GLOBAL TRAVEL COMPANIONS LTD

Partnership & Service Information Pack

Professional travel companion and nurse-escorted travel support for planned journeys

Prepared for partners, referral organisations, and professional collaborators

Global Travel Companions Ltd
60 Tottenham Court Road, Suite 6119a, Fitzrovia, London W1T 2EW

Company No. 16451301
www.globaltravelcompanions.co.uk

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AT A GLANCE

ESTABLISHED **June 2025 · UK registered**	LEADERSHIP **Founded & directed by an NMC-registered nurse**	INSURANCE **£2m professional indemnity & public liability**
VETTING **DBS checks appropriate to every role**	DATA PROTECTION **ICO registered · UK GDPR compliant**	SCOPE **Planned, non-regulated support · UK & international**

Supporting certificates and policy documents are available to partners on request.

SECTION 01

Message from the Director

Thank you for taking the time to review this Partnership Information Pack and to learn more about Global Travel Companions Ltd.

Global Travel Companions Ltd was established to deliver reliable, well-governed travel support for planned journeys, where individuals or organisations require structured accompaniment, coordination, and reassurance during travel. Our focus is on the practical delivery of agreed travel plans, ensuring journeys are completed smoothly, discreetly, and with care for the individual involved.

The company is founded and overseen by a UK-registered nurse with experience in international travel support and medical coordination, which informs our approach to governance, safeguarding, professional standards, and risk awareness. Our role focuses on planned travel support and accompaniment rather than emergency or assistance-led services.

Our role begins once travel has been approved and arranged by the appropriate parties. We work alongside companies, hospitals, travel-management providers, and concierge organisations, respecting established responsibilities and decision-making processes at all times.

> *"We see our value in being a dependable travel support partner — focused on communication, professionalism, and execution — while respecting the roles and responsibilities of existing service providers."*

Every assignment is approached with transparency, accountability, and respect for both the traveller and the organisations involved. This pack sets out how we operate, the standards that underpin our work, and how we integrate responsibly into partner-led travel arrangements.

We look forward to the opportunity to work with organisations that value clarity, professionalism, and well-managed travel support.

Richard Wright
Director · RN, NMC Registered Adult Nurse
Global Travel Companions Ltd

SECTION 02

Company Overview

Global Travel Companions Ltd is a UK-registered organisation providing professional travel-companion, non-medical escort, and nurse-escorted travel support services. We work with private individuals, concierge providers, and partner organisations to ensure travel is delivered smoothly and professionally — particularly where additional support, reassurance, or structured accompaniment is required.

Founded by a UK-registered nurse with extensive experience in international travel support and cross-border coordination, the company was established to bring together structured travel coordination with robust governance and safeguarding standards. While this clinical background informs our approach to risk awareness and professional oversight, Global Travel Companions Ltd does not provide diagnosis, treatment, or emergency medical services, and does not replace the role of insurers, assistance providers, or treating clinicians.

Our operating model focuses on practical delivery, clear communication, and strong governance controls, ensuring that all travel arrangements are planned and carried out in accordance with the information, guidance, and approvals provided by the appropriate clinical and assistance stakeholders. Although we operate outside regulated healthcare, our governance, safeguarding, and documentation processes are informed by recognised UK safeguarding and governance principles.

From complex international travel arrangements to domestic journeys within the UK, we coordinate support end-to-end through a trusted network of vetted professionals and established travel and operational partners. Our services are flexible, discreet, and tailored to the specific needs of each traveller and referral pathway.

At the core of our approach is professional integrity. Every journey is managed with transparency, accountability, and respect. We aim to operate as a reliable and well-governed service partner, giving organisations and families confidence that travellers are supported appropriately at every stage of their journey.

LEGAL NAME

Global Travel Companions Ltd

REGISTERED ADDRESS

60 Tottenham Court Road, Suite 6119a, Fitzrovia, London W1T 2EW

COMPANY NUMBER

16451301

DIRECTOR

Richard Wright
RN, NMC Registered Adult Nurse

OPERATIONS

London-based, with case coordination handled remotely across UK and international time zones

WEBSITE

www.globaltravelcompanions.co.uk

SECTION 03

Our Services

Planned, pre-arranged travel support and accompaniment, delivered as a travel-support partner working alongside travel-management providers and concierge organisations.

