



## **SAFEGUARDING POLICY AND PROCEDURES**

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# SAFEGUARDING POLICY AND PROCEDURES



## CONTENTS

### SECTION 1: POLICY

1. INTRODUCTION
2. DEFINITIONS
3. PRINCIPLES
4. DESIGNATED PERSONNEL
5. AIMS
6. RECOGNISING ABUSE
7. DUTY OF CARE

### SECTION 2: CODE OF CONDUCT

1. POSITION OF TRUST
2. WHAT IS 'GOOD PRACTICE?'
3. WHAT IS 'POOR PRACTICE?'
4. COMMUNICATIONS WITH CHILDREN
5. PHYSICAL CONTACT
6. MEDICAL
7. CHANGING FACILITIES
8. TRANSPORTATION
9. SUPERVISION AND COACHING RATIOS
10. SOCIAL MEDIA
11. USE OF PHOTOGRAPHY AND FILM IMAGES

# SAFEGUARDING POLICY AND PROCEDURES



## 12. CONFIDENTIALITY

### SECTION 3: HOW TO RESPOND TO A DISCLOSURE OR CONCERN

1. DEALING WITH A DISCLOSURE
2. ALLEGATIONS OF PREVIOUS ABUSE (HISTORICAL ABUSE)
3. SAFEGUARDING AND HELPLINE CONTACTS
4. WHISTLEBLOWING
5. SUPPORT FOR STAFF

### SECTION 4: RECRUITMENT

1. SAFER RECRUITMENT AND SELECTION PROCESS

# SAFEGUARDING POLICY AND PROCEDURES



## POLICY

### 1. INTRODUCTION

This document is governed by the Rules and Regulations set out in 1989, 2<sup>nd</sup> 2004 Children's Act, Working Together to Safeguard Children 2018.

GB Taekwondo is committed to providing the safest possible environment for the welfare of Children and Adults at Risk and has a duty to safeguard and protect all participants from harm whilst promoting best practice. All vulnerable groups have a right to protection and we recognise our duty to promote their welfare and to respond to abuse or safeguarding concerns when they arise.

Some children and adults at risk may be particularly vulnerable and face extra barriers to get help because of their personal characteristics, such as race, gender, age, religion, disability, sexual orientation, social background or culture. This could include factors such as prejudice, discrimination, the reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

*For further information on GB Taekwondo's commitment to equality, please reference GB Taekwondo's Equality, Diversity and Inclusion policy available at [www.gbtaekwondo.co.uk](http://www.gbtaekwondo.co.uk)*

This policy is primarily to promote the welfare and safety of children and adults at risk, help minimise the risk of abuse, provide guidance to all those involved in sport about acceptable behaviour and good practice, and to help make it clear to all what is expected of them and others involved with GB Taekwondo.

This policy and procedures have been endorsed by the GB Taekwondo Board of Directors whom are committed to their implementation. Board members, volunteers, coaches, parents, staff and athletes themselves all have responsibility to implement the policy and each has a right to be protected by it.

**This policy is mandatory for staff. It applies to all staff working with GB Taekwondo, whatever their position, role or responsibility. All staff are required to sign the enclosed declaration to acknowledge they have read, understand and agree to abide by this policy and procedures.**

*See Appendix 1: Staff and Volunteer Safeguarding Children Policy and Procedure declaration.*

### 2. DEFINITIONS

**"Child/Children"** will be used and includes "young person(s)". This is anyone under the age of 18 years.

**"Adult at risk"** means any person who may need support because of mental or other disability, age or illness and may be vulnerable against significant harm or exploitation. The term adult at risk may include any individuals who may be vulnerable because of their role, their circumstances at a given time and their capacity to make a decision.

Although it is not for individuals to decide about whether an adult lacks capacity, it is important that you understand the 'notion' of capacity when safeguarding adults.

# SAFEGUARDING POLICY AND PROCEDURES



Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions.

"Parent" will also refer to carers or guardians.

"Staff" refers to anyone in a paid or voluntary role in taekwondo (and includes contracted personnel).

References to **vulnerable groups** apply to both children and adults at risk.

## 3. PRINCIPLES

The key principles underpinning this policy are:

- Protecting and promoting the welfare and well-being of vulnerable groups, children and adults at risk is paramount.
- All vulnerable groups have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All children and adults at risk have a right to participate in an enjoyable and safe environment.
- An adult has a moral and statutory duty for the care, custody and control of any vulnerable person under their supervision.
- To ensure that coaches, parents and other adults who encounter vulnerable groups provide good models of behaviour.
- All safeguarding concerns, allegations of abuse or poor practice will be taken seriously and responded to quickly, efficiently and appropriately.
- It is the responsibility of the child and adults at risk protection experts and agencies to determine whether abuse has taken place but it is everyone's responsibility to report any concerns.

All those involved in the management of children and adults at risk in taekwondo have a duty to ensure they are:

- Allowed access to the sport in a way that is appropriate for their age and ability.
- Coached and trained by appropriately qualified and vetted people.
- Not required to compete in too many competitions or attend too many training sessions, to become a threat to their well-being.
- Not subjected to verbal or racial abuse from any source, especially from the field of play and spectator zone, including references to height, weight etc.
- Not subjected to bullying, threats or undue pressure from any source.
- Encouraged to achieve their full potential at all levels.
- Instructed on how to behave, both on and off the mat, and in accordance with the athlete code of behaviour.
- Afforded respect and value in a competing and training situation and any other taekwondo environment.

