

Away trips, Travel & Hosting

Introduction

MC Kickboxing & Fitness UK is committed to providing a safe and enjoyable experience for all of its members, including those who travel away for competitions or training. This policy sets out our procedures for organizing and managing away trips, travel, and hosting.

Definitions

- Away trip: Any trip that takes students or staff outside of the club's usual venue.
- Travel: The process of getting to and from an away trip.
- Hosting: The process of providing accommodation and other support to students or staff on an away trip.

Responsibilities

All staff and volunteers:

- Be aware of the club's away trips, travel, and hosting policy.
- Comply with the policy when organising or participating in away trips.

Designated away trips lead:

- Be responsible for overseeing the away trips, travel, and hosting policy and procedures in the club.
- Organize and manage away trips.
- Ensure that the safety and welfare of students and staff are protected on away trips.

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Procedures

- Away trips will be organized by the designated away trips lead in consultation with the relevant staff and volunteers.
- The designated away trips lead will ensure that all travel arrangements are made in advance and that all students and staff are aware of the arrangements.
- The designated away trips lead will also ensure that all accommodation arrangements are made in advance and that all students and staff are aware of the arrangements.
- The designated away trips lead will also ensure that there is a clear plan for the

supervision of students and staff on away trips.

Risk assessment

A risk assessment will be carried out for all away trips. The risk assessment will consider the following factors:

- The age and vulnerability of the students or staff involved.
- The location of the away trip.
- The length of the away trip.
- The mode of transport.
- The accommodation arrangements.
- The activities that will be undertaken on the away trip.

Safeguarding

The club's safeguarding policy will be followed on all away trips. This means that all staff and volunteers will be responsible for safeguarding the welfare of students and staff.

Away Trips, Travel, and Hosting Policy

Review and update

This policy will be reviewed and updated regularly to ensure that it remains up-to-date and relevant.

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Example Checklist

Date

- Date of away trip:

Away trip destination

- Location of away trip:

Dates of trip

- Start date of away trip:
- End date of away trip:

Number of students or staff attending

- Number of students or staff attending away trip:

Mode of transport

- Mode of transport used to get to and from away trip:

Accommodation arrangements

- Accommodation arrangements made for away trip:

Supervision plan

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- Plan for supervising students and staff on away trip:

Risk assessment

- Risk assessment carried out for away trip:

Safeguarding

- Arrangements for safeguarding the welfare of students and staff on away trip:

Other

- Any other relevant information, such as contact details for designated away trips lead, emergency contact details, or medical information: