

Safeguarding Guidance for Taekwondo Teams on Overnight & International Trips (2026)

Introduction

Overnight stays, training camps and international competitions introduce heightened safeguarding responsibilities. This detailed guidance provides the required standards for safe planning, management and supervision of British Taekwondo teams during domestic overnight stays and international travel.

Accommodation & Sleeping Arrangements

- Separate rooms for adults/children, boys/girls, younger/older age groups.
- Staff rooms close to athlete rooms but never shared.
- Participants informed of staff room numbers, emergency contacts and curfews.
- Two-adult room checks respecting privacy and cultural norms.
- Secure key-card access; no sharing of keys.
- Visitor restrictions enforced; clear boundaries for access to sleeping areas.

Supervision & Staffing

- Staffing ratios tailored to group size, gender and needs.
- All adults DBS-checked, safeguarding trained and briefed.
- Daily team coordination meetings for updates and risk monitoring.
- Avoid 1:1 closed-door interactions.
- Ensure professional boundaries in all travel contexts (meals, transit, downtime).
- Communication only through approved monitored channels.

Catering, Diet & Medical Needs

- Collect allergy, dietary and medical information well before departure.
- Brief catering providers; implement allergy action plans.
- Supervised food purchases; ensure participants have appropriate currency.
- Maintain medical summary sheets and consent-to-treat forms.
- Secure medication storage and controlled administration.

- Ensure travel insurance, GHIC (if relevant), and local medical facilities identified.

Emergencies & Trip Disruptions

- Written contingency plans for delays, medical incidents, lost passports or missing participants.
- Maintain contact information for parents, local authorities, embassy and nearest hospitals.
- Daily check-ins with parents; immediate communication of changes.
- Train staff on international emergency response protocols.
- Pre-arranged meeting points and missing-person alerts.

Financial Protection

- Teams carry funds for emergencies (meals, medical needs, local transport).
- Supervise young participants handling money.
- Provide parents with trip-specific spending guidance.

Imagery, Photography & Live Streaming

- Written consent required for identifiable images.
- Prohibit images revealing hotel names, signage or geolocation.
- No livestreaming from private areas (bedrooms, washrooms).
- Ban AI-altered or enhanced images of minors.
- Encourage disabling device location services.
- Social media posts monitored for safety.

Behaviour & Conduct

- Codes of conduct enforced throughout travel, lodging and social activities.
- Expectations around respect, behaviour and etiquette clearly communicated.
- No alcohol or substances for under-18s.
- Provide cultural awareness briefings prior to international travel.
- Encourage peer accountability and team support.

Travel Documentation & Safety

- Ensure passports valid for 6+ months beyond travel.
- Secure copies stored with staff and digitally encrypted.

- Check visa requirements early.
- Carry parental consent forms for minors.
- Insurance coverage must include sport participation and medical repatriation.
- Luggage guidance issued, including prohibited items.
- Safety briefing on airports, borders and foreign transit.

Communication With Parents

- Provide full itinerary with hotel details, staff lists and emergency contacts.
- Daily updates using pre-agreed communication channels.
- Immediate parent notification in case of emergency or change.
- Pre-trip briefing meeting with parents.

Reporting Concerns

- Report immediately to trip Safeguarding Lead.
- Contact embassy/consulate for overseas legal or safety issues.
- UK 24-hour assistance helpline for citizens abroad.
- Report online harm through CEOP.
- Conduct formal post-trip safeguarding debrief.