



**Educational Visits, Performances,
Competitions & Off-Site Activities
Policy**

Document Reference Number	SCL23
Title	Educational Visits, Performances, Competitions & Off-Site Activities
Policy Owner	Mr. Jake Byrne
Version	1.0
Date Written	14.09.2026
Date Ratified	September 2026
Next Review Date	September 2027

Version Control

Version	Last Modified	Modified By	Document Changes

1. Policy Statement

Karate & Dance Federation Ltd (KDF) recognises that educational visits, performances, competitions, workshops, demonstrations and other off-site activities can provide valuable opportunities for students to develop confidence, independence, technical ability, teamwork and wider experience beyond their normal lesson environment.

KDF will plan and deliver off-site activities in a way that is proportionate to the nature of the activity and the age and needs of the students involved. Safeguarding, supervision, travel arrangements, medical needs, venue safety, behaviour, accessibility, emergency planning and communication with families must all be considered before the activity takes place.

Participation in an off-site activity does not reduce KDF's expectations around safeguarding, professional conduct or student welfare. Staff remain responsible for applying KDF standards even where another organisation controls the venue or competition.

KDF's approach reflects its values of Kindness, Diversity, Friendship and supports the KDF Promise: Every Student, Every Session, Every Time.

2. Purpose

The purpose of this policy is to establish a consistent framework for planning, approving and managing activities that take place away from KDF's usual premises.

It covers educational visits, competitions, performances, external workshops, demonstrations, community events, collaborative sessions, trips and other activities where KDF students are participating under KDF supervision or representation.

The policy is intended to ensure that off-site activity enhances the student experience without introducing unmanaged or unnecessary risk.

3. Scope

This policy applies to all KDF-organised or KDF-led activities that take place away from the normal KDF premises.

It applies to students, staff, coaches, volunteers, junior coaches, young leaders and any other person acting on behalf of KDF during the activity.

Where students attend an event independently with their family rather than under KDF supervision, the extent of KDF responsibility may differ and should be communicated clearly in advance.

4. Types of Off-Site Activity

Off-site activities may include karate competitions, dance performances, grading events, workshops, theatre visits, demonstrations, community events, educational visits, external training, award events or other activities connected with the KDF curriculum or wider student development.

The level of planning required should reflect the actual risk and complexity of the activity.

A short local performance may require a different level of planning from a full-day competition or activity involving significant travel, large crowds or unfamiliar environments.

5. Educational Value

Off-site activity should have a clear purpose.

This may include technical development, performance experience, competition, confidence building, cultural learning, teamwork, exposure to professional practice or wider enrichment.

Activities should not be organised simply because they are available; they should add meaningful value to the student experience.

6. Approval of Activities

Significant off-site activities should be approved by the CEO or another authorised senior leader before commitments are made.

Approval should consider safeguarding, staffing, cost, travel, venue suitability, insurance, medical arrangements, accessibility and whether the activity aligns with KDF values and curriculum priorities.

Routine low-risk activities may operate through established arrangements where they have already been appropriately assessed.

7. Risk Assessment

KDF should complete a suitable and proportionate risk assessment for off-site activities where the nature of the event warrants one.

Risk assessment should consider travel, supervision, venue access, crowding, changing arrangements, performance or competition hazards, medical emergencies, missing children, collection, safeguarding and individual student needs.

Risk assessment should support decision-making rather than become a paperwork exercise disconnected from the actual activity.

8. Dynamic Risk Assessment

Staff should continue to assess risk during the activity.

Unexpected changes such as weather, venue layout, delayed transport, overcrowding, illness or behavioural concerns may require plans to be adjusted.

Where conditions become unsafe, staff should be prepared to pause, modify or withdraw from the activity.

9. Venue Suitability

Where practicable, KDF should establish whether the venue is suitable for the planned activity.

This may include considering emergency exits, toilets, changing facilities, spectator arrangements, accessibility, first aid, performance areas, training surfaces and general security.

KDF does not need to duplicate every venue assessment undertaken by the operator, but should identify issues relevant to its own students and supervision responsibilities.

10. Venue Rules

Students, staff and accompanying adults must follow reasonable venue rules.

KDF staff should understand any emergency, access or safeguarding arrangements communicated by the venue.

Where a venue rule conflicts with a significant safeguarding or safety concern, the matter should be raised with venue management before proceeding.

11. Safeguarding

KDF safeguarding expectations apply fully during off-site activity.

Staff should maintain professional boundaries, appropriate supervision and clear accountability for students.

Any safeguarding concern arising during the activity should be reported under KDF's normal safeguarding procedures, with immediate external referral where necessary.

12. Lead Responsibility

A named lead adult should be identified for each significant off-site activity.

The lead should understand the activity plan, staffing arrangements, emergency contacts and any specific student needs.

They should also know who is responsible for registers, medical information, transport, venue liaison and parent communication.

13. Staffing

Staffing arrangements should be appropriate to the age, number and needs of the students and the nature of the activity.

KDF should not rely solely on a rigid ratio without considering context.

An activity involving large crowds, unfamiliar venues, Early Years students or significant SEND needs may require more supervision than an ordinary class.

14. Junior Coaches and Young Leaders

Junior coaches and young leaders may support off-site activities under adult supervision.

They must not hold sole responsibility for groups of children, emergency decisions, significant medical needs or safeguarding concerns.

Their role should remain supportive and developmental.

15. Registers and Accountability

KDF should maintain an accurate record of students participating in the activity.

Staff should know who has arrived, who remains under KDF supervision and when responsibility has transferred to a parent or guardian.

Headcounts or register checks should be used at key transition points where appropriate.

16. Arrival and Meeting Points

Families should receive clear information about where and when students are expected to arrive.

Where KDF assumes supervision at the venue, the handover point should be clear.

Parents should not leave younger children until KDF staff have visibly accepted responsibility.

17. Collection and Departure

Collection arrangements should be confirmed in advance where necessary.

Students should not leave an off-site activity without staff awareness while they remain under KDF supervision.

Where a parent or guardian collects directly from the venue, responsibility should transfer clearly.

18. Independent Travel

Older students may travel independently where this has been agreed with parents or guardians and KDF is satisfied that the arrangement is appropriate.

Independent travel arrangements should be clear in advance.

KDF should not assume that a student may leave or travel alone simply because they have done so previously.

19. Transport Provided by Families

Where families are responsible for transporting their own child to and from an event, KDF should communicate this clearly.

KDF is not responsible for private family travel arrangements unless it has specifically arranged or assumed responsibility for transport.

The handover point at the venue should nevertheless remain clear.

20. KDF-Arranged Transport

Where KDF arranges transport, the transport method should be suitable for the students and journey.

Seatbelts, vehicle condition, driver suitability, insurance and supervision should be considered according to the arrangement.

Students should be supervised appropriately during journeys and should follow reasonable safety instructions.

21. Staff Using Private Vehicles

Use of staff private vehicles to transport students should not become an informal routine.

Where exceptional or planned transport by private vehicle is required, KDF should consider insurance, consent, safeguarding, driver suitability and whether safer alternatives are available.

Where possible, arrangements should avoid unnecessary one-to-one transport between an adult and a child.

22. Public Transport

Where public transport is used, staff should consider crowding, platform safety, transitions, student independence and the possibility of separation from the group.

Meeting points and emergency arrangements should be explained in advance where appropriate.

Students should remain under suitable supervision throughout the journey.

23. Walking Between Locations

Where students walk between venues or transport points, routes should be considered for traffic, crossings, lighting and accessibility.

Younger children and those with reduced danger awareness may require closer supervision.

Staff should position themselves to maintain appropriate oversight of the group.

24. Missing Child Procedures

A missing child during an off-site activity must be treated as an immediate safeguarding concern.

Staff should alert venue management, begin a proportionate local search, maintain supervision of the remaining group and involve police promptly where risk requires it.

KDF's Missing Child, Elopement & Uncollected Child Policy remains applicable off site.

25. Elopement Risk

Students with known elopement or running risk may require additional planning before attending.

This may include increased supervision, clear meeting points, familiarisation, reduced waiting, regulation strategies or direct handover arrangements.

Where the risk cannot be managed safely, KDF should discuss alternative arrangements with the family.

26. Medical Information

Relevant medical information should be available to the appropriate staff during the activity.

Parents must ensure that KDF has current information before the event.

Only information necessary for safe participation should be shared with those who genuinely need it.

27. Medication

Essential medication must remain accessible throughout the activity.

This may include adrenaline auto-injectors, inhalers, seizure rescue medication or other prescribed treatment.

Medication should not be left inaccessible in a vehicle, changing room or locked area where delay could create risk.

28. First Aid

KDF should ensure there is suitable first-aid provision for the activity.

This may include KDF first aiders, venue provision or a combination depending on the event.

Staff should know how to summon emergency medical assistance and where first-aid facilities are located.

29. Allergies and Food

Where food is provided or students are expected to purchase food, relevant allergy information should be considered.

KDF should avoid making assumptions about allergen safety where food is supplied by third-party venues or caterers.

Students with significant allergies may require additional planning in accordance with KDF's Allergy Awareness & Anaphylaxis Policy.

30. SEND and Inclusive Access

Students with SEND should be supported to participate meaningfully in off-site activities wherever this can be achieved safely.

Planning may include quieter arrival arrangements, visual information, reduced sensory exposure, additional breaks, adapted participation or increased supervision.

A student should not be excluded simply because additional planning is required.

31. Sensory Needs

Unfamiliar venues may create increased sensory demand through noise, lighting, crowds, music or waiting.

Where appropriate, staff should identify quieter spaces or regulation options before the event.

Portable sensory resources may be used where these are safe and practical.

32. Calm Spaces Off Site

The Tiger Retreat or Leopard Retreat may not be physically available at an external venue, but KDF should consider whether a temporary calm space can be identified where required.

The same principles apply: regulation spaces are supportive, supervised and non-punitive.

The suitability of any temporary space should be checked before use.

33. Behaviour Expectations

Students remain subject to KDF's Behaviour Management Policy and Student, Parent, Guardian & Visitor Code of Conduct during off-site activities.

Staff should communicate expectations clearly, particularly where venue rules differ from normal KDF routines.

Behaviour that creates significant risk may require withdrawal from the activity.

34. Aggressive or Volatile Behaviour

Where a student becomes aggressive or highly dysregulated, staff should prioritise safety and de-escalation.

Venue security or other support may be required where the incident exceeds KDF's safe management capacity.

Parents may be asked to collect the student where continued participation cannot be managed safely.

35. Competitions

Competition should be approached as part of student development rather than solely as a results-driven activity.

Coaches should prepare students appropriately, reinforce sportsmanship and avoid creating unhealthy pressure around winning.

Students should understand that conduct, effort, learning and resilience remain important regardless of result.

36. Competition Eligibility and Selection

Where competition places are limited, KDF may use selection criteria based on readiness, safety, age, technical competence, commitment or event-specific requirements.

Selection should be fair and should not be influenced by favouritism.

Not being selected for a particular competition does not automatically reflect negatively on the student's wider progression.

37. Competition Conduct

Students representing KDF should behave respectfully toward officials, opponents, coaches and other clubs.

Abusive language, intimidation, deliberate rule-breaking or poor sportsmanship will not be accepted.

Parents and spectators representing KDF are expected to demonstrate the same standards.

38. Performance Activities

Dance performances, karate demonstrations and similar events should be planned with attention to rehearsal, changing arrangements, stage access, supervision and student welfare.

Students should not be left unsupervised backstage or in unfamiliar areas without appropriate arrangements.

Performance pressure should remain age-appropriate.

39. Performance Costumes

Costumes should be suitable for the student's age, activity and movement.

KDF should consider modesty, safety, sensory needs and reasonable adjustment.

Students should not be required to wear clothing that is unnecessarily revealing or creates significant distress.

40. Changing Arrangements

Changing areas must be managed with appropriate privacy and safeguarding.

Adults should not change in the same space as children unless the environment and arrangements make this clearly appropriate and safe, and children should not be unnecessarily observed while changing.

Where venue facilities are limited, KDF should establish alternative arrangements before the event.

41. Photography and Filming

Photography and filming at off-site activities must follow KDF's Online Safety, Photography, Filming & Digital Communication Policy.

External venues or competition organisers may have their own photography rules, which should also be respected.

KDF should not assume that its own consent arrangements automatically control photography undertaken independently by another organisation.

42. Social Media

Images, results and event updates may be shared through KDF's approved communication and social-media processes where consent and safeguarding arrangements permit.

Staff and outsourced social-media personnel should avoid publishing sensitive location or student information unnecessarily.

Any safeguarding incident occurring during an event must not be turned into social-media content.

43. Parent and Guardian Attendance

Parents and guardians may attend events where permitted by the organiser.

They should follow venue rules and KDF conduct expectations.

Where KDF is responsible for supervising the student, a parent's presence does not automatically transfer supervision responsibility back to the parent unless this is clearly agreed.

44. Parent Behaviour at Competitions and Performances

Parents and guardians must not abuse officials, coaches, students or other families.

Aggressive, discriminatory or intimidating behaviour may result in removal from the venue or restriction from future KDF events.

KDF's reputation must never be protected at the expense of addressing unsafe adult behaviour.

45. Student Welfare and Pressure

Students should not be pressured to compete or perform where they are genuinely distressed or medically unfit.

