

- illegal substances;
- open alcohol containers;
- inappropriate material; or
- unsecured dangerous items.

11.5 Cleanliness and suitability

Vehicles should be reasonably:

- clean;
- ventilated;
- free from avoidable hazards;
- suitable for the passengers;
- free from unsecured heavy objects; and
- maintained at an appropriate temperature.

Animals should not normally be carried during KRMA-arranged transport unless they are:

- recognised assistance animals; or
- specifically authorised following risk assessment.

11.6 Expenses and payments

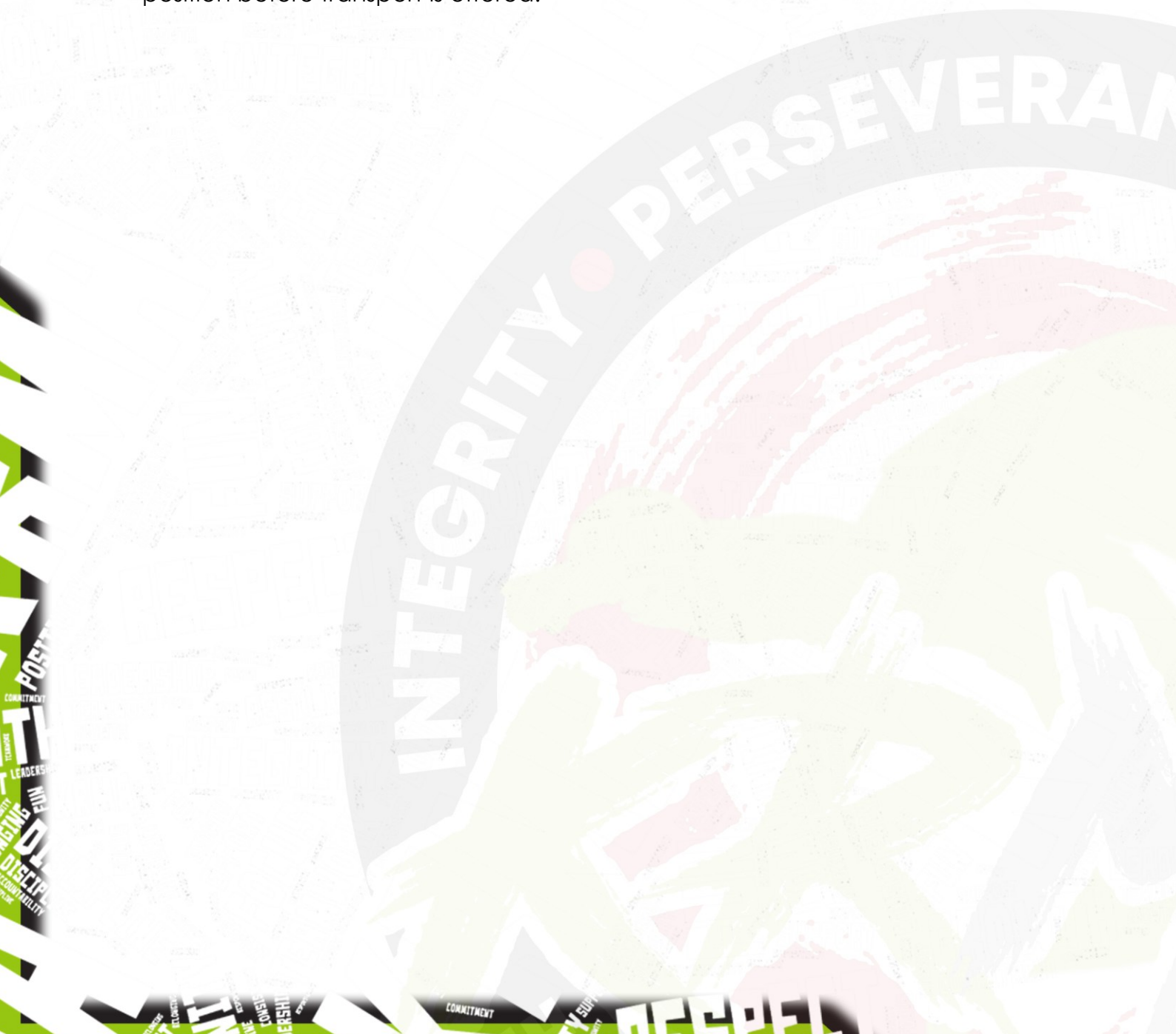
Any mileage payment, contribution or reimbursement must be authorised through KRMA's agreed financial arrangements.

Drivers must not request informal cash payments directly from children.

Charging passengers may affect:

- insurance;
- licensing;
- permit requirements; or
- whether the journey is regarded as being for hire or reward.

Where payment is involved, KRMA must confirm the legal and insurance position before transport is offered.



12. Seat Belts and Child Restraints

Every passenger must use an appropriate seat belt or child restraint whenever required and available.

No vehicle should depart until the driver or supervising adult is satisfied that passengers are safely seated.

12.1 Cars and vans

In cars and vans, children must normally use the correct child restraint until they reach their 12th birthday or 135 centimetres in height, whichever occurs first. Children over that threshold must use an adult seat belt. The driver is responsible for ensuring that passengers under 14 are correctly restrained.

Exceptions permitted by law must not be treated as routine KRMA practice.

12.2 Selecting a child restraint

The restraint must be:

- legally approved;
- appropriate for the child's height or weight;
- compatible with the vehicle;
- correctly fitted;
- used according to the manufacturer's instructions;
- free from known damage; and
- within any stated lifespan.

A rear-facing child seat must not be used in front of an active frontal airbag.

12.3 Responsibility for supplying restraints

Parents may be asked to provide their child's usual restraint.

Where this occurs, arrangements should confirm:

- who will bring it;
- who will fit it;
- which vehicle will use it;

- whether it is compatible; and
- how it will be returned.

Even where a parent supplies or fits the restraint, the driver must be satisfied that the child is safely secured before departure.

A driver must not proceed where the correct restraint is unavailable.

12.4 Seat-belt checks

Passengers must be reminded to keep their restraint fastened throughout the journey unless:

- the vehicle is safely stopped;
- the driver or supervisor instructs otherwise; or
- a medical emergency requires release.

The supervising adult should check restraints:

- before departure;
- after each stop;
- after a passenger changes seat;
- following any adjustment; and
- whenever there is reason for concern.

12.5 Medical exemptions

A passenger claiming a medical exemption from wearing a seat belt must provide appropriate evidence where required by law.

The trip leader must consider:

- the exemption;
- insurer requirements;
- safe seating;
- alternative transport;
- medical advice; and
- whether the journey can be undertaken safely.

13. Minibuses

A minibus must not be used for official KRMA transport until its legal and operational requirements have been confirmed.

Minibus driving must be treated as a distinct responsibility rather than an extension of ordinary car driving.

13.1 Approval requirements

Before using a minibus, KRMA must confirm:

- vehicle ownership or hire arrangements;
- passenger capacity;
- driver licence entitlement;
- vehicle weight;
- insurance;
- MOT and maintenance status;
- permit or operator-licence requirements;
- whether passengers are being charged;
- whether a trailer will be used;
- seat-belt provision;
- breakdown cover;
- accessibility;
- driver competence;
- safeguarding arrangements; and
- any conditions imposed by the insurer or hire company.

Government guidance identifies a minibus as carrying between 9 and 16 passengers and explains that the licence and permit requirements depend upon the circumstances. Eligible community and sports organisations may be able to use a minibus permit to recover running costs on a not-for-profit basis.

13.2 Section 19 permits

Where KRMA provides minibus transport for hire or reward without operating for profit, a Section 19 permit may be required.

A permit does not remove the need to comply with:

- driving-licence requirements;
- vehicle standards;
- insurance;
- maintenance;
- driver fitness;
- road-traffic law; or
- safeguarding responsibilities.

KRMA must not assume that not-for-profit status automatically removes every operator or permit requirement. Official guidance should be checked for the exact arrangement.

13.3 Driver competence

In addition to holding the required licence entitlement, a minibus driver should be competent in:

- vehicle dimensions;
- reversing;
- manoeuvring;
- passenger loading;
- stopping distances;
- height and width restrictions;
- emergency evacuation;
- breakdown procedures;
- accessibility equipment;
- luggage security; and
- vehicle safety checks.

KRMA may require:

- a practical driver assessment;
- MiDAS or equivalent training;
- refresher training;
- familiarisation with the specific vehicle; or
- additional conditions imposed by the insurer.

13.4 Pre-use checks

A documented minibus check should include:

- tyres;
- lights;
- mirrors;
- windows;
- windscreen;
- wipers;
- washers;
- brakes;
- steering;
- fluid levels;
- warning lights;
- fuel;
- doors;
- emergency exits;
- fire extinguisher where provided;
- first-aid equipment;
- seat belts;

- child restraints;
- accessibility equipment;
- number plates; and
- visible damage.

Defects must be reported and resolved before use where they affect safety or legality.

13.5 Seating and supervision

Passengers must use designated passenger seats.

No person may stand while the minibus is moving unless the vehicle and service lawfully permit standing passengers and KRMA has specifically approved this arrangement. KRMA-arranged trips involving children should ordinarily use seated transport.

A separate passenger supervisor should be provided where reasonably necessary, having regard to:

- passenger age;
- group size;
- journey length;
- behaviour;
- medical needs;
- additional needs; and
- the complexity of the journey.

13.6 Seat belts in minibuses

Passengers must use seat belts where fitted.

Government guidance sets specific seat-belt requirements for minibuses, coaches and buses, including additional provisions where children are carried on organised trips.

KRMA should normally select a minibus with a suitable belt for every passenger, even where a limited legal exception might otherwise apply.

14. Coaches, Taxis and Hired Vehicles

KRMA will use reputable, appropriately licensed and insured transport providers.

The use of a commercial operator does not remove KRMA's responsibility for:

- safeguarding;
- passenger supervision;
- registers;
- medical information;
- behaviour;
- handovers;
- head counts; or
- emergency communication.

14.1 Operator checks

Before booking hired transport, KRMA should consider:

- operator identity;
- relevant licensing;
- insurance;
- reputation;
- vehicle suitability;
- passenger capacity;
- seat belts;
- accessibility;
- luggage capacity;
- emergency arrangements;
- cancellation terms;
- breakdown support;

- driver contact arrangements; and
- safeguarding expectations.

KRMA may request written confirmation of relevant arrangements.

14.2 Coach travel

Where a coach is used:

- a passenger register must be maintained;
- children should be allocated to appropriate supervision groups;
- seat belts must be used where fitted;
- aisles and emergency exits must remain clear;
- luggage must be stored securely;
- passengers must be briefed;
- stops must be supervised; and
- head counts must be completed.

Official guidance requires passengers aged 14 and over to wear a seat belt where one is fitted in minibuses, buses and coaches, while operators must provide signs or announcements reminding passengers. KRMA's policy is that all passengers should use fitted belts unless a lawful exemption applies.

14.3 Taxis and private-hire vehicles

Taxis and private-hire vehicles should be used only where:

- the operator is appropriately licensed;
- the booking is made through an approved route;
- the vehicle is suitable;
- collection and destination details are clear;
- the passenger can travel safely;
- safeguarding arrangements are appropriate; and
- the trip leader knows who is travelling.

Children should not normally be sent alone in a taxi or private-hire vehicle under a KRMA arrangement unless:

- there is a clear reason;
- the parent or carer has agreed;
- the arrangement has been authorised;
- safeguarding risks have been assessed;
- safe handovers are confirmed; and
- appropriate monitoring is in place.

Legal exceptions allowing children to travel without a child seat in some taxis or unexpected journeys must not be used as KRMA's routine planning standard.

14.4 Self-drive hired vehicles

A self-drive hired vehicle may only be used after confirming:

- driver entitlement;
- hire-company requirements;
- insurance;
- authorised drivers;
- vehicle familiarity;
- mileage limitations;
- breakdown cover;
- international-use permission where relevant;
- passenger and luggage capacity;
- child restraints; and
- return arrangements.

The driver must inspect the vehicle and report existing damage before departure.

15. Journey Planning and Management

Every significant KRMA journey must be planned in advance.

Planning should be proportionate but sufficiently detailed to manage foreseeable risks.

15.1 Journey plan

The journey plan should consider:

- destination;
- route;
- alternative route;
- departure and expected arrival;
- return journey;
- road type;
- traffic;
- weather;
- distance;
- likely journey duration;
- planned stops;
- parking;
- drop-off location;
- loading and unloading;
- service stations;
- fuel or charging;
- driver hours;
- fatigue;
- mobile-phone coverage;
- breakdown support;

- emergency services access;
- passenger needs;
- luggage;
- martial arts equipment; and
- foreseeable delays.

15.2 Driver fatigue

Schedules must allow drivers adequate:

- sleep;
- preparation;
- rest;
- food;
- hydration; and
- recovery.

The return journey must be assessed separately.

A driver who has:

- competed;
- coached all day;
- officiated;
- worked a long shift;
- undertaken strenuous physical activity; or
- experienced significant emotional stress

may not be fit to complete a long return journey safely.

Alternative drivers, overnight accommodation or delayed return should be considered where necessary.

15.3 Rest breaks

Drivers should take appropriate breaks based on:

- journey length;
- time of day;
- traffic;
- weather;
- personal fatigue;
- passenger needs; and
- applicable driving-hours rules.

Passengers should be told:

- how long the stop will last;
- where they may go;
- where to meet;
- which adult supervises them; and
- what happens if someone is missing.

15.4 Weather and environmental conditions

Before departure, the trip leader and driver should check relevant conditions including:

- severe weather warnings;
- flooding;
- snow or ice;
- high winds;
- extreme heat;
- poor visibility;
- major incidents; and
- transport disruption.

A journey must be delayed, changed or cancelled where conditions cannot be managed safely.

15.5 Parking, boarding and leaving vehicles

Boarding and leaving should occur in a place that is:

- lawful;
- well lit where possible;
- away from moving traffic;
- suitable for the size of the vehicle;
- accessible to passengers;
- close to the destination;
- capable of supporting safe supervision; and
- free from avoidable reversing hazards.

Children must not cross busy roads unsupervised to reach or leave the vehicle.

15.6 Passenger register and head counts

For organised group travel, the trip leader must maintain an accurate register including:

- passenger names;
- adult supervisors;
- driver;
- vehicle allocation;
- emergency contacts;
- relevant medical alerts;
- authorised collection details; and
- any agreed absence or independent travel arrangement.

Registers and head counts should be checked:

- before departure;
- after every stop;

- on arrival;
- before leaving the destination;
- following any change of vehicle;
- before the return journey; and
- at final handover.

No vehicle should leave until all expected passengers have been accounted for.



16. Passenger Supervision and Behaviour

Passengers must behave in a way that supports safe travel.

The driver's concentration must not be compromised by passenger behaviour.

16.1 Supervision arrangements

Supervision levels should take account of:

- the number of passengers;
- passenger age;
- journey duration;
- vehicle type;
- public or private transport;
- medical needs;
- SENDI requirements;
- known behaviour concerns;
- overnight travel;
- transfers and changes;
- rest stops; and
- the destination environment.

There is no single adult-to-child ratio suitable for every journey.

The trip leader must determine a proportionate level through risk assessment.

16.2 Passenger expectations

Passengers must:

- follow instructions;
- board and leave calmly;
- remain in their allocated seat;
- wear the required restraint;

- keep aisles and exits clear;
- avoid distracting the driver;
- respect other passengers;
- use appropriate language;
- keep noise at a reasonable level;
- care for the vehicle;
- use electronic devices appropriately;
- remain with the group at stops;
- report illness or distress promptly; and
- comply with KRMA's codes of conduct.

Passengers must not:

- bully or harass others;
- use discriminatory language;
- interfere with doors or emergency exits;
- throw objects;
- fight or engage in unsafe physical play;
- lean out of windows;
- damage the vehicle;
- carry prohibited items;
- photograph or record others inappropriately;
- share another passenger's personal information; or
- encourage dangerous behaviour.

16.3 Managing unsafe behaviour

Where behaviour becomes unsafe:

1. The passenger supervisor should intervene calmly.

2. The driver should remain focused on driving.
3. The vehicle should be stopped safely where necessary.
4. Immediate risks should be addressed.
5. The trip leader should be informed.
6. Parents or carers should be contacted where appropriate.
7. The incident should be recorded.

Sanctions may include:

- a warning;
- changed seating;
- closer supervision;
- a behaviour agreement;
- collection by a parent where safe and practical;
- removal from future KRMA transport; or
- action under another KRMA policy.

Any response must consider:

- safeguarding;
- age;
- disability;
- trauma;
- communication needs;
- intent;
- impact; and
- reasonable adjustments.

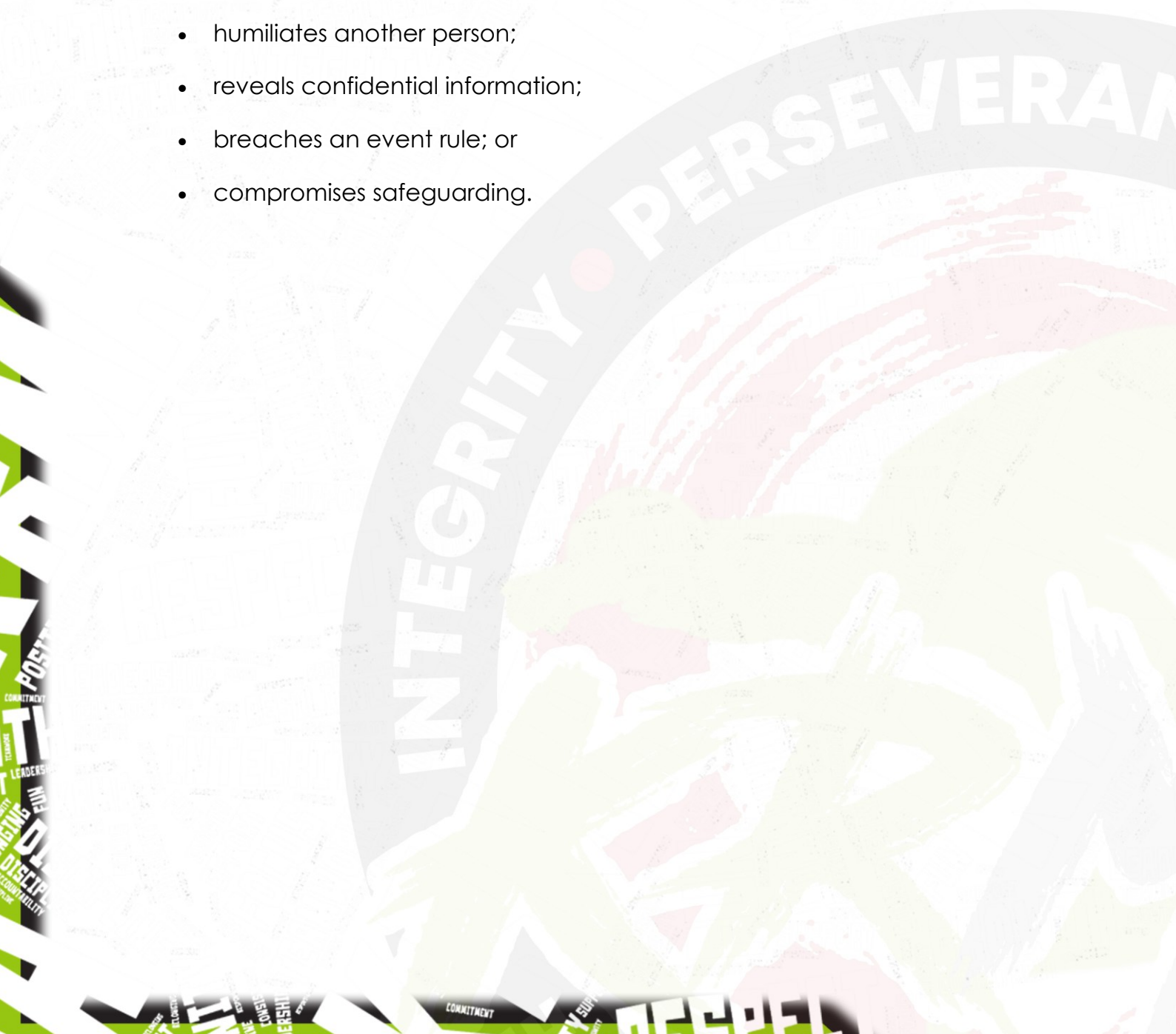
16.4 Electronic devices

Use of phones, tablets and other devices may be restricted where they:

- distract the driver;
- cause conflict;
- display inappropriate material;
- compromise privacy;
- interfere with sleep;
- undermine supervision; or
- present a safeguarding concern.

Images or recordings must not be taken in a way that:

- invades privacy;
- humiliates another person;
- reveals confidential information;
- breaches an event rule; or
- compromises safeguarding.



17. SENDI, Accessibility and Medical Arrangements

Travel must be planned inclusively and with appropriate regard for individual needs.

Parents, carers and participants should be consulted where additional support may be required.

17.1 Individual assessment

The trip leader should consider:

- mobility;
- wheelchair access;
- vehicle transfer;
- seating;
- specialist restraints;
- medication;
- communication;
- sensory needs;
- anxiety;
- travel sickness;
- continence;
- food allergies;
- fatigue;
- seizure risk;
- diabetes;
- asthma;
- personal care;
- emotional regulation;
- emergency evacuation; and

- supervision.

A general trip risk assessment may need to be supported by an individual plan.

17.2 Reasonable adjustments

Possible adjustments may include:

- accessible transport;
- additional space;
- preferred seating;
- quieter seating;
- visual schedules;
- advance photographs or journey information;
- additional breaks;
- a known supporting adult;
- sensory equipment;
- alternative boarding arrangements;
- reduced journey time;
- adapted communication;
- medication access; or
- an individual emergency plan.

Adjustments must be agreed without compromising the safety of the individual or others.

17.3 Mobility equipment

Wheelchairs and mobility equipment must be:

- suitable for transport;
- secured using an appropriate system;
- positioned safely;

- protected from damage;
- used according to manufacturer or specialist advice; and
- included in emergency planning.

Staff must not improvise unsafe restraint arrangements.

17.4 Medication

Medication must be managed under KRMA's First Aid and Medication Procedures.

Arrangements should confirm:

- what medication is carried;
- who holds it;
- whether the participant can self-administer;
- storage requirements;
- dosage instructions;
- emergency use;
- consent;
- expiry date; and
- action following administration.

Emergency medication must remain accessible and must not be placed in inaccessible luggage.

17.5 Medical information

Relevant information should be available to authorised adults during the trip while being protected from unnecessary disclosure.

Medical information must not be openly displayed or discussed with people who do not need to know it.

17.6 Personal care

Where travel may involve personal-care support, arrangements must be:

- agreed in advance;

- dignified;
- safeguarded;
- appropriately staffed;
- within staff competence;
- consistent with the individual's care plan; and
- recorded where required.



18. Drop-Off, Handover and Collection

Clear handover arrangements must be established for every child travelling under KRMA arrangements.

18.1 Departure

Before departure, KRMA should confirm:

- the child is present;
- consent has been received;
- emergency details are available;
- required medication is present;
- the correct vehicle allocation is known;
- luggage is secured;
- the parent or carer understands return arrangements; and
- the child has been formally handed into KRMA's care.

Parents should not leave a child at a departure point unless an authorised adult has acknowledged their arrival.

18.2 Arrival at the destination

On arrival:

- the vehicle should stop in a safe place;
- passengers should remain supervised;
- a head count should be completed;
- belongings should be collected safely;
- the group should move away from traffic; and
- responsibility should transfer clearly where another organiser is taking over.