## 4. DESIGNATED PERSONNEL

GB Taekwondo has Designated Safeguarding Personnel who you can speak to if you have concerns about poor practice or suspect that a child or adult may be being abused or is at risk. GB Taekwondo's designated persons are:

# SAFEGUARDING POLICY AND PROCEDURES



Garry Adams Mobile: 07718 570046  
Police 101 (or 999 in an emergency)  
NSPCC 24-hour helpline 0808 800 5000

## 5. AIMS

The aims of GB Taekwondo's Safeguarding Children Policy are:

- To promote the welfare and safety of children, and minimise the risk of child abuse.
- To provide guidance to those involved with GB Taekwondo's Programme and activities about acceptable behaviour and good practice; protecting everyone involved, and supporting people by helping to make it clear what is expected of them and others

## 6. RECOGNISING ABUSE

Staff in GB Taekwondo are not expected to be experts at recognition of abuse, however, they do have a responsibility to act if they have any concerns about the behaviour of someone (adult or child) and to follow the reporting procedures in this document.

It is important to note that the welfare of children and adults at risk can be at risk, i.e. through unacceptable behaviour or poor practice.

The following are forms of abuse, inappropriate behaviour and other safeguarding concerns that must be recorded and reported to the designated safeguarding personnel.

### Physical abuse

Physical abuse may involve:

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- A parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child.

This is not to say that whenever an injury is caused to a vulnerable person, it must be a case of physical abuse. An adult or older child might inflict an injury by accident – for example, while playing football.

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child or adult at risk causing severe and persistent adverse effects on their emotional development and wellbeing.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only because they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate.

## SAFEGUARDING POLICY AND PROCEDURES



- Imposing expectations that are inappropriate to the age or development of the child - e.g., over-protecting the child, limiting their exploration and learning, preventing them from taking part in normal social interaction.
- Seeing or hearing the ill-treatment of someone else.
- Serious bullying (physical or verbal) which causes the child frequently to feel frightened or in danger.
- Exploitation or corruption.

Some level of emotional abuse is involved in all types of abuse and neglect but it may occur alone.

### **Sexual abuse**

Sexual abuse occurs when someone exploits their power, authority or position and uses a vulnerable person sexually to gratify their own needs. Sexual abuse can happen within and outside the family, and is usually by people known and trusted by a child or adult at risk.

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. Children of any age - between 0 and 18 - can experience sexual abuse. It can happen to both boys and girls. There is no typical individual who commits sexual offences against children.

The activities may involve:

- Physical contact, including assault by penetration (e.g., rape or oral sex) or non-penetrative acts (e.g., masturbation, kissing, rubbing and touching outside clothing).
- Non-contact activities, such as involving children in looking at or producing sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child or adult at risk in preparation for abuse (e.g., via the internet, i.e. "sexting" - when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message).

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to seriously damage their health or development. In pregnancy, this can happen because of maternal substance misuse.

Neglect may involve persistently failing to:

- Provide adequate food, clothing and shelter, including excluding the child from home or abandoning them.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision, including the use of inadequate care-givers.
- Ensure access to appropriate medical care or treatment.
- Competing with known injury.
- Allowing an athlete to compete without the correct protective equipment.

It may also include neglecting or being unresponsive to a child's basic emotional needs.

### **Bullying**

Bullying is any persistent behaviour by an individual or group (typically by peers) which intimidates or threatens or has a harmful and distressing impact on another individual or group. By persistent, it happens over a period (an hour, a day, over weeks) and has a degree of repetition. Bullying behaviour may be any of the following:

## SAFEGUARDING POLICY AND PROCEDURES



- Verbal or social.
- Material or emotional.
- Physical or sexual.
- Discriminatory (e.g.. Homophobic, racist).
- Cyber (i.e.. via social media or mobile communication devices).

Some examples are:

- Name calling or making hurtful personal comments.
- The victim is ostracised or left out of peer group activities.
- Possessions are stolen or damaged or extortion takes place.
- Pressure to conform with unwanted situations.
- Harassment or aggression towards victim.
- Deliberately inflicting pain or injury.

The following link to an online video by CEOP (Child Exploitation and Online Protection) “Exposed” deals with the subject of cyberbullying and sexting issues that teenagers commonly face.

[http://www.youtube.com/watch?v=4ovR3FF\\_6us](http://www.youtube.com/watch?v=4ovR3FF_6us)

The following link contains information on how to keep safe while online, and informs on the potential dangers of interactive services such as using chat, online games, email and mobiles.

<http://www.chatdanger.com/>

Bullying will always be taken seriously and where a victim feels they are being bullied then the situation should be investigated as such.

**GB Taekwondo has a zero-tolerance approach to bullying. Participants and staff are expected to interact in a respectful way per clearly communicated codes of behaviour.**

As an organisation, our staff, athletes, parents and spectators will:

- Aim to create a positive and safe environment for everyone, especially children.
- Not ignore bullying activity and always act where it is reported.
- Listen to and take seriously the concerns of individuals, or their parents, taking part in the Programme or associated activities.
- Respond proportionately and effectively to incidents of bullying.
- Raise awareness amongst targeted groups (e.g. elite squads, coaches, parents) on the impact of bullying and consequences of being involved.

The **Anti-Bullying Code** for participants and staff are as follows:

1. It is everyone’s responsibility to prevent bullying.
2. We will encourage our staff to be vigilant and observant always.
3. We will not tolerate bullying or harassment of any kind.
4. We will be accepting of others regardless of age, race, religion, culture, disability, ability, or appearance.



## SAFEGUARDING POLICY AND PROCEDURES



5. We will not ignore an incident of bullying.
6. We will use 'time out' if we feel angry or under pressure, or just need time to calm down.
7. We will be kind and respectful to others, even if they are not our friends and we will make new athletes feel welcome.
8. We will report any bullying incident to the Designated Safeguarding Personnel immediately.
9. We will try to remember that everyone matters, including ourselves.