We do not provide emergency response or clinical decision-making; all involvement takes place after travel has been approved and planned by the appropriate parties.

Travel Companion Services

- Professional travel companion support for individuals who require accompaniment, reassurance, or practical assistance during planned journeys.
- Services are limited to non-medical, supportive travel activities, including door-to-door accompaniment, airport and transit assistance, rail or cruise companionship, and support once travel arrangements have been agreed.
- All travel companions are vetted, DBS-checked, and trained in safeguarding, professional boundaries, and travel-support procedures.

Nurse-Escorted Travel Support

- Planned travel support delivered by UK-registered nurses for journeys where a nurse escort has been requested or identified as appropriate.
- The nurse's role is limited to in-transit accompaniment and professional support during travel, delivered in accordance with care plans, prescriptions, and instructions established by the treating medical team prior to travel.
- Fitness-to-travel decisions and medical approvals remain the responsibility of the treating clinicians and/or commissioning organisations.
- For planned travel, we may support the administrative coordination of airline Medical Information Forms (MEDIF) using information supplied by the treating clinician. This support is administrative in nature and does not constitute medical assessment or approval.

Travel Coordination (planned travel only)

- Practical coordination support for planned journeys once travel has been authorised and arranged by the relevant parties.
- This may include coordination of agreed itineraries, information-based liaison with airlines or transport providers, coordination of ground transfers arranged through third-party providers, and journey oversight to support smooth handover on arrival.
- All transport and travel decisions remain with the appropriate commissioning or responsible parties.

Our Services

Travel Management & Booking Support

- Where travel arrangements are required, we utilise established travel-management company services and booking platforms to support the organisation of flights, accommodation, and ground transport.
- All ticketing, reservations, and supplier contracts are issued through the appointed travel-management providers under their own ATOL and ABTA protections where applicable. Global Travel Companions Ltd does not issue tickets or act as the contracting travel agent.
- Our role is to coordinate requirements and ensure alignment with the agreed travel plan, maintaining clear separation between travel-booking activities and companion or escort support services. Companion and escort services are invoiced separately from travel arrangements.

Concierge, Cruise & VIP Travel Support

- Professional travel companion support for corporate, private, or VIP clients requiring discreet accompaniment during planned travel.
- Services are focused on practical assistance, coordination, and journey accompaniment, delivered with a strong emphasis on professionalism, discretion, and safeguarding.

Domestic Travel Support (UK)

- Travel companion support for planned UK journeys, providing structured accompaniment and practical assistance during travel.
- Domestic services follow the same governance and operational standards as international assignments.

What we do

- Accompany planned journeys door to door, in the UK and internationally
- Provide UK-registered nurse escorts for in-transit support
- Coordinate agreed itineraries, transfers, and handovers
- Support MEDIF paperwork on an administrative basis
- Keep you informed through a single named contact

What we don't do

- Make fitness-to-travel or clinical decisions
- Provide emergency response or assistance-led coordination
- Issue tickets or act as the contracting travel agent
- Provide regulated personal or medical care
- Replace insurers, assistance providers, or treating clinicians

IN PRACTICE

The Journeys We Support

Every journey is different, but the examples below show the kinds of engagement we typically take on. They are illustrative rather than drawn from any specific client.

Visiting family on the other side of the world

An older traveller wants to spend a month with family in Australia, but the journey itself is the obstacle: two flights, a long layover, and unfamiliar airports. A companion travels with them door to door — meeting them at home, handling check-in and transfers, staying alongside them throughout, and handing over to family at arrivals. The family books the flights; we fit around the plans already made.

Coming home after planned treatment

Someone has completed planned treatment abroad and their medical team has confirmed they are fit to fly. A UK-registered nurse accompanies them home, providing comfort, reassurance, and any agreed in-transit support set out in the written plan from the treating team, then hands over to family or carers on arrival. Decisions about fitness to fly stay with the clinicians; our job is the journey itself.