18.3 Return and collection

Children will only be released in accordance with agreed arrangements.

KRMA may require:

- collection by a named adult;
- proof of identity;
- a collection password;
- written confirmation of a change;
- direct confirmation from the parent or carer; or
- another safeguarding check.

A child must not be released merely because they recognise the adult.

18.4 Independent departure

An older child may be permitted to leave independently where:

- the parent or carer has given clear permission;
- the arrangement is appropriate for the child;
- the location and time are considered;
- safeguarding risks have been assessed; and
- KRMA has recorded the arrangement.

Permission to travel independently to ordinary classes does not automatically apply to unfamiliar venues, late-night returns or residential trips.

18.5 Late collection

Where a child is not collected:

- the child must remain appropriately supervised;
- the parent or carer should be contacted;
- emergency contacts should be tried;
- the trip leader or DSL should be informed;
- the Late Collection Procedure should be followed; and
- statutory agencies may be contacted where necessary.

A child must not be taken to an adult's private home as an informal solution unless an exceptional safeguarding decision has been authorised.

18.6 Change of collection person

Changes should normally be communicated by the parent or carer directly to KRMA, not solely through the child.

Where authority cannot be verified, KRMA may retain supervision until the arrangement is confirmed.



19. One-to-One Transport and Safeguarding

Unnecessary one-adult/one-child transport should be avoided.

However, one-to-one transport is not automatically prohibited where it is:

- necessary;
- transparent;
- authorised;
- proportionate;
- appropriately consented to; and
- managed with suitable safeguards.

Refusing a necessary one-to-one journey may sometimes create a greater risk than permitting it.

19.1 Circumstances where it may arise

One-to-one transport may occur because of:

- an emergency;
- a medical need;
- unexpected late collection;
- a breakdown in planned transport;
- a small competition entry;
- an additional-needs arrangement;
- a child becoming unwell;
- the absence of another passenger;
- a safeguarding plan; or
- another exceptional circumstance.

It must not be used to create unnecessary private access to a child.

19.2 Planned one-to-one transport

Where one-to-one transport is planned, arrangements should include:

- prior authorisation;
- informed parental consent;
- an approved driver;
- an approved vehicle;
- clear departure and arrival details;
- an agreed route;
- the child normally sitting in the rear;
- no unnecessary detours;
- no unauthorised stops;
- another responsible adult knowing the arrangement;
- professional conversation and boundaries;
- an arrival confirmation where appropriate; and
- a written record.

The child's views and comfort should be considered according to their age and understanding.

19.3 Unplanned one-to-one transport

Where an unexpected situation creates one-to-one transport, the adult should, where practicable:

1. Contact the parent, trip leader or DSL.
2. Explain why the arrangement is necessary.
3. Confirm the destination and expected arrival.
4. Use the safest direct route.
5. Avoid unnecessary stops.
6. Keep communication professional.
7. Confirm arrival.
8. Record the circumstances afterwards.

Emergency assistance must not be delayed merely because prior consent or a second adult cannot be obtained.

19.4 Seating

A child should normally sit in a rear passenger seat where this is suitable and safe.

Alternative seating may be necessary because of:

- child-restraint requirements;
- disability;
- medical need;
- vehicle configuration; or
- another assessed safety reason.

19.5 Communication and boundaries

During one-to-one transport, the adult must not:

- discuss sexual or otherwise inappropriate matters;
- ask the child to keep the journey secret;
- create unnecessary personal intimacy;
- make unauthorised detours;
- visit a private location;
- photograph or record the child without a legitimate reason;
- exchange personal social-media details; or
- use the journey to pursue a personal relationship.

A child who makes a disclosure must be listened to calmly and the Safeguarding Policy followed.

19.6 Allegations or concerns

Any concern about behaviour during transport must be reported immediately to the Designated Safeguarding Lead.

Where an allegation concerns a member of staff or volunteer, KRMA must follow its procedures for allegations against adults working with children.

The adult concerned must not attempt to:

- investigate the allegation;
- contact the child privately;
- ask the family to withdraw the concern;
- delete messages or records; or
- influence witnesses.



20. Competitions, Demonstrations and Day Trips

Competitions, demonstrations, seminars and other day trips must be planned with the same care as ordinary KRMA-arranged transport.

The fact that an activity is familiar, local or regularly attended does not remove the need to consider:

- transport safety;
- supervision;
- safeguarding;
- medical needs;
- arrival and departure arrangements;
- equipment;
- venue risks;
- fatigue;
- delays; and
- emergency procedures.

20.1 Trip information

Parents, carers and participants should receive appropriate information concerning:

- the event;
- venue;
- date;
- meeting point;
- departure time;
- expected return time;
- transport arrangements;
- costs;
- supervision;

- clothing and uniform;
- protective equipment;
- food and drink;
- medication;
- event rules;
- photography arrangements;
- collection arrangements; and
- emergency contact details.

Families must be informed where timings are approximate or may depend upon:

- competition schedules;
- elimination rounds;
- judging delays;
- traffic;
- award ceremonies; or
- other matters outside KRMA's direct control.

20.2 Arrival and registration

The trip leader must ensure that participants are:

- accounted for on arrival;
- registered with the event where required;
- directed to the correct area;
- informed of meeting points;
- aware of supervision arrangements;
- told what to do if separated; and
- aware of expected conduct.

Children must not be left unsupervised merely because the event venue is busy or familiar.

20.3 Supervision at events

Supervision arrangements should reflect:

- the participant's age;
- venue size;
- crowd levels;
- changing facilities;
- competition schedule;
- additional needs;
- access to public areas;
- photography;
- weapons or equipment;
- safeguarding risks; and
- whether parents remain present.

Where responsibility is temporarily transferred to:

- an event organiser;
- another coach;
- a parent or carer;
- a team manager; or
- another authorised person,

the handover must be clear.

20.4 Independent family travel

Where families travel independently, KRMA remains responsible only for those parts of the activity under its control.

Parents and carers remain responsible for:

- the journey;
- parking;
- collection;
- siblings and spectators;
- personal belongings; and
- complying with venue arrangements,

unless KRMA has expressly agreed otherwise.

20.5 Return journeys after competition

The fitness of drivers must be reviewed before the return journey.

Particular consideration must be given where the driver has:

- competed;
- officiated;
- coached for an extended period;
- received an injury;
- experienced limited sleep;
- undertaken a very early start;
- been emotionally affected by an incident; or
- remained at the event substantially longer than expected.

Punctual return must not take priority over safe driving.

21. Residential and Overnight Trips

Residential trips require formal approval and enhanced planning because participants remain under KRMA arrangements for an extended period.

Every residential trip must have:

- a named trip leader;
- a written itinerary;
- an appropriate risk assessment;
- parental or participant consent;
- suitable staffing;
- safeguarding arrangements;
- emergency procedures;
- accommodation details;
- medical information;
- travel arrangements;
- appropriate insurance consideration; and
- a clear communication plan.

21.1 Staffing and supervision

Staffing arrangements must be based on the needs and risks of the group.

Factors should include:

- participant ages;
- number of participants;
- gender and privacy needs;
- disabilities and additional needs;
- medical requirements;
- personal-care requirements;
- behaviour;

- accommodation layout;
- free-time arrangements;
- sleeping arrangements;
- night supervision;
- travel;
- activities; and
- emergency cover.

There must be enough suitable adults to ensure that:

- supervision remains effective;
- an adult can respond to an emergency;
- another adult can continue supervising the wider group;
- staff breaks can be managed;
- sleeping areas can be monitored appropriately; and
- foreseeable additional needs can be supported.

Staffing should be inclusive and capable of meeting the privacy, dignity, welfare and safeguarding needs of the group.

21.2 Staff suitability

Adults assigned to a residential trip must be:

- appropriately selected;
- suitable for their role;
- briefed on this policy;
- familiar with safeguarding procedures;
- aware of professional boundaries;
- competent for their responsibilities; and
- subject to the appropriate safer-recruitment and DBS arrangements for the role.

