



## **Jersey Wado Ryu – Overnight Stay & Off-Island Travel Policy**

### **Purpose**

This pack contains Jersey Wado Ryu's approved policies and procedures for overnight stays and off-island travel, including safeguarding arrangements, supervision requirements, emergency procedures and consent documentation. It aligns with Jersey Sport Safe & Sustainable Sport requirements and NSPCC safeguarding guidance.

### **Trip Leader Checklist –**

- Committee approval obtained
- Risk assessment completed
- Supervision ratios confirmed
- Safeguarding Lead identified
- Parental consent and medical forms collected
- Emergency contacts confirmed
- Accommodation and transport details checked
- Code of Conduct shared with participants
- Lost Child / Late Return procedure reviewed

### **Scope**

This policy applies to all trips, competitions, training camps and events involving children and young people that include overnight stays or travel off-island.

### **Safeguarding Principles**

The welfare of children and young people is paramount. All trips will be planned to ensure:

- Appropriate supervision, ideally the parent/guardian of the child / young person.
- Safe accommodation
- Clear roles and responsibilities of those travelling
- Effective communication

### **Planning and Risk Assessment**

- Written risk assessment completed
- Named trip leader and safeguarding lead appointed
- Parental consent and medical information obtained
- Emergency contacts confirmed

### **Supervision**

- Appropriate adult-to-child ratios will be maintained.
- Adults will not share sleeping accommodation with children unless they are the child's parent or carer.



### **Transport and Accommodation**

- Transport and accommodation will be safe, suitable and appropriately supervised.
- Children will not travel alone with an adult without prior parental consent.

### **Lost Child & Late Return Procedure**

If a child becomes lost or fails to return as expected, the Trip Leader must be informed immediately. An immediate search will be conducted, followed by escalation to venue staff, local authorities and parents if required. All actions must be recorded and reviewed.

### **Approval and Review**

All trips must be approved by the club committee.  
This policy is reviewed annually or following any incident.

**Approved by:** Jersey Wado Ryu Committee

**Date:** 16/01/2026

**Next Review:** 16/01/2027



### Parental Consent & Medical Information Form

Child Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Medication (responsibility of parent/carers): \_\_\_\_\_

Emergency Contact (if different): \_\_\_\_\_

I give consent for my child to participate in overnight/off-island travel organised by Jersey Wado Ryu.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Jersey Wado Ryu – Lost Child & Late Return Procedure**

### **Purpose**

This procedure sets out the actions to be taken if a child or young person becomes lost or fails to return as expected during an overnight stay or off-island trip organised by Jersey Wado Ryu.

### **Immediate Actions**

- Remain calm and ensure the safety of the remaining group - Alert the Trip Leader immediately - Conduct an immediate search of the surrounding area - Check registers, room lists and last known location

### **Escalation**

If the child is not located quickly: - Contact local venue staff or security - Inform local authorities as appropriate - Contact parents or carers - Record all actions taken

### **Late Return**

If a child fails to return at an agreed time: - Attempt immediate contact - Inform the Trip Leader - Follow the escalation process if contact cannot be made

### **Post-Incident Review**

All incidents will be recorded and reviewed by the club committee. Any learning will be used to update future risk assessments and procedures.