Joining a cruise with confidence

A solo traveller has booked a cruise but is anxious about the getting-there: the train, the port, the embarkation queues. A companion supports the journey to the terminal, helps with boarding and settling in, and is there again at the end for the trip home. The holiday is theirs; we simply take the stress out of either end of it.

A trusted pair of hands for a concierge client

A concierge firm has a client flying into London who needs discreet, reliable support between the airport, hotel, and a series of appointments. We provide a vetted companion who works to the itinerary the concierge team has already built, reports back through a single point of contact, and stays entirely in the background.

If the journey you have in mind looks different from these, ask us anyway — if we are not the right fit, we will say so.

SECTION 04

Governance, Safeguarding & Compliance

Global Travel Companions Ltd operates within a defined and proportionate governance framework appropriate to the delivery of planned travel support and accompaniment services. We do not provide emergency response services, medical case management, clinical decision-making, or assistance-led coordination. Our governance arrangements are designed to support professional travel delivery, safeguarding, and operational accountability within a clearly defined scope.

Regulatory Position

Global Travel Companions Ltd does not carry out regulated activities under the Health and Social Care Act 2008, including medical treatment, diagnosis, or regulated personal care. As such, all services are delivered as planned, pre-arranged travel-support activities within a clearly defined, non-regulated operational scope. Our governance framework reflects this position and is designed to ensure lawful, ethical, and professional service delivery while maintaining clear professional and operational boundaries.

Safeguarding & Vetting

Safeguarding applies across all Global Travel Companions Ltd activities. All staff and independent contractors are subject to Disclosure and Barring Service (DBS) checks appropriate to their role and complete safeguarding training relevant to travel-support work. The Director acts as the Designated Safeguarding Lead.

Our Safeguarding Policy sets out clear responsibilities, reporting routes, and escalation procedures to ensure that concerns are identified, recorded, and managed appropriately in line with UK safeguarding guidance.

Information Governance & Data Protection

Global Travel Companions Ltd is registered with the Information Commissioner's Office (ICO) and complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Information is collected and processed on a minimum-necessary basis, stored securely, and shared only where required for agreed operational purposes. Access to information is restricted, and confidentiality obligations apply to all personnel involved in service delivery.

Health, Safety & Risk Management

The company complies with relevant UK health and safety legislation, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. For each assignment, a proportionate travel risk assessment is completed, considering journey complexity, environment, safeguarding factors, and lone-working considerations. All companions and nurse escorts complete role-appropriate training and periodic updates covering health and safety, lone working, and infection prevention.

Professional Standards for Nurse-Escorted Travel

Where nurse-escorted travel support is provided, services are delivered by UK-registered nurses acting in accordance with their professional obligations under the Nursing and Midwifery Council (NMC) Code. The nurse's role is limited to planned, in-transit support provided within agreed professional boundaries established prior to travel. Global Travel Companions Ltd does not provide medical case management, emergency coordination, or clinical decision-making responsibilities.

DBS
Checks appropriate to every role

ICO
Registered · UK GDPR compliant

£2m
Indemnity & public liability cover

NMC
Code-aligned nurse-escorted travel

SECTION 05

Operational Standards

Global Travel Companions Ltd operates to clear and consistent operational standards appropriate to the delivery of planned travel support and accompaniment services. Our approach focuses on preparation, coordination, safeguarding, and accountability, ensuring each journey is delivered professionally and in line with agreed arrangements.

Service Planning & Oversight

Each assignment follows a structured delivery process suited to planned travel support:

1. **Enquiry**
2. **Scope confirmation**
3. **Planning**
4. **Travel delivery**
5. **Completion review**

A named coordinator is assigned to each journey and remains responsible for oversight and coordination from initial contact through to journey completion. This ensures continuity, clarity, and a single point of contact throughout.

Why organisations work with us

- Flexible support for planned domestic and international travel
- Governance-led approach with strong safeguarding oversight
- Single point of contact throughout the journey
- Discreet and professional support delivery
- Independent service designed to complement existing travel pathways

Risk Awareness & Journey Preparation

Before travel, a proportionate journey planning review is carried out to identify relevant considerations such as travel logistics, environment, safeguarding factors, mobility needs, and lone-working arrangements. This information is used to inform the agreed travel plan and journey arrangements. Where appropriate, considerations are reviewed during the journey and recorded as part of the completion summary. Post-journey reviews are undertaken to identify learning points and support ongoing service improvement.

Nurse-Escorted Travel Support

Where nurse-escorted travel is provided, delivery is limited to planned, pre-arranged journeys. UK-registered nurses accompany the traveller during transit and act within clearly defined professional boundaries, following instructions and care plans established prior to travel. Fitness-to-travel decisions, medical clearance, and ongoing treatment planning remain the responsibility of the treating clinical team and/or commissioning organisation. Post-journey reports are objective and limited to journey observations, travel-related notes, and confirmation that the journey was completed as planned.

Operational Standards

Safeguarding & Duty of Care

Safeguarding considerations apply across all services. All personnel involved in service delivery are subject to appropriate DBS checks and complete safeguarding training relevant to their role. Clear internal procedures are in place for identifying, recording, and escalating safeguarding concerns, with oversight provided by the Designated Safeguarding Lead.

Communication & Coordination

Clear and timely communication is central to service delivery. A single point of contact coordinates updates and information-sharing with relevant parties. Secure communication methods are used, and key actions and milestones are documented to support transparency and accountability.

Documentation & Record Keeping

Standardised documentation is used to support consistent delivery and record completion, including:

- Travel scope and support confirmation
- Journey plan
- Companion or escort journey record
- Post-journey completion summary

Health, Safety & Lone Working

Operational activities are carried out in line with applicable UK health and safety legislation. Risk considerations include lone-working arrangements, personal safety during travel, and the environments involved. Personnel receive role-appropriate training covering health and safety awareness, lone-working procedures, and infection-prevention principles relevant to travel settings.

Training & Competence

All contractors and staff complete an induction covering:

- Safeguarding responsibilities
- Information governance and data protection
- Health and safety awareness
- Professional boundaries and conduct
- Customer care and communication

UK-registered nurses maintain current professional registration in line with Nursing and Midwifery Council (NMC) requirements. Travel companions receive periodic refresher training, operational guidance, and oversight appropriate to their role.

Information Security

Appropriate information security measures are applied across operational systems, records, and communication processes. Access to information is role-restricted, confidentiality obligations apply to all personnel, and digital data is protected through secure storage and controlled access in line with internal policies.

Issue Escalation & Resolution

Operational or safeguarding issues identified during an assignment are managed through defined internal escalation processes. Where external support is required, escalation follows the appropriate local arrangements already in place for the journey.

Quality Assurance

Each completed assignment is subject to a proportionate completion review, focusing on service delivery, communication, and adherence to agreed plans. Feedback is collected where appropriate and used to inform service refinement, training updates, and operational improvement.

SECTION 06

Key Supporting Documents & Certifications

Global Travel Companions Ltd maintains a structured set of governance and compliance documents supporting legal registration, professional accountability, safeguarding, and safe operational practice. All documentation is overseen by the Director and reviewed periodically; copies of certificates and core policies are available to partners on request.

6.1 Corporate & Legal

- Certificate of Incorporation
- Director Confirmation Statement
- ICO Registration Certificate

6.2 Insurance & Liability

- Professional Indemnity Insurance – £2 million (Beazley)
- Public Liability Insurance – £2 million (Beazley)
- Medical Malpractice Extension – supporting nurse-escorted travel assignments where applicable
- Contractor Insurance Compliance Statement

6.3 Professional Standards & Oversight

- Adherence to the NMC Code of Professional Conduct for nurse-escorted assignments
- Standardised documentation for risk assessment, travel planning, and post-journey review
- Operational oversight by the Director for all nurse-escorted assignments

6.4 Safeguarding & Vetting

- Safeguarding Policy
- Enhanced DBS certification held by the Director and verified contractors
- Reference, identity, and onboarding verifications for all subcontractors
- Whistleblowing Policy

6.5 Information Governance & Data Protection

- Data Protection Policy
- Secure Communication Procedure (encrypted email / file transfer)
- Data Retention Schedule
- Information Security Incident Procedure

6.6 Health, Safety & Infection Control

- Health & Safety Policy compliant with the Health and Safety at Work Act 1974
- Risk assessment templates – manual handling, infection control, lone working, travel risk
- Infection prevention guidance adapted for travel environments
- Incident reporting form and review process

6.7 Quality Assurance & Continuous Improvement

- Audit checklist – case review completed by the Director after each assignment
- Feedback form – captures partner and client comments
- Learning log – records actions and service improvements identified

6.8 Document Control & Review

All policies are version-controlled, approved by the Director, and archived securely for audit and partner review. Amendments are recorded through the company's internal document-control process.

SECTION 07

Partnership & Collaboration

We believe great partnerships are built on trust, good communication, and shared purpose. Every journey we support is a collaborative effort, working alongside our partners to deliver safe, well-managed and reassuring travel experiences.

How We Work With You

We are a small, founder-led company, and we work that way on purpose. When you get in touch, you are speaking directly with the people who will plan and deliver the journey — there is no call centre and no anonymous inbox. Behind that sits a vetted network of companions and UK-registered nurses, which means we can take on more when a journey needs it without losing the personal oversight that defines how we work.

Communication & Clarity

We keep things simple and transparent. From first enquiry to final handover, you will have a single point of contact and clear, timely updates. Our documentation is concise and secure, and designed to make working together as easy as possible.

Shared Values & Quality

Partners choose us because we share the same goals: protecting travellers' wellbeing, maintaining high standards, and delivering reliable, proportionate support.

Ethical & Governance-Led Partnerships

We operate within UK legal, safeguarding, and governance frameworks, underpinned by clear professional and operational standards. We only accept cases that can be managed safely, legally, and in the best interests of the traveller. Integrity and accountability come before commercial gain.

Who We Work With

We work with a range of private clients, partner organisations, and professional referral networks requiring structured travel support and accompaniment services. This may include:

- Individuals and families arranging travel where additional structure, reassurance, or support is helpful
- Organisations seeking a reliable, independent service to support client journeys on a private-pay basis
- Travel and concierge professionals looking for a trusted point of contact for clients requiring additional travel support
- Corporate or specialist travel teams coordinating more complex itineraries
- International clients requiring structured support when travelling to or from the UK

Partnership opportunities

We welcome opportunities to collaborate with organisations and professionals who value reliable, well-governed travel support. If that sounds like you, we would be pleased to explore how we can support your clients or referral pathways.

Together, we can help ensure every journey is safe, well-supported, and professionally managed — wherever in the world it begins or ends.

SECTION 08

Contact Information

Thank you for taking the time to learn more about Global Travel Companions Ltd. We hope this pack has given you a clear sense of who we are, how we work, and the standards that guide every journey we support. We're always happy to discuss potential collaborations, answer questions, or tailor our services to meet your organisation's specific needs.

What Happens When You Enquire

1 **Tell us about the journey**
who is travelling, where, and when

2 **We talk it through with you**
we will get back to you as soon as possible

3 **You receive a clear proposal**
individually quoted, everything in writing

Get in Touch

EMAIL **ops@globaltravelcompanions.co.uk**	WEB **www.globaltravelcompanions.co.uk**
PHONE **+44 (0)203 886 2376**	WHATSAPP **+44 7465 674964**
POST 60 Tottenham Court Road, Suite 6119a, Fitzrovia, London W1T 2EW	LINKEDIN linkedin.com/company/globaltravelcompanions

Let's work together

Successful travel support relies on more than logistics alone. It takes professionalism, communication, and trust. If your organisation values well-managed, safeguarding-led travel support, we would be glad to hear from you.

We look forward to building trusted and professional partnerships that support safe, well-coordinated travel experiences.

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