Normal nerves are expected and may be supported through reassurance and preparation.

Where distress becomes significant, KDF should consider whether participation remains in the student's best interests.

46. Hydration and Rest

Off-site activities may involve longer periods of physical activity, travel and waiting.

Students should have reasonable access to water, rest and food where appropriate.

Coaches should monitor fatigue, particularly in younger students or during warm conditions.

47. Weather

Outdoor or travel-based activity may be affected by heat, cold, rain, snow, storms or other adverse weather.

KDF should consider whether activity can continue safely and whether clothing, hydration, travel or venue access need to be adapted.

Where conditions create unacceptable risk, the activity may be changed, delayed or cancelled.

48. Emergency Procedures

Staff should understand how to respond to fire, evacuation, lockdown, serious injury or another emergency at the venue.

Where an external venue has its own emergency arrangements, KDF should follow these while maintaining accountability for its students.

An accurate register or participant list should remain available.

49. Critical Incidents

A serious off-site incident may include a major injury, missing child, safeguarding concern, serious transport incident, police involvement or venue emergency.

The lead adult should prioritise immediate safety and emergency services before contacting senior KDF leadership.

KDF's Emergency, Critical Incident & Business Continuity Policy should be activated where appropriate.

50. Communication With Families During Emergencies

Families should receive factual and proportionate information during significant incidents.

KDF should avoid speculation or premature conclusions.

Where police or other agencies are involved, communication should follow their advice where appropriate.

51. Cancellation

KDF may cancel, postpone or withdraw from an off-site activity where safety, staffing, weather, transport, venue or safeguarding concerns make continuation inappropriate.

Decisions should be based on the circumstances rather than pressure to proceed because families have made plans.

Any financial implications will be managed under the applicable booking or membership terms.

52. Costs

Families should receive clear information about significant participation costs before committing where possible.

This may include entry fees, tickets, costumes, travel or accommodation where relevant.

KDF should avoid unnecessary expenditure and should distinguish mandatory costs from optional purchases.

53. Financial Inclusion

Where cost creates a barrier, families may contact KDF privately to discuss whether any alternative arrangement is available.

KDF cannot guarantee financial assistance for every activity, but concerns should be handled sensitively.

A student should not be publicly identified as unable to afford participation.

54. Overnight Activity

Any future overnight activity would require enhanced planning.

This would include accommodation, sleeping arrangements, staffing, privacy, medical needs, emergency procedures, safeguarding boundaries and parent consent.

Overnight arrangements should not be treated as an extension of an ordinary day trip without additional assessment.

55. Accommodation

Where accommodation is used, staff and children should have clear sleeping and privacy arrangements.

Adults should not share bedrooms with children except where an appropriately assessed care need requires a specific arrangement.

Room checks and supervision should respect privacy while maintaining safeguarding.

56. Alcohol, Smoking and Vaping

Students must not use alcohol, illegal drugs, cigarettes or vapes during KDF off-site activity.

Staff responsible for children must remain fit to fulfil their duties and must not consume alcohol in a way that impairs supervision or professional judgement.

Venue hospitality arrangements do not override KDF safeguarding expectations.

57. Professional Boundaries

Off-site environments can feel less formal than ordinary sessions, but staff professional boundaries remain unchanged.

Staff should not use trips or events to develop secretive or overly familiar relationships with students.

Communication, physical contact, photography and one-to-one situations must remain professional.

58. One-to-One Situations

Staff should avoid unnecessary isolated one-to-one situations with children during off-site activity.

Where individual support is required, arrangements should remain observable or appropriately accountable.

Emergency or medical circumstances may require greater privacy, but safeguarding principles still apply.

59. Toilets

Students should be informed about toilet locations and should use them in a way appropriate to age and independence.

Staff should maintain general awareness without compromising privacy.

Younger or vulnerable students may require additional support.

60. Lost Property and Personal Belongings

Students remain responsible for personal belongings unless KDF has specifically accepted an item for safekeeping.

Families should avoid sending unnecessary valuables.

Any KDF-held medication or safeguarding-critical item should be managed separately from ordinary belongings.

61. Equipment

KDF equipment taken off site should be transported, used and stored safely.

Equipment should be checked before use where necessary and any defects addressed.

Students must not use unfamiliar or venue-owned equipment without appropriate instruction.

62. External Instructors

Where another organisation provides instruction, KDF should consider whether the provider appears competent and suitable for the activity.

KDF staff should remain alert to safeguarding or safety concerns even where technical instruction has been delegated.

Outsourcing an activity does not remove KDF's responsibility to respond where concerns become apparent.

63. Insurance

KDF should ensure that activities fall within relevant insurance arrangements or obtain clarification where necessary.

Specialist or higher-risk activities may require additional cover or confirmation.

Staff should not assume that every external activity is automatically insured simply because it involves KDF students.

64. Incident Recording

Significant accidents, safeguarding concerns, behavioural incidents, missing-child events and near misses should be recorded following the activity.

Records should be factual and identify any action taken.

External venue incident forms may supplement but do not necessarily replace KDF's own records.

65. Post-Event Review

Significant or complex activities should be reviewed after completion.

The review should consider what worked well, whether any incidents occurred, whether staffing was sufficient and what should change next time.

Learning should be incorporated into future planning rather than remaining informal.

66. Student Voice

Students may be asked for feedback following performances, competitions or educational visits.

Their views can help KDF understand whether they felt safe, included, challenged and supported.

Student feedback should inform improvement while remaining appropriate to age and understanding.

67. Parent Feedback

Families may also provide useful feedback about communication, organisation, travel, accessibility and student experience.

KDF should consider recurring themes rather than reacting disproportionately to isolated preferences.

Constructive feedback can strengthen future activity planning.

68. Quality Assurance

Off-site provision remains subject to KDF's Lesson Quality, Observation & Student Experience expectations where relevant.

The KDF Lesson Guarantee should still be reflected where the activity includes teaching or coached learning.

Off-site location should not result in lower expectations around inclusion, communication or professional conduct.

69. Curriculum Links

Educational visits and external activities should connect meaningfully to KDF's curriculum or wider development goals.

Competitions may support application and resilience; performances may support confidence and expression; workshops may extend technical learning.

Staff should be clear about the educational or developmental purpose of participation.

70. Kindness

The value of Kindness means looking after one another, treating venue staff and competitors respectfully and responding supportively when students feel nervous or overwhelmed.

It also means ensuring that students are not pressured beyond what is reasonable for their wellbeing.

Off-site activity should strengthen confidence rather than create humiliation.

71. Diversity

The value of Diversity means planning activities so that different needs are considered from the outset.

SEND, disability, religion, medical needs and sensory differences should not be treated as inconveniences.

KDF will seek reasonable ways for students to participate meaningfully wherever this can be achieved safely.

72. Friendship

The value of Friendship means representing KDF with teamwork, encouragement and respect.

Students should support peers whether they win, lose, perform confidently or make mistakes.

Competition should never override KDF's expectation of positive relationships.

73. The KDF Promise

This policy supports the KDF Promise: Every Student, Every Session, Every Time.

The Promise applies beyond KDF's own premises. Students attending a competition, performance, workshop or visit should still experience safe supervision, meaningful support and inclusive practice.

KDF will therefore plan off-site activities so that quality, safeguarding and student experience remain consistent wherever learning takes place.

74. Related Policies

This policy should be read alongside KDF's Safeguarding & Child Protection Policy, Safeguarding Roles, Reporting & Responding to Concerns Policy, Curriculum, Teaching & Learning Policy, Curriculum Differentiation, Adaptation & Inclusive Learning Policy, Lesson Quality, Observation & Student Experience Policy, Missing Child, Elopement & Uncollected Child Policy, Student Arrival, Collection, Handover & Supervision Policy, Physical Contact & Appropriate Touch Policy, Medical Needs, Medication & Individual Healthcare Support Policy, Allergy Awareness & Anaphylaxis Policy, First Aid & Emergency Medical Response Policy, Accident, Incident, Near-Miss & RIDDOR Policy, Online Safety, Photography, Filming & Digital Communication Policy, SEND & Inclusive Practice Policy, Behaviour Management Policy and Student, Parent, Guardian & Visitor Code of Conduct.

These policies should be applied together where off-site activity overlaps with safeguarding, transport, SEND, medical need, behaviour, emergency response, photography, supervision or curriculum delivery.

75. Policy Review

This policy will normally be reviewed annually, but earlier review may take place following a serious off-site incident, safeguarding concern, transport issue, venue problem, significant injury, competition or performance review or evidence that current arrangements are insufficient.

Karate & Dance Fed Ltd - 17150545

Chief Executive Officer: Mr. J Byrne

KDF will continue to use educational visits, competitions, performances and off-site activities to extend learning and student development while maintaining clear safeguarding and quality expectations.

Wherever KDF students represent the organisation, they should experience provision that reflects Kindness, Diversity, Friendship, the KDF Promise: Every Student, Every Session, Every Time, and the same high expectations that apply within KDF's own premises.