At least one person must be appointed to lead safeguarding arrangements during the trip.

This may be the KRMA Designated Safeguarding Lead or another suitably trained person acting under agreed procedures.

21.3 Accommodation checks

Before booking or confirming accommodation, KRMA should consider:

- security;
- fire precautions;
- emergency exits;
- room layout;
- staff proximity;
- accessibility;
- bathroom arrangements;
- public access;
- reception or night staff;
- food arrangements;
- medication storage;
- first-aid access;
- transport links;
- local risks;
- safeguarding suitability; and
- emergency evacuation.

Where possible, the trip leader should obtain accommodation plans or other suitable information in advance.

21.4 Room allocation

Room allocations must be planned before arrival where practicable.

Arrangements should consider:

- age;
- privacy;
- safeguarding;
- friendships and peer relationships;
- bullying concerns;
- gender identity;
- additional needs;
- medical needs;
- accessibility;
- personal care; and
- the views of participants where appropriate.

Rooming decisions must not be made in a way that humiliates, isolates or discriminates against a participant.

21.5 Adults and children sharing rooms

Adults must not normally share sleeping accommodation with children unless:

- the adult is the child's own parent or carer; or
- an exceptional arrangement is necessary to meet an assessed medical, disability or personal-care need.

Any exceptional arrangement must be:

- discussed in advance;
- risk assessed;
- authorised by senior management;
- agreed with the parent or carer;
- consistent with the participant's wishes where appropriate;
- documented; and
- supported by suitable safeguarding controls.

21.6 Entering bedrooms

Staff should avoid being alone with a child in a bedroom.

Where entry is necessary:

- another adult should be present where practicable;
- the door should remain open where appropriate;
- the purpose should be clear;
- privacy and dignity must be respected; and
- time in the room should be limited to what is necessary.

In an emergency, staff must act immediately to protect life or prevent harm.

21.7 Night-time arrangements

Participants must be told:

- expected bedtime;
- curfew;
- which areas they may access;
- how to contact staff;
- what to do if unwell;
- what to do during an emergency; and
- which adult is on duty.

Staff must know:

- where participants are sleeping;
- who is responsible overnight;
- how emergency access will be managed;
- where medication is held;
- how to respond to a missing participant; and
- how to evacuate the accommodation.

Night checks must be proportionate, respectful and conducted in a manner that protects privacy.

21.8 Bathrooms and changing facilities

Bathroom and changing arrangements must preserve:

- privacy;
- dignity;
- safeguarding;
- accessibility; and
- appropriate supervision.

Adults must not unnecessarily enter changing or bathroom areas used by children.

Where supervision or assistance is necessary, it should be:

- proportionate;
- planned;
- explained;
- consistent with personal-care arrangements; and
- managed using appropriate safeguards.

Photography and recording are prohibited in bedrooms, bathrooms and changing areas except where specifically authorised for a legitimate safeguarding or evidential reason.

21.9 Free time

Any free time must be planned and risk assessed.

Arrangements should specify:

- where participants may go;
- whether they must remain in groups;
- supervision expectations;
- boundaries;

- meeting points;
- check-in times;
- emergency contacts;
- spending-money arrangements; and
- what happens if someone is late or missing.

Children must not be permitted to leave the venue or agreed area without appropriate permission.

21.10 Alcohol, smoking, vaping and prohibited substances

Children must not possess or consume:

- alcohol;
- illegal drugs;
- unauthorised medication;
- tobacco products;
- nicotine products; or
- vaping products.

Adults responsible for participants must not drink alcohol or use any substance that could:

- impair judgement;
- reduce supervision;
- affect driving;
- compromise safeguarding; or
- prevent an appropriate emergency response.

At least one suitably responsible and unimpaired adult must be available at all times.

21.11 Personal relationships and boundaries

Staff and volunteers must maintain professional boundaries throughout the trip.

They must not:

- create secret or exclusive relationships;
- engage in sexual or romantic conduct with participants;
- use bedrooms for unnecessary private meetings;
- share inappropriate personal information;
- communicate through secret accounts;
- encourage emotional dependency;
- show favouritism that affects safeguarding; or
- engage in inappropriate physical contact.

Concerns must be reported immediately under KRMA's safeguarding procedures.

21.12 Medication and health

A residential medical plan should confirm:

- medication required;
- consent;
- storage;
- administration;
- self-administration;
- emergency medication;
- allergies;
- dietary requirements;
- local healthcare arrangements;
- emergency contacts; and
- record keeping.

Medication must remain accessible to authorised adults while being protected from unauthorised access.

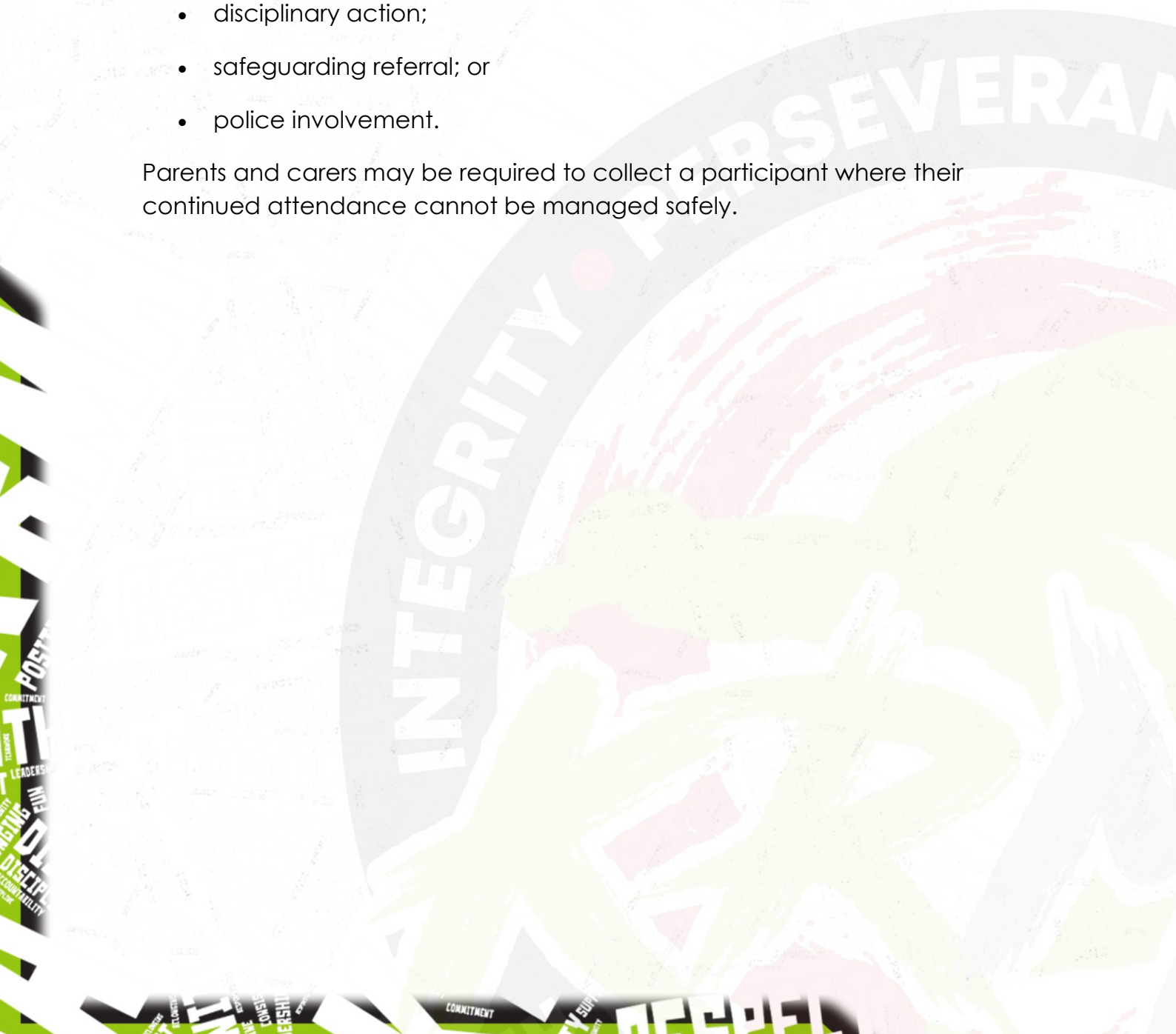
21.13 Behaviour during residential trips

Participants remain subject to KRMA's conduct expectations throughout the trip.

Serious misconduct may result in:

- enhanced supervision;
- removal from an activity;
- room changes;
- contact with parents or carers;
- early collection;
- disciplinary action;
- safeguarding referral; or
- police involvement.

Parents and carers may be required to collect a participant where their continued attendance cannot be managed safely.



22. International Travel

International travel requires additional approval and planning.

No international trip should be confirmed until KRMA has considered:

- destination risks;
- border requirements;
- passports;
- visas;
- parental authority;
- insurance;
- healthcare arrangements;
- safeguarding;
- accommodation;
- transport;
- local laws;
- emergency contacts;
- communication;
- medication;
- currency;
- repatriation; and
- financial contingency.

22.1 Travel documents

Participants are responsible for providing valid documentation where required, including:

- passport;
- visa;
- travel authorisation;

- parental consent documentation;
- medical evidence;
- insurance details;
- event invitation;
- competition registration; and
- any documents required for medication or equipment.

KRMA may request copies before departure.

A participant may be unable to travel where the required documents are not provided.

22.2 Parental authority

For children travelling internationally, KRMA will obtain appropriate written authority from a person with parental responsibility.

Additional documentation may be required where:

- only one parent has provided consent;
- the child has a different surname from the accompanying adult;
- the child is subject to a court order;
- border authorities require evidence;
- the child is in foster care;
- social care is involved; or
- the destination has specific entry requirements.

KRMA may request professional advice where the legal position is unclear.

22.3 Insurance

Appropriate insurance should be arranged or confirmed before travel.

Consideration should include:

- medical treatment;
- emergency evacuation;

- repatriation;
- cancellation;
- delay;
- baggage;
- martial arts participation;
- competition;
- weapons or specialist equipment;
- pre-existing medical conditions;
- personal liability; and
- destination-specific exclusions.

Participants must disclose relevant information required by the insurer.

22.4 Healthcare arrangements

Participants should have appropriate healthcare cover for the destination.

This may include:

- a valid Global Health Insurance Card where applicable;
- private travel insurance;
- evidence of medical conditions;
- vaccination information;
- prescriptions;
- medication letters; and
- details of emergency medical facilities.

A healthcare card does not replace comprehensive travel insurance.

22.5 Medication abroad

The trip leader must establish whether medication:

- can legally enter the destination country;

- requires additional documentation;
- must remain in original packaging;
- needs temperature-controlled storage;
- must be declared; or
- requires a doctor's letter.

Participants must not carry another person's medication unless this has been formally agreed and authorised.

22.6 Local laws and culture

Participants must comply with the laws and regulations of the country visited.

The trip briefing should cover relevant matters including:

- behaviour;
- dress;
- photography;
- public conduct;
- medication;
- weapons;
- alcohol;
- local transport;
- emergency services;
- cultural expectations; and
- restrictions affecting the planned activity.

KRMA's safeguarding and conduct standards continue to apply even where local standards are lower.

22.7 Communication abroad

The trip leader must establish:

- an operational emergency telephone;

- roaming or data access;
- alternative communication methods;
- contact details for accommodation;
- local emergency numbers;
- KRMA's home contact;
- parental update arrangements; and
- action if communications fail.

Parents and carers should understand that immediate routine contact may not always be possible during:

- flights;
- border checks;
- events;
- emergencies;
- poor network coverage; or
- time-zone differences.

22.8 Emergency return and repatriation

Planning should consider how a participant may return home if:

- seriously ill;
- injured;
- bereaved;
- removed from an event;
- involved in a safeguarding incident;
- unable to remain with the group;
- required to leave for disciplinary reasons; or
- affected by a wider emergency.

The trip leader must not assume that a scheduled return booking will always remain suitable.



23. Transporting Martial Arts Weapons and Equipment

Martial arts weapons and training equipment must be transported safely, discreetly and in accordance with applicable law, event rules and transport-provider requirements.

This section may apply to:

- katana;
- bokken;
- bo;
- jo;
- kama;
- sai;
- nunchaku;
- training knives;
- demonstration weapons;
- competition weapons;
- protective equipment;
- breaking materials; and
- other specialist items.

23.1 Authorisation

Only items required for the authorised activity should be transported.

The trip leader should know:

- what equipment is being carried;
- who is responsible for it;
- how it is packed;
- where it will be stored;
- whether the venue permits it;

- whether the transport provider permits it; and
- whether any additional legal or insurance requirements apply.

No participant may bring an undeclared weapon or restricted item.

23.2 Safe packing

Weapons and potentially hazardous equipment must be:

- unloaded or made safe where applicable;
- placed in a suitable case or bag;
- secured against movement;
- protected from accidental access;
- stored away from passengers where practicable;
- kept out of public view;
- clearly identifiable to the responsible adult; and
- handled only by authorised people.

Bladed or pointed items must be appropriately covered, sheathed or contained.

23.3 Vehicle storage

Weapons and heavy equipment should normally be transported in:

- a locked boot;
- a secure luggage compartment;
- an enclosed equipment case; or
- another suitable secured area.

They must not be left:

- loose in the passenger compartment;
- blocking an aisle;
- obstructing an emergency exit;
- accessible to unsupervised children; or

- visible in a way likely to cause alarm.

23.4 Public transport

Before using public transport, the trip leader should confirm:

- the operator's conditions;
- baggage limitations;
- security requirements;
- whether prior declaration is needed;
- safe carriage arrangements; and
- any restrictions affecting the item.

Equipment must not be displayed or handled unnecessarily in public.

23.5 Air travel

Where weapons or specialist equipment are transported by air, KRMA must check:

- airline rules;
- airport security requirements;
- checked-baggage requirements;
- destination law;
- customs requirements;
- event documentation;
- packing standards; and
- insurance.

Items must not be placed in hand luggage unless clearly permitted.

23.6 Handover and storage at the venue

On arrival:

- equipment should be accounted for;
- storage should be secure;

- access should be controlled;
- children should not handle weapons without supervision;
- event requirements should be followed; and
- all items should be checked again before departure.

Any missing item must be reported immediately.

23.7 Misuse

Martial arts weapons must never be used during travel to:

- threaten;
- intimidate;
- joke;
- perform techniques;
- demonstrate in public;
- frighten another person; or
- resolve conflict.

Misuse may result in:

- immediate removal of the item;
- disciplinary action;
- safeguarding action;
- exclusion from the trip; or
- referral to the police.

24. Accidents, Breakdowns and Emergencies

Every trip must have arrangements for foreseeable emergencies.

The immediate priorities are:

1. Protect life.
2. Prevent further harm.
3. Contact emergency services where required.
4. Account for all passengers.
5. Provide first aid within competence.
6. Maintain appropriate supervision.
7. Inform KRMA and families where appropriate.
8. Record and review the incident.

24.1 Road traffic collision

Following a collision, the driver and trip leader should:

- stop safely;
- switch off the vehicle where appropriate;
- assess immediate danger;
- call emergency services where required;
- provide first aid within competence;
- account for all passengers;
- move passengers to safety where appropriate;
- avoid placing anyone in moving traffic;
- follow police instructions;
- exchange required information;
- preserve relevant evidence;
- contact the insurer or operator;

- notify KRMA;
- notify parents or carers appropriately; and
- arrange safe onward transport.

The journey must not continue in a vehicle that may be unsafe.

No person should admit legal liability on behalf of KRMA. This does not prevent anyone from providing an honest factual account.

24.2 Breakdown

Following a breakdown:

- the vehicle should be stopped in the safest available place;
- hazard lights should be used where appropriate;
- passengers should follow the driver's instructions;
- the breakdown provider should be contacted;
- passengers must remain supervised;
- head counts must be maintained;
- roadside risks must be assessed;
- parents or carers should be updated where delays are significant; and
- alternative transport should be arranged where necessary.

Whether passengers remain in or leave the vehicle will depend upon:

- location;
- road type;
- weather;
- traffic;
- vehicle position;
- professional advice; and
- passenger needs.

24.3 Driver incapacity

Where a driver becomes unwell, injured or unfit:

- the vehicle must be stopped safely;
- the driver must not continue;
- the trip leader must be informed;
- emergency services should be called where required;
- an authorised replacement driver should be arranged; or
- alternative transport should be obtained.

Passengers must not pressure a driver to continue.

24.4 Medical emergency

In a medical emergency:

- call 999 where appropriate;
- provide first aid within competence;
- use emergency medication where authorised;
- maintain supervision of the wider group;
- provide relevant information to clinicians;
- contact the parent or carer;
- inform the trip leader and DSL where relevant; and
- record all action taken.

A suitable adult should accompany a child receiving emergency treatment where practicable, while ensuring the remaining group remains safely supervised.

24.5 Severe delay

Where a journey is seriously delayed, the trip leader should:

- establish the reason;
- assess passenger welfare;
- arrange food, drink, medication and toilet access;

- review driver fatigue;
- inform families;
- revise collection arrangements;
- arrange accommodation where necessary; and
- document significant decisions.

The journey should not continue merely to avoid inconvenience where the driver is fatigued or conditions are unsafe.

24.6 Severe weather or major incident

The trip leader may:

- postpone departure;
- change route;
- remain at the venue;
- arrange overnight accommodation;
- return early;
- change transport; or
- cancel the trip.

Emergency instructions issued by:

- police;
- emergency services;
- government agencies;
- transport operators;
- venue management; or
- local authorities

must be followed where applicable.

24.7 Safeguarding incident during travel

Where a disclosure, allegation or safeguarding concern arises:

- listen calmly;
- do not promise secrecy;
- ensure immediate safety;
- inform the DSL;
- record the concern accurately;
- do not conduct an improper investigation;
- preserve relevant messages or evidence; and
- contact statutory agencies where required.

Parents will normally be informed unless doing so could increase risk or compromise safeguarding action.

24.8 Post-incident review

After a significant incident, KRMA should review:

- what happened;
- immediate response;
- risk assessment;
- transport arrangements;
- supervision;
- communication;
- driver and vehicle factors;
- safeguarding;
- insurance;
- records;
- lessons learned; and
- required policy or training changes.

25. Missing Passengers and Unauthorised Departure

Any missing child or vulnerable participant must be treated seriously.

The response must reflect:

- age;
- vulnerability;
- medical needs;
- environmental risk;
- weather;
- time of day;
- location;
- suspected reason for absence; and
- any known safeguarding concern.

25.1 Prevention

Prevention measures include:

- accurate registers;
- vehicle allocation lists;
- regular head counts;
- clear meeting points;
- supervision groups;
- buddy arrangements where appropriate;
- clear boundaries;
- emergency contact cards;
- agreed independent-travel arrangements; and
- prompt follow-up of unexplained absence.

25.2 Immediate action

Where a participant is missing:

1. Confirm that the register and head count are accurate.
2. Check the immediate area.
3. Inform the trip leader.
4. Maintain supervision of the wider group.
5. Establish when and where the person was last seen.
6. Check phones or agreed communication methods.
7. Contact the venue or transport provider.
8. Contact the parent or carer where appropriate.
9. Contact police promptly according to the level of risk.
10. Inform the DSL where safeguarding may be involved.
11. Record all action and times.

Children must not be sent to search alone.

25.3 Missing during transport

If a passenger is discovered missing at a stop or transfer:

- the vehicle must not leave until the situation is assessed;
- the previous location should be contacted;
- transport staff should be alerted;
- the wider group must remain supervised;
- police should be contacted where appropriate;
- the parent or carer should be informed; and
- the trip leader must coordinate the response.

25.4 Unauthorised departure

Where a participant leaves deliberately:

- staff must not use unsafe force;

- the participant should be followed only where safe and appropriate;
- emergency services should be contacted where risk is significant;
- parents or carers should be informed;
- safeguarding factors should be considered;
- the wider group must remain supervised; and
- the incident must be recorded.

25.5 When the person is found

When the participant is located:

- confirm immediate safety;
- provide medical assistance where necessary;
- avoid an angry or humiliating response;
- notify police and family;
- establish basic welfare information;
- inform the DSL;
- record the circumstances;
- review supervision and risk; and
- consider further safeguarding or disciplinary action.

A full interview should not be conducted where police or social care may need to investigate.

26. Information Management and Record Keeping

KRMA will maintain proportionate records for official travel.

Records may include:

- trip approval;
- risk assessments;
- consent;
- passenger registers;
- driver checks;
- licence information;
- insurance confirmation;
- vehicle details;
- transport-provider information;
- accommodation details;
- medical information;
- emergency contacts;
- room allocations;
- incident reports;
- expense records;
- safeguarding records; and
- post-trip reviews.

26.1 Trip file

The trip leader should maintain a trip file appropriate to the activity.

The file may include:

- itinerary;
- contact details;

- passenger list;
- vehicle allocations;
- driver and supervisor information;
- consent forms;
- medical alerts;
- medication arrangements;
- emergency plan;
- accommodation details;
- risk assessments;
- insurance information; and
- copies of relevant travel documents.

26.2 Information during travel

Only information necessary for safe management of the trip should be carried.

Information must be:

- accessible to authorised adults;
- protected from loss or unauthorised access;
- not left openly visible;
- not discussed unnecessarily;
- returned or securely destroyed after use where appropriate; and
- handled under KRMA's Data Protection Policy.

26.3 Emergency copies

KRMA may retain an emergency copy of key trip information with an authorised home contact.

This may include:

- itinerary;

- participant list;
- driver and vehicle details;
- trip-leader contact;
- accommodation;
- flights or transport services; and
- emergency arrangements.

26.4 Recording incidents

Records must be:

- factual;
- accurate;
- dated;
- timed;
- signed or attributable;
- completed promptly;
- clear about action taken; and
- stored securely.

Records should distinguish between:

- fact;
- direct quotation;
- allegation;
- observation;
- opinion; and
- professional judgement.

26.5 Retention

Travel records will be retained for a period appropriate to:

- safeguarding;
- insurance;
- legal requirements;
- financial records;
- accident reporting;
- complaints;
- contractual obligations; and
- organisational need.

Safeguarding information must be retained and managed under the Safeguarding and Child Protection Policy rather than being disposed of with routine trip paperwork.

26.6 Data breaches

Loss, theft or unauthorised disclosure of trip information must be reported immediately under KRMA's Data Protection and Data Breach Procedures.

Examples include:

- lost consent forms;
- misplaced medical information;
- stolen devices;
- passenger lists sent to the wrong person;
- passport copies left unsecured; or
- confidential information shared in an open group.

27. Complaints, Concerns and Policy Breaches

Concerns about transport, travel or safeguarding should be raised as soon as possible.

Concerns may be reported to:

- the trip leader;
- an instructor;
- senior management;
- the Designated Safeguarding Lead; or
- another appropriate person under KRMA's Complaints Policy.

Safeguarding concerns should be reported to:

Designated Safeguarding Lead: Kayleigh Humphreys

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

Where there is immediate danger, call **999**.

27.1 Safety concerns

No person will be criticised for raising a genuine concern in good faith about:

- a driver;
- vehicle;
- child restraint;
- safeguarding;
- supervision;
- fatigue;
- weather;
- route;
- medical arrangements; or
- another travel risk.

Where the concern cannot be resolved before departure, the journey must not proceed until an authorised person is satisfied that it is safe.

27.2 Policy breaches

Possible breaches include:

- driving without appropriate authorisation;
- using an uninsured or unsuitable vehicle;
- failing to use child restraints;
- transporting undeclared passengers;
- driving while impaired or fatigued;
- unauthorised one-to-one transport;
- falsifying driver information;
- failing to disclose an incident;
- leaving children unsupervised;
- inappropriate contact during travel;
- carrying weapons unsafely;
- ignoring an approved risk assessment; or
- failing to follow emergency procedures.

27.3 Possible action

Depending upon seriousness, action may include:

- immediate removal from driving duties;
- cancellation of the journey;
- additional supervision;
- retraining;
- formal warning;
- disciplinary action;
- removal from a trip;

- suspension;
- termination of employment or volunteering;
- ending membership;
- referral to the insurer;
- safeguarding referral;
- referral to the Local Authority Designated Officer;
- referral to the Disclosure and Barring Service where applicable; or
- police involvement.

27.4 Complaints involving external operators

Where a concern involves a:

- coach company;
- taxi operator;
- airline;
- hotel;
- venue;
- public-transport provider; or
- other contractor,

KRMA may:

- make a formal complaint;
- request an investigation;
- preserve evidence;
- seek a refund;
- notify the licensing or regulatory authority;
- notify the insurer;
- suspend further bookings; or

- select another provider.

KRMA's own safeguarding and welfare responsibilities continue while an external complaint is being considered.



28. Monitoring and Review

KRMA will monitor the effectiveness of its travel and transport arrangements.

Monitoring may include:

- transport incidents;
- near misses;
- driver records;
- vehicle concerns;
- complaints;
- safeguarding reports;
- late collections;
- missing-person incidents;
- breakdowns;
- accessibility concerns;
- accommodation issues;
- passenger feedback;
- staff feedback;
- insurer requirements;
- transport-provider performance; and
- lessons from trips.

28.1 Driver and vehicle review

Approved drivers and vehicles should be reviewed periodically.

Drivers must report relevant changes immediately, including:

- licence expiry;
- endorsements;
- disqualification;

- insurance changes;
- vehicle replacement;
- relevant medical change;
- significant collision;
- vehicle defect;
- safeguarding concern; or
- another matter affecting suitability.

28.2 Review following incidents

A review must be considered following:

- a collision;
- serious breakdown;
- safeguarding allegation;
- missing child;
- significant injury;
- unauthorised transport;
- serious policy breach;
- international emergency;
- serious complaint; or
- insurer or statutory-agency involvement.

The purpose is to identify learning and prevent recurrence, not merely to allocate blame.

28.3 Policy review

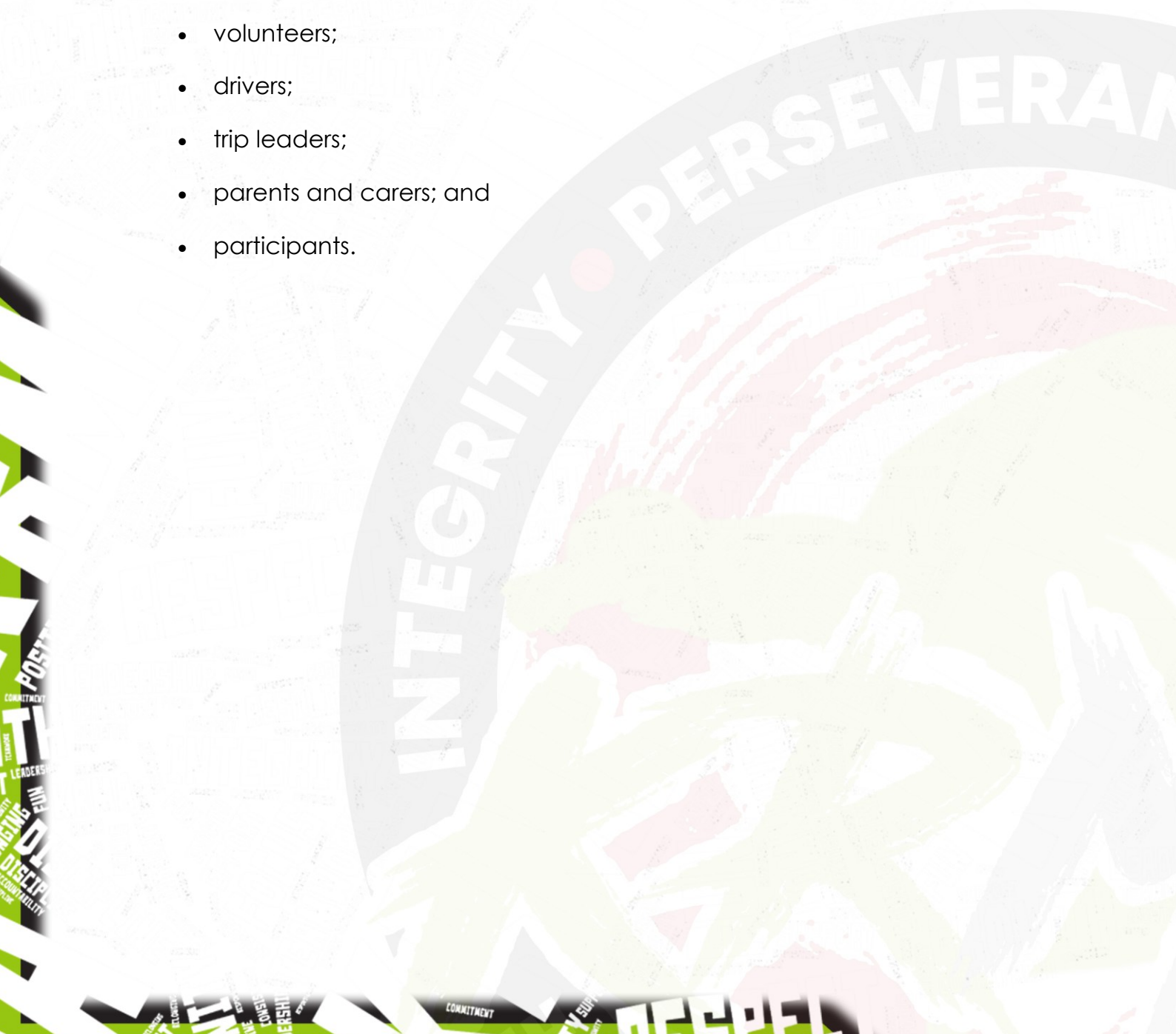
This policy will be reviewed:

- at least annually;
- following significant travel incidents;
- following changes to legislation or guidance;

- following changes to insurance requirements;
- where KRMA introduces a new form of transport;
- before introducing routine minibus operation;
- before significant international travel;
- following safeguarding learning; or
- whenever KRMA considers review necessary.

Changes will be communicated to relevant:

- staff;
- instructors;
- volunteers;
- drivers;
- trip leaders;
- parents and carers; and
- participants.



Policy Approval

Policy title: Travel, Transport & Residential Trips Policy

Organisation: Koku-Ryu Martial Arts

Version: 2.0

Policy owner: CEO and Chief Instructor

Operational responsibility: Authorised Trip Leader

Safeguarding responsibility: Designated Safeguarding Lead

Designated Safeguarding Lead: Kayleigh Humphreys

Approved by: Andrew Banks – CEO and Chief Instructor

Effective date: 13 July 2026

Next review date: 13 July 2027

Declaration

Koku-Ryu Martial Arts is committed to ensuring that travel connected with its activities is safe, lawful, inclusive and appropriately supervised.

Every journey must be planned according to the needs of:

- the passengers;
- the driver;
- the vehicle;
- the route;
- the activity; and
- the circumstances.

No competition, event, timetable or financial consideration is more important than the safety and welfare of those travelling.

Drivers, trip leaders, supervisors, parents, carers and participants all share responsibility for supporting safe travel. Where risks cannot be managed appropriately, the journey will be changed, delayed or cancelled.

Through clear planning, professional boundaries, effective supervision and prompt action when concerns arise, KRMA will provide travel arrangements that protect participants and reflect the standards expected across the organisation.