

# Keeping Taekwondo Safe

All organisations working with children and young people are responsible for their health, safety and well being while in their care. Schools/Academies are no different and have a duty of care to all their junior members.

Anyone delivering activities to children has a duty of care to make sure this is done safely. This leaflet will prompt you to consider your different safeguarding responsibilities. Please see your NGB's full safeguarding policies for comprehensive details about how to put safeguards into practice in your School/Academy.

**Schools/Academies must take full responsibility for operating in a safe way, which includes:**

## Recruiting Coaches & Volunteers

When recruiting instructors, officials, paid staff or volunteers to work with children and young people, schools/ academies must ensure they follow a robust recruitment and selection procedure.

The welfare of children and young people in the School/Academy is paramount and so taking steps to ensure the suitability of these staff and volunteers is essential.

### The School/Academy MUST:

- Ensure all relevant club staff have an enhanced DBS/PVG check.
- Speak to your National Governing Body (NGB) or visit [www.gov.uk/dbs](http://www.gov.uk/dbs) for further information.
- Take up and check a minimum of two written references and keep records.
- Check with the NGB to validate any qualifications.
- Inform new recruits of the School/Academy policies, procedures, standards and expectations.
- Provide a detailed role outline.

## Insurance

Schools/Academies have a responsibility to ensure that all activities and training sessions are covered by the appropriate insurance. Schools/Academies should also check individual instructors have the necessary cover.



# A GUIDE FOR MARTIAL ARTS SCHOOLS

## Welfare Officers

All Schools/Academies must have a designated Welfare Officer in place and ideally a deputy officer to support. The Welfare Officers name and contact number should be made available to all participants, parents, instructors and volunteers and highlighted on notice boards.

The Welfare Officer is responsible for leading the implementation of the School/Academy Safeguarding Policy. The Welfare Officer and deputy should attend training and have a clear role outline. It is also important that they receive support from the committee.

## National Governing Body Welfare Officers

Most NGBs have an appointed designated Welfare Officer. These officers are able to provide further guidance and support to School/Academy Welfare Officers. Contact your NGB directly for their details.

## Code of Conduct

Schools/Academies have a responsibility to provide a Code of Conduct for instructors, volunteers, parents/ carers and participants. These should be promoted and adopted by everyone concerned. There should be procedures for responding to breaches of these codes of conduct.

## Instructor to Participant Ratios

Ratios should be based on the age and ability of the participants. The younger the players the greater need for supervision. Adaptations for disabled participants must be considered where appropriate and additional support made available if required. For mixed gender activities, male and female instructors should be available. Contact your NGB for specific ratios.

## Training

Where possible Schools/Academies should support all their instructors and leaders to undertake further training to develop their knowledge and skills. In particular instructors and volunteers should attend safeguarding and protecting children training. This has a positive effect on the whole School/Academy.

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## Collection of Participants

The late collection of participants can potentially be a difficult situation for Schools/Academies. The School/ Academy should develop written guidelines to give to parents/carers around this issue.

If you are in a situation where a parent has not arrived to collect a child you should:

- Contact the parent/carer on the contact number given
- Use alternative emergency contact number if required • Wait with the child at the facility with others. **NEVER** put yourself in a private one to one position with a child or young person
- When the parent/carer arrives remind them of the School/Academy guidelines

### NEVER

- Take a child home or to another location in your car alone  
Ask the participant to wait alone or let them walk home alone
- Send the participant with another person without permission from their parent or carer.

## Competitions Away

Your school/ academy has a responsibility to care for all children and young people whether at home or away. 'Safe Sport Away' a publication produced by the CPSU is available for additional guidance [www.cpsu.org.uk](http://www.cpsu.org.uk). Alternatively contact your NGB for advice on trips away.

## Changing Rooms

Two members of the School/Academy staff who are DBS/PVG checked should supervise children and young people using changing rooms. Adults should not share changing areas or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available.

No pressure should be placed on children or young people to shower or change at the facilities. Disabled participants should make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

**N.B. if a child needs assistance with personal care this should only be provided by their own parent/carer and not by other adults at your School/Academy.**

## Equity & Good Practice

All Schools/Academies should have an equity policy, which states the rights and worth of all club members and highlights that the club is open to all.

Good practice points relating to equity include:

- Using the appropriate language with participants and colleagues
- Refraining from the use of bad language
- Considering the needs of disabled participants
- Considering the needs of participants from black or ethnic minority backgrounds or LGBT groups
- Challenging inappropriate behaviour

## Photography

Schools/Academies have a responsibility to protect their young people both at regular martial arts sessions and at competitive events.

If you commission a professional photographer or invite the press to an event it is important that you set out your expectations of them in relation to child protection.

**You should:**

- Provide a clear brief about what is considered appropriate in terms of their behaviour and content of the photography • Issue an identification pass, which must be displayed at all times
- Inform participants and parents and ensure you gain their consent to filming and/or photography and to its publication
- Ensure you identify those young people who do not have permission
- Do not allow one to one sessions between a young person and photographer

You can obtain example photo consent forms from [www.thecpsu.org.uk](http://www.thecpsu.org.uk)



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## Childline

0800 1111 | Free 24 hour national helpline for children | [www.childline.org.uk](http://www.childline.org.uk)



## NSPCC Helpline

0808 800 5000 | For those with a hearing difficulty there is a text phone telephone number 0800 056 0566

The UK's only free, confidential service, available 24/7 to support children, no matter what their worry. Children can contact ChildLine on 0800 1111 or online at [childline.org.uk](http://childline.org.uk)

If you're worried about a child, even if you're unsure, you can contact the NSPCC helpline on 0808 800 5000. Professional counsellors are available 24/7 to offer help, advice and support. Support for professionals who are worried about children in the workplace can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285.

## Child Protection in Sport Unit

0116 366 5590 | England, Wales and Northern Ireland | [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## Children 1st: Safeguarding in Sport

0141 418 5674 | Scotland | [www.safeguardingsport.org.uk](http://www.safeguardingsport.org.uk)

## Aftermath

Helpline 0114 275 8525 | Support, advice and befriending for families of serious offenders | [www.aftermathuk.org.uk](http://www.aftermathuk.org.uk)

## Ann Craft Trust

0115 951 5400 | A national association which deals with protection of learning disabled adults and children from sexual abuse. They also provide support for families and survivors | [www.anncrafttrust.org](http://www.anncrafttrust.org)

## Careline

Counselling Line 0845 122 8622 | Careline provides confidential crisis telephone counselling for children, young persons and adults. Telephone counselling available to any individual on any issue | [www.inforselfhelp.info/counselling](http://www.inforselfhelp.info/counselling)

## FASO

Helpline 0844 335 1992 | False Allegations Support Organisation | [www.false-allegations.org.uk](http://www.false-allegations.org.uk)

## Family Rights Group

020 7923 2628 | Assists families with children in care/residential accommodation/involved in child protection procedures | [www.frg.org.uk](http://www.frg.org.uk)

## Kidscape

0207 730 3330 | An organisation committed to help prevent child bullying | [www.kidscape.org.uk](http://www.kidscape.org.uk)

## Local Citizens Advice Bureau

Contact details of your local CAB are in the phone book or online | [www.nacab.org.u](http://www.nacab.org.u)

## Samaritans

Local rate 08457 90 90 90 | 24-hour confidential support | [www.samaritans.org.uk](http://www.samaritans.org.uk)

## British Taekwondo Council

Lead Safeguarding Officer Mr Kevin Beddows 0151 4249466

### Local Contacts:

