



WUMA Safeguarding Policy for Trips Away

Last Updated 06/08/2025

1. Purpose

The safety, wellbeing, and enjoyment of our students are at the heart of everything we do. This policy explains how WUMA organises trips away such as competitions, training camps, and overnight stays to make sure they are fun, well-managed, and safe for everyone involved.

2. Scope

This policy applies to all WUMA-sanctioned trips and covers:

- Students of all ages
- Instructors, coaches, staff, volunteers, and chaperones
- Parents and guardians whose children participate in these trips

3. Our Approach

When we organise trips, we aim to:

- Put students first – their welfare is our top priority
- Plan carefully with risk assessments, emergency procedures, and clear communication
- Use trusted adults – all trip co-ordinators and chaperones are over 21, safeguarding trained, and DBS/PVG checked where required
- Keep parents fully informed so you know where your child is staying, who's responsible, and how to contact us
- Avoid one-to-one situations wherever possible to ensure safe supervision

4. Planning and Risk Assessment

Each trip has a named Trip Co-ordinator responsible for the group's safety and organisation. A risk assessment is carried out before the trip, covering travel, accommodation, activities, and emergencies. Parents and carers will receive clear information about the trip in advance, including key details such as



itinerary, accommodation, and staff contacts. We always make sure there are enough trusted adults to supervise the group safely. For mixed groups, we aim to have both male and female staff wherever possible.

5. Supervision and Chaperones

Children under 18 must be accompanied by a parent, guardian, or authorised chaperone. If a parent cannot attend, written consent is needed for another adult to act as a chaperone. Chaperones must stay with the child at all times and hold emergency and medical information. If a chaperone is responsible for any children other than their own, they must be over 21, hold an enhanced DBS check (or PVG in Scotland), and be fully briefed on safeguarding procedures before the trip.

6. Accommodation and Sleeping Arrangements

Children and adults do not share bedrooms unless they are immediate family members (for example, a parent staying with their own child). For hotel stays or similar trips, children are roomed together in small groups of the same sex and similar ages. Chaperones have their own rooms on the same floor or nearby and carry out regular check-ins to ensure children are safe and supervised. Non-parent chaperones are never placed in a room alone with a child.

7. Travel Arrangements

Parents are responsible for travel unless other arrangements are agreed. If a child travels with someone other than their parent or guardian, written consent is required. Drivers must be fully licensed and insured, and children will not travel alone with unrelated adults.

8. Emergencies

At least one qualified first aider will be on every trip. Parents are contacted straight away in case of illness, accidents, or concerns. Emergency contacts for all participants are kept up to date and accessible.

9. Behaviour and Expectations

Trips should be safe, fun, and positive for everyone. We expect all students, parents, staff, and volunteers to:

- Show respect to coaches, officials, staff, and each other
- Follow the WUMA Code of Conduct and venue rules



- Avoid unsportsmanlike or inappropriate behaviour

If behaviour is unacceptable, action may be taken which could include being sent home or facing future restrictions.

10. Reporting Concerns

If anyone feels unsafe, worried, or has a concern, they can speak to the Trip Co-ordinator or any member of staff. Safeguarding concerns are reported straight away to WUMA's Designated Safeguarding Officer.

11. Reviewing This Policy

We review this policy regularly to keep it up to date with safeguarding standards and best practice.