### What are the effects of abuse?

The effects of cruelty to children are wide-ranging and profound. They vary according to the type of abuse and how long it has been endured but can include:

- Behavioural problems.
- Educational problems.
- Mental health problems.
- Relationship difficulties.
- Drug and alcohol problems.
- Suicide or other self-harm.
- Physical injury and, in extreme cases, death.

Fortunately, children who are abused can be helped.

**It is vital that everyone who works or comes into contact with children responsibly acts if they have any concerns about the behaviour of someone (adult or child) and follows the reporting procedures in this document.**

## 7. DUTY OF CARE

All staff are to demonstrate exemplary behaviour and are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and unavoidable harm.

All staff have a duty to keep children and adults at risk safe and to protect them from neglect, sexual abuse, physical abuse, emotional harm and bullying. Children have a right to be safe and treated with respect and dignity. It is therefore expected that staff take all reasonable steps, including appropriate safeguarding training to ensure the safety and wellbeing of children involved within the GB Taekwondo programme.

Staff should understand the responsibilities as part of their employment or role and be aware that sanctions will be applied if these provisions are breached.

At all times, staff should act, and be seen to act, in a child's best interests.

The Health and Safety Act, 1974 imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the staff duty of care towards children should not conflict. This "duty" can be demonstrated through the use and implementation of these guidelines.

# SAFEGUARDING POLICY AND PROCEDURES



## SECTION 2. CODE OF CONDUCT

### 1. POSITION OF TRUST

All staff are in a position of trust in relation to children in their care and appropriate boundaries should be upheld, especially with persons under 18. Staff are responsible to ensure that an unequal balance of power is not used for personal advantage or gratification.

Coaches and support staff should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

Although children 16 years and over can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult to pursue a relationship with a young person with whom they are in a position of trust. Sexual offences legislation already provides that any sexual activity involving children under 16 years is unlawful.

The power and influence that a member of staff such as a coach has over an athlete attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and one person is responsible for the other's success or failure to some extent, then the dependency will be increased. It is therefore vital for people to recognise the responsibility they must exercise in ensuring that they could not be considered to have abused their position of trust. In some cases, an "abuse of trust" is a criminal offence.

GB Taekwondo will take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17-year-old.

### 2. WHAT IS 'GOOD PRACTICE'?

The following are common sense examples of how to create a positive culture and climate:

- Ensuring this "Safeguarding children policy and procedures" is adopted and promoted. (e.g. Policy will be reviewed annually and communicated to staff)
- Athlete and Staff codes of behaviour are monitored and reviewed. (e.g. via ADM Athlete Development Meeting and staff PDR, Policy reviewed annually and communicated to staff)
- Communications with children consent is applied and adhered to.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Maintaining a safe and appropriate distance with the child (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them). In other words, "Professional Detachment"
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by British Taekwondo (GB Taekwondo's Governing Body) instructor course.

## SAFEGUARDING POLICY AND PROCEDURES



- Keeping up to date with technical skills, qualifications and insurance in sport. (e.g. by attendance at appropriate courses)
- Involving parents wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes:
  - Not smoking or drinking alcohol in the company of children.
  - Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental and individual needs and capacity of children - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to make contact and administer emergency first aid and/or other medical treatment. It is important that this information is held securely and readily available to staff in the event this needs to be referenced.
- Keeping a written record of any injury that occurs, along with the details of any treatment given or safeguarding event which is raised.
- Make sure that parents are aware of GB Taekwondo's transport guidance if GB Taekwondo staff are required to transport children.

### 3. WHAT IS 'POOR PRACTICE'?

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge of the World Class or Development Programme and the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a cadet camp:

- Avoid spending time alone with children away from others.
- Avoid taking or dropping off a child to an event or activity.

The following practices **should never be sanctioned**. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children that they can do for themselves.

## SAFEGUARDING POLICY AND PROCEDURES



If any of the following occur you should report immediately to the Designated Safeguarding Personnel and record the incident. A safeguarding Incident/Concern Form should be completed this can be found on SharePoint, HR Policies you should also ensure the parents of the child are informed.

- If you accidentally hurt a child.
- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

### 4. COMMUNICATIONS WITH CHILDREN

#### Programme athletes

Communications should preferably be managed during training or feedback sessions in a face to face situation, however where this is not possible, text and/or email messages should be used in accordance with the guidance below but not out of normal operating working hours/days.

Consent must be obtained prior to sending children text or email messages 15 years of age or under. Whilst parental consent is not required for children aged 16 and over, written consent must be obtained from these individuals themselves, and it is advised that their parents are also informed of the intention to send their children text and email messages.

This guidance will ensure the child, parent and staff all understand and endeavour to comply with the same guidelines.

- Children's mobile phone numbers, email addresses and other personal contact information should be stored in a locked secure cabinet or electronic system that is password protected and access is to be limited to staff use only.
- Mobile phone numbers and email addresses must not be shared with anyone else and should only be used for the purpose of the text or email message, and must never be given out – think "Data Protection"! Refer to GB Taekwondo's policy on Data Protection if in doubt Data Protection policy can be found on SharePoint HR Policies.
- Messages must make it clear to the child (who is receiving the message) who has sent them.
- Wherever possible, only use text and email messages as a one-way communication channel.
- Children should not be given the opportunity to text or email back, and be made aware that if or when they choose or need to, i.e. to text or email the coach (eg to confirm attendance or advise on a travel delay) they should ensure that the content of messages relates only to matters relevant on the sports activity.

Examples of content of messages should:

- Relate solely to sports activity with GB Taekwondo.
- Reflect the professional relationship, i.e. between the coach and athlete, and the coach's position of trust.
- Never contain any offensive, abusive or inappropriate language, and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

**Text and email messages must never be used for any other reason or in any other way. Consideration will be given to initiating GB Taekwondo's disciplinary procedures should any breach of this guidance arise, including consultation with or referral to statutory agencies if indications of illegal activity come to light.**

## SAFEGUARDING POLICY AND PROCEDURES



You should not share personal contact details with children. If they wish to contact you on personal matters or “out of office routine communication lines” they should do so in person, in an “open public space” or arrange to speak to you through Designated Safeguarding Personnel.

### **Non-GB Taekwondo programme athletes**

Any personal direct communication with athletes external to the GB Taekwondo programme under the age of 18 years must be through the parent.

Contacting children directly is a breach of this safeguarding policy and procedures and you could be at risk of allegation.

## **5. PHYSICAL CONTACT**

Physical contact during taekwondo should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques.
- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of the sport.

For example, a coach should seek to explain the nature and reason for the physical contact to a child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Touching children, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised.

Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

## **6. MEDICAL**

Staff must be suitably trained and qualified before administering first aid and/or any agreed medication. See Section 9 on Supervision and Coaching ratios.

GB Taekwondo coaching staff working with children are first aid trained and qualified with St John's Ambulance in first aid at work (3 day course) or first aid at work (1 day course), in addition to key GB Taekwondo office personnel. The ratio of first aid qualified coaches and staff is to manage necessary cover across all our training and office facilities and additionally whilst travelling.

When administering first aid, wherever possible, staff should ensure another adult is aware of the action being taken, and parents should always be informed when first aid has been administered. Staff should explain to the child what is happening and record and report any administration of first aid or medication.

Where children need medication regularly, a health care plan should have been established, in conjunction with the parent and team doctor, to ensure the safety and protection of children and those working with them. Dependant on the age

## SAFEGUARDING POLICY AND PROCEDURES



and understanding of the child wherever possible they should be encouraged to self-administer medication or treatment, i.e. use of inhalers, and this needs to be with someone with the child.

Accident/Incident report books are situ in the office and gym, alongside first aid equipment. Any reports should be retained confidentially by the team doctor or appropriate medical administrator.

### 7. CHANGING FACILITIES

In order that GB Taekwondo staff and volunteers can effectively maintain their “duty of care” for children and that they come to no harm whilst using facilities it is essential that every reasonable effort and modification is made to ensure participants’ modesty, privacy and dignity is maintained, and that changing and showering is managed appropriately within the sporting environment.

It is important that participants are made aware of their obligation to follow a code of behaviour and acceptable behaviour in changing rooms and showering facilities – a peer on peer, mutual respect, for modesty, dignity and privacy is paramount.

Children have the right to dignity, privacy and respect for modesty when they are getting changed or using showers. Changing for sport, and showering, can cause anxiety for some children and young people and it can influence their feelings towards sports participation and determine whether it is an enjoyable and positive experience or not. The concern caused by changing and showering can influence a participant’s taking part and lead to a variety of avoidance strategies.

There are several key principles that can be applied when considering the management of changing rooms and showers. There will be restrictions upon and/or practicalities that cannot be managed effectively when attending away competitions, venues and locations. This may be out of your control, so plan, ask what facilities are available and let the participants know the restrictions and how privacy, dignity and modesty may be compromised – therefore the participants have some choice and can prepare for themselves how they will manage this situation.

Changing and showering should be organised or timetabled to ensure that:

- Participants and staff are comfortable with the arrangements.
- Males and females will always change and shower separately.
- Staff always maintain professional boundaries and should never change or shower with participants (U18).
- Cultural sensitivity of participants can be catered for as required.

Staff should only enter the changing rooms:

- When necessary and if supervision of participants is required.
- In the event of a disturbance, injury or illness.
- In pairs, and of the same gender as the participants, and only if they have been appropriately vetted and suitably trained.
- Once they have announced their intention to do so.

### 8. TRANSPORTATION

## SAFEGUARDING POLICY AND PROCEDURES



Where it is necessary to transport children, the following good practice and legal requirements should always be adhered to in the interests of safeguarding all the persons involved in transportation.

The transport consent form, which can be found on SharePoint under HR Policies, should be completed by the parent of any athlete under 18 years of age who will be transported by GB Taekwondo as part of their activities with the programme.

**Wherever possible and practicable it is advisable** that transport arrangements for all children, during the working day or any official duty, are **undertaken in vehicles other than staff private vehicles**, and with at least one adult (in addition to the driver) acting as an escort.

Wherever possible, if children are transported in private vehicles, they should be in the back seat of the car for health and safety reasons.

### Recruitment

All staff or if a driver is contracted or employed by GB Taekwondo to transport children must be subject to stringent safe recruitment procedures, as outlined within this policy document.

All drivers must :

- Possess a D1 licence (minibus driving licence - in place since 1st January 1998)\*.
- Be in good health and physically capable of driving safely. If necessary, medical advice should be obtained.
- Ensure all passengers are wearing a seatbelt.

**It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the driver to ensure that this requirement is met.**

\* Drivers of a minibus must be over 21 years of age and held a licence for 2 years.

Where a member of staff is responsible for driving, they must notify their line manager of existing or impending disqualification or convictions.

### Additional information

- Vehicles used to transport passengers should be in a road worthy condition, have the necessary documentation and appropriate insurance.
- The seating capacity of any vehicle must not be exceeded.
- As a guideline, a driver should not drive for more than 3 hours continuously. Passengers must cooperate with this break and observe it as a time for quiet.

### Hiring a minibus, or coach hire

GB Taekwondo from time to time hire minibuses or services of a coach company. It is important to seek confirmation of the following standards when selecting either of these:

## SAFEGUARDING POLICY AND PROCEDURES



- Ensure the company is a reputable transport provider.
- Ensure that any contracts made with providers outline GB Taekwondo's commitment to safeguarding.

Request the company provides the following:

- Appropriate public liability insurance.
- Qualified experienced drivers with the correct driving licence for the size and category of vehicle driven.
- That drivers have DBS clearance, if appropriate, for their role with children.

Request the company provides information on any vehicles which will be used, that they are:

- Appropriately insured, roadworthy and are regularly maintained.
- Fitted with seatbelts appropriate to the size and type of the vehicle and passengers to be carried.
- Use only age-appropriate videos during travel (if video access is available).

In addition, GB Taekwondo should ask any partner agency for a copy of any such minibus policies and procedures (as appropriate).

### **Anyone involved in an accident**

- That causes damage or injury to any other person, vehicle, animal or property, the driver must give both their own and the vehicle owner's name and address, along with the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
- Provide details of their insurance provider to any person involved in the accident.
- If there is damage to another motor vehicle, they should ask the driver for all the details identified above.

If the driver does not give their details at the scene, then they must report the accident to the police as soon as possible or at least within 24 hours.

### **If involved in an accident with an uninsured motorist**

- Report any accident with an uninsured driver to the police.
- It is advised that any accident should also be reported to their insurer.

### **Mobile Phones**

It is an offence for motorists to use a hand-held mobile phone whilst driving. This may result in a fixed penalty fine and the award of three penalty points on a licence. In the event of an accident mobile phone records will be examined to ascertain whether the driver was engaged on a call at the time of the accident.



## SAFEGUARDING POLICY AND PROCEDURES



### Driver code of conduct & responsibilities

The following, incorporating best practice, is to safeguard children and other passengers and drivers:

- Drivers must adhere to the content of the policy within.
- Drivers must avoid divulging personal details, contact telephone numbers or details about their personal life to Children.
- If a driver sees conduct, hears comments or is in any way alerted to concerns about a Child, then they should raise this with the Safeguard Officer in the first instance. However, if a Driver considers that a Child is in immediate and direct danger then they should seek protection and advice from the police immediately and advise the Safeguard Officer that they have done so.
- Drivers must not give treats or gifts to any Child.
- Drivers are not permitted to accept gifts from Children or their family (this includes money).
- Drivers are not permitted to accept social invitations to any event from a Child or their family that they have met through their role with GB Taekwondo. In some rare situations this might be appropriate, but in all circumstances the Safeguard Officer should be made aware.
- Drivers are not permitted to take photographs/video footage of any Child or their family for personal use.
- Drivers must always manage their behaviour.
- Drivers must be aware of their language and tone when speaking to and in the presence of Children. At no time should drivers use language that could be considered offensive, obscene, or profane. Drivers should also bear in mind religious and cultural sensitivities.
- A vehicle is not a suitable place for a Child to change their clothing; they must not under any circumstance do so.
- All physical contact with Children should be avoided wherever possible. If this cannot be avoided and the Child must be lifted, have as little physical contact with their body as possible. Drivers should place their hands as carefully as possible on the outside part of the Child's torso, well below the armpits at a line with the waist, to do so. If it is a female, then particular care must be taken not to place any part of one's hands or on the chest area.
- Drivers must not arrive for work under the influence of alcohol or any other substance.
- Drivers must not consume alcohol within 8 hours of commencing their duties and if more than 8-10 units of alcohol have been consumed, this increases to 12 hours.
- Drivers may not consume alcohol or use any other substance during their shift.
- Drivers must ensure that they know how to contact their line manager.
- Drivers must carry any identification that GB Taekwondo has always issued them while on duty.
- Drivers must pay particular attention to their personal hygiene and ensure that their appearance always remains 'presentable'.
- Drivers must ensure that they have had sufficient sleep to undertake their driving duties.
- Drivers must not use a mobile telephone or any other handheld device in any circumstances whilst driving or whilst the engine of the vehicle is running. Is it acceptable for drivers to use a hands-free mobile phone?
- All transport arrangements must be made by or approved by GB Taekwondo. Drivers are expected to contribute to these arrangements by advising on expected times/journey routes they will take and of any specific road difficulties they are aware of. Any change in approved transport arrangements will need to be reapproved.
- Drivers must advise GB Taekwondo of any change to their circumstances which may have a bearing on their ability to undertake the tasks associated with being a Driver. This includes without limitation all medical and criminal situations including speeding offences, temporary physical disability and use of prescription drugs which advise against the use of machinery whilst taking the medication.

## SAFEGUARDING POLICY AND PROCEDURES



- Drivers must ensure that they have contact numbers for the journey should they be delayed so that childcare providers etc. can be contacted and advised of any delay.
- Drivers must not allow a sole Child to sit in the front of the vehicle, irrespective of which vehicle is being used or how short the travel distance is. If there are multiple passengers in the vehicle and a Child/Children sit in the front seats of the vehicle, then they must be the first to get off the vehicle so that, at no time, is the Driver in the position that a sole Child is left in the front seat.

It is the responsibility of the Driver to ensure that:

- If a Child is 11 years old or under or less than 1.35 metres tall then they should be restrained appropriately, or if that is not possible, they must wear seat belts.
- Children aged 12 or older or taller than 1.35 metres must wear a seat belt, where available.
- All passengers travelling in a minibus that has a weight of 2,540kg or less must wear seat belts that are provided in the vehicle. The law does not require passengers in the back of minibuses to wear seat belts, however all passengers are strongly advised to wear seat belts on all journeys.

Drivers are not permitted to divert from an agreed route unless:

- Their line manager or their designated deputy advises of a late change and will take responsibility to record this retrospectively.
- Due to road conditions or incident and therefore directed by police or a similar agency.
- The Driver or a passenger becomes ill and the diversion is to a recognised facility that can appropriately attend to the medical emergency.
- A journey is interrupted by an incident, accident or breakdown.
- The vehicle becomes not roadworthy.

In the event of the latter two bullet points, the Driver must contact their line manager or designated deputy immediately so that GB Taekwondo is aware and able to respond in support of the situation if necessary.

### 9. SUPERVISION AND COACHING RATIOS

In any group, there should be at least two supervising and experienced staff present. If the group is mixed gender, the supervising staff should also, if possible, include both male and female works. All supervising adults must have complied with GB Taekwondo's safer recruitment and selection procedure.

The following ratios of adult to child ratios for meetings in your group's normal venue or for outings and trips, as per Safe Network guidance, are:

<b><i>Age range of child</i></b>	<b><i>Max no of children per staff</i></b>
0-2 years	one adult to three children
2-3 years	one adult to four children
4-8 years	one adult to six children
9-12 years	one adult to eight children

## SAFEGUARDING POLICY AND PROCEDURES



13-18 years                      one adult to ten children  
These guidelines are minimum requirements only.

### Organising trips and activities

A risk assessment should be undertaken for each group of children, in conjunction with a checklist of things to consider, and may indicate that you need more staff than the minimum. This forms part of the itinerary given to athletes/staff who are participating on the trip.

It is important to consider the specific requirements of children in your group, the activities they are taking part in and the environment in which those activities take place. For example, some children may have specific support needs or there may be additional risks associated with the activity that you are planning.

### 10. SOCIAL MEDIA

Social networking sites such as Facebook and Twitter as well as photo and video-sharing sites such as Flickr and You Tube are a relatively new and exciting way of communicating with friends, family and the world at large. As their popularity grows, so too does the ease of accessing these sites and whilst comments, photos and videos can be uploaded simply and instantly from a laptop or other device, so too can that information be abused if sufficient safeguards are not in place.

GB Taekwondo's policy on social media outlines good practice for athletes and staff to adopt when using social media sites and how to avoid posting improper or inappropriate content. **This is important whether postings are made on behalf of GB Taekwondo or done in private.**

### 11. USE OF PHOTOGRAPHY AND FILM IMAGES

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children and disabled sportspeople in vulnerable positions.

Participation in activities at GB Taekwondo will only permit photography at youth level by designated photographers. In this context, photography includes the taking of still photographs, filmed and moving images and video recordings by whatever means.

**Videoing as a coaching aid:** there is no intention to prevent the academy employees and GB Taekwondo contractors such as the EIS using video equipment as a legitimate coaching aid. However, performers and their parents should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely. The images permission letter, which can be found on SharePoint HR Policies, must be signed by parents, and the children at the commencement of each season/activity or on initial enrolment.

Note: images of a child subject to a care order must never be used without the specific approval of the appropriate Children's Services Directorate/ Local Authority who are responsible for the child.

## SAFEGUARDING POLICY AND PROCEDURES



### 12. CONFIDENTIALITY

Staff may have access to material to undertake their responsibilities, that is confidential, including highly sensitive and private information about children. Information received is always to be treated in a discreet and confidential manner.

Confidential information should never be:

- Used to your own or others' advantage (to include partners, friends, relatives or other organisations).
- Used to intimidate, humiliate or embarrass children.
- Used casually in conversation.
- Shared with any person other than on a "need to know" basis.

In circumstances where children's identity does not need to be disclosed, the information should be used anonymously.

Circumstances in which staff may be expected to share information are, e.g. when abuse or poor practice is alleged or suspected, and in such cases, have a duty to pass information on without delay to the Safeguarding personnel. If in doubt about whether to share information, staff should seek advice from the Designated Safeguarding Personnel.

The storage and processing of personal information about children is governed by the Data Protection Act 1988. Further information on sharing information is detailed below.

# SAFEGUARDING POLICY AND PROCEDURES



## SECTION 3: HOW TO RESPOND TO A DISCLOSURE OR CONCERN

### 1. DEALING WITH A DISCLOSURE

When a child or adult at risk discloses that they have been abused or are at risk of abuse, staff must ensure that the child or adult at risk's immediate needs are met and must prioritise their safety and protection from further abuse above all else.

It is the member of staff's responsibility to be a supportive listener and to refer the information. However, it is not their role to counsel the child or adult at risk or to investigate their claims. Staff are expected to act in the best interests of vulnerable groups always and disclosures must always be taken seriously even if the truth is uncertain.

If it has been established that a child or adult at risk has, or is at risk of being harmed, staff should not pursue the conversation any further. Staff should immediately contact GB Taekwondo's Designated Safeguarding Personnel, as detailed below.

Reporting should not be delayed by attempts to obtain more information.

Tell the person who has made the disclosure how you are managing this, who you will be contacting and that you will support them through that process. At all times respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know.

#### **Case Management Group (CMG)**

This comprises a minimum of three people, including GB Taekwondo Designated Safeguarding Personnel and a member of the GB Taekwondo Senior Management Team or Board determined by the nature of the case. The CMG may call upon professional input as felt necessary.

Reports of alleged misconduct or information which raise concern about an individual's suitability to work with children, arising from referrals from any source will be managed by the CMG on a case by case basis as to whether misconduct has occurred or concerns require disciplinary action in line with Gb Taekwondo's disciplinary procedures.

#### **Management of investigation**

If it is decided the behaviour does not by itself call into question suitability for the particular role, no further action will be taken by the CMG other than to formally advise the person of the receipt of a report and the decision made.

In some cases the CMG may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient will have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The CMG also reserve the right on receiving a second report, to take into account the facts of prior submissions.

## SAFEGUARDING POLICY AND PROCEDURES



If the report raises a question about a person's suitability within Gb Taekwondo, the CMG will proceed as outlined below:

- The person subject to the allegation will be advised of the receipt of a report and the CMG's knowledge of any related disciplinary hearings or legal and / or employment proceedings. The CMG will inform whether it has decided to temporarily suspend the person subject to the allegation pending further inquiries and the CMG will inform the NGB as necessary.
- Once inquiries are complete the person subject to the allegation will be provided with copies of all reports made to the CMG.
- The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.

Internal investigations will be informed by and pending the outcome of statutory investigations.

### Records and information

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information.

Referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

### How to respond

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- make immediate time to listen and not put a child off even if the time is not convenient.
- find a place of privacy.
- react calmly so you do not frighten the child or deter the disclosure.
- listen carefully.
- take what they say seriously.
- keep questions to an absolute minimum, and for clarification only.
- tell them they are not to blame and that they are right to tell.
- reassure them and explain you have to share what they have said.
- make a record of everything said and any actions taken as soon as possible using the incident report form. It is vital that clear and concise notes are made at the time or soon after a disclosure.

### Actions to avoid

The person receiving the disclosure should not:

- panic or allow their shock to show.

## SAFEGUARDING POLICY AND PROCEDURES



- ask questions other than to clarify that you have enough information to act.
- speculate or make assumptions.
- make promises or agree to keep secrets.
- make negative comments about the alleged abuser.
- approach the alleged abuser.
- discuss the allegations with anyone who does not have a need to know.
- assume this is the only child involved; there may be others.
- take sole responsibility.
- delay in reporting the concerns.

A disclosure is not the only way that you may be made aware of a safeguarding concern. Sometimes another child or adult at risk may say something about a possible abusive situation. Or you might witness an incident that causes concern or information might be passed to a member of staff anonymously. Whatever the nature of the source of information that causes concern and may put others at risk, the result should be the same – take action!

If there is an immediate risk of harm or injury, or if a criminal offence may have been committed, then the appropriate statutory agency or emergency services must be contacted immediately. Again, do not delay in reporting the concern. GB Taekwondo Designated Safeguarding Personnel must then be notified immediately after contacting the statutory agencies or emergency services.

### 2. ALLEGATIONS OF PREVIOUS ABUSE (HISTORICAL ABUSE)

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, GB Taekwondo should follow the procedures as detailed above and report the matter to the Social Services or the Police. This is because other children, either within or outside the Programme, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

### 3. SAFEGUARDING AND HELPLINE CONTACTS

If you have concerns for the welfare of a child, please let us know. Safeguarding is everyone's responsibility!

**GB Taekwondo Designated Safeguard Personnel:**

Garry Adams

Mobile: 07718 570046

Email: [safeguarding@gbtaekwondo.co.uk](mailto:safeguarding@gbtaekwondo.co.uk)

**British Taekwondo Safeguarding Officer (Governing Body for WTF Taekwondo):**

Liz Behnke: [safeguarding@britishtaekwondo.org](mailto:safeguarding@britishtaekwondo.org)

## SAFEGUARDING POLICY AND PROCEDURES



BTCCB web: <http://www.britishtaekwondo.org.uk/>

In case of an emergency, please contact:

**Police:**

Tel: 999

**NSPCC Child Protection Helpline:**

Tel: 0808 800 5000

A free 24-hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse.

**NSPCC Textphone (for people who are deaf or hard of hearing):**

Tel: 0800 056 0566

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**NSPCC Asian Child Protection Helpline:**

Tel: 0800 096 7719

(Mon–Fri 11am–7pm)

**NSPCC Cymru/Wales Child Protection Helpline:**

Tel: 0808 100 2524

(Mon–Fri 10am–6pm)

**ChildLine:**

Tel: 0800 1111

A free 24-hour helpline for children in distress or danger.

**Manchester Adults and Children's Social Care**

Tel: 0161 234 5001

Fax: 0161 255 8266

Email: [mcsreply\\*manchester.gov.uk](mailto:mcsreply*manchester.gov.uk)

Web: [http://www.manchester.gov.uk/a\\_to\\_z/service/1052/adult\\_and\\_older\\_people-social\\_care](http://www.manchester.gov.uk/a_to_z/service/1052/adult_and_older_people-social_care)

**Other useful contacts/support groups**

**Respond:**

Tel: 020 7383 0700 / 0808 808 0700 (Helpline)

Fax: 020 7387 1222

Web: <http://www.respond.org.uk/>

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

**British Association for Counselling and Psychotherapy:**

Tel: 01455 883 300

Web: <http://www.itsgoodtotalk.org.uk/>



## SAFEGUARDING POLICY AND PROCEDURES



The Association exists to serve its members and the psychological therapies, as well as increasing awareness. It publishes directories and other information to enable those seeking counselling and training to make an informed choice.

### **Survivors Network:**

Tel: 020 8519 2122

Web: <http://www.mind.org.uk/>

The Survivors Network Website provides over 70 pages of information on recovery, self-management techniques/tools and self-help strategies, mental health issues, health and wellbeing, education articles, information on different treatment approaches (alternative and traditional), indirect support, research, training, news, events, volunteering and networking opportunities, all of which can be used to support an individual's recovery from mental distress, and be accessed and used by mental health professionals, academics, supporters and allies.

### **Suzy Lamplugh Trust:**

Tel: 020 7091 0014

Web: <http://www.suzylamplugh.org/>

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

### **Victim Support:**

Switchboard: 020 7268 0200

Web: <http://www.victimsupport.com/>

Victim Support provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

### **Women's Aid Federation of England and Wales:**

Tel: 0117 944 4411

Web: <http://www.womensaid.org.uk/>

Women's Aid is a national domestic violence charity. It also runs a domestic violence helpline 08457 023 468.

### **Samaritans:**

Tel: 08457 90 90 90 (24 hours, 365 days a year)

Web: [www.samaritans.org](http://www.samaritans.org)

Samaritans is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide throughout the United Kingdom and Ireland, often through their telephone helpline.

### **The National Association for people Abused in Childhood:**

Tel: Freephone support line 0800 085 3330

Web: [www.napac.org.uk](http://www.napac.org.uk)

## **4. WHISTLEBLOWING**

GB Taekwondo is committed to the highest standards of quality, openness, probity and accountability, including when dealing with safeguarding and child protection concerns. This policy encourages employees and workers to reveal and raise concerns over misconduct or malpractice within GB Taekwondo enabling them to do so without fear of reprisal or

## SAFEGUARDING POLICY AND PROCEDURES



victimisation even if it turns out the concerns (and regardless of the nature of the concern) were unfounded. It applies not only to employees but to contractors providing services and trainees on vocational and work experience schemes.

If you have a concern about a dangerous practice, fraud or other illegal or unethical conduct at work which relates to the safeguarding of children, raise it first with Safeguarding Personnel. This can be done verbally or in writing.

GB Taekwondo will, as far as possible, respect confidentiality and treat disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. We would expect the individual who has raised the disclosure to co-operate fully with any investigation that involves other regulatory bodies such as the Police, Social Services, Health and Safety Executive etc.

It is a disciplinary matter to victimise a whistle-blower and for someone to maliciously make a false allegation.

### 5. SUPPORT FOR STAFF

GB Taekwondo will provide full support and protect anyone who in good faith reports a concern that a colleague is, or may be, abusing a child or an adult at risk. Dealing with a disclosure may have an impact on the emotions and well-being of the staff involved and it is important that they seek help if they feel that they need support.

# SAFEGUARDING POLICY AND PROCEDURES



## SECTION 4: RECRUITMENT

### 1. SAFER RECRUITMENT AND SELECTION PROCESS

The recruitment and selection process for positions working with children is rigorous and incorporates several pre-employment checks. This is to ensure GB Taekwondo safeguard those with whom we work and only engage those with the right skills, abilities, experience and qualifications required for the position.

GB Taekwondo requires that persons applying for positions that involve supervising or being in sole charge of children require an enhanced criminal record check. This includes checking whether someone is included in the barred list of individuals who are unsuitable for working with children. GB Taekwondo can withdraw a job offer if the results show anything that would make the applicant unsuitable.

For further information please visit: <https://www.gov.uk/disclosure-barring-service-check>

If the post an applicant has applied for involves working with, or alongside children and/or vulnerable adults, GB Taekwondo will ensure they are suitable for such work and are not disqualified from taking up the post. Therefore, in addition to interviews and taking up references etc., we operate pre-employment checks.

Applicants do not have to consent to these checks, however, if consent is withheld, GB Taekwondo are unable to proceed an Application.

#### **Criminal Record Check**

<https://www.gov.uk/disclosure-barring-service-check>

The nature of a post working with children allows us to ask questions about an applicant's entire criminal record because it is exempted from the Rehabilitation of Offenders Act. With some exceptions, having a criminal record will not necessarily bar an individual from working with us (see policy on the recruitment of ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s).

The applicant will be asked to supply written information on any convictions, cautions, reprimands or final warnings, both spent and unspent, before the interview stage. This information will also be sought via an enhanced criminal record check should an application be successful.

#### **Proof of Identity**

An applicant will be asked to supply documents to confirm their identity for criminal record check purposes and to comply with the Asylum & Immigration Act, e.g. passport, driving licence, P60. Wherever possible, one item of photographic identification must be produced. The applicant will be informed when and how to supply these documents.

#### **References**

As part of our selection procedures, it is necessary for applicants to provide details of at least two previous employers, one of which must be a current or most recent employer. If the applicant has not worked for a while, then one of the referees must be a professional person who can comment on their suitability for the post.

If the role for which the applicant is applying involves training, supervising, working closely with and/or being in sole charge of children, then one of the referees must be from a most recent post working with children.

# SAFEGUARDING POLICY AND PROCEDURES



## Induction

All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding children procedures are explained and training needs are identified.
- They should sign up to the GB Taekwondo's Safeguarding Children policy and to all GB Taekwondo policies and procedures, some of which form the conditions of employment contract, i.e. leave of absence, sickness leave etc.

## Supervision and management

After a probationary period, wherever possible, staff and volunteers who work with children should be given regular one to one supervision to cover the work they have done and how they are behaving towards the children with whom they work, and the impact on them and on the children. This will be carried via their regular one to one meetings with their Line managers. Subject to satisfactory probationary period individuals should have an annual appraisal and part of this should formally include the structure of an ongoing culture of vigilance and an opportunity to discuss training needs. It is important to note that whilst these are both opportune times to deal with any such matters as noted above, in the event of any concern, issues should be addressed immediately where there is concern about behaviour or attitudes to children.

GB Taekwondo requires:

- Coaching staff (or other staff on an individual case by case basis) to attend British Taekwondo's and sport coach UK safeguarding course focused on best practice and safeguarding children awareness training, to ensure their practice is exemplary and to facilitate the development of a positive and pro-active attitude towards best practice and organisation wide implementation and embedding of a safeguarding culture.
- Coaching staff (or other staff on an individual case by case basis) to attend appropriate safeguarding training workshops, from time to time, as identified by GB Taekwondo, HR or your Line Manager.
- All personnel to undertake the EduCare online Learning Programme "NSPCC Child Protection Awareness in Sport and Active Leisure" and receive advisory information outlining best practice and informing them about what to do if they have concerns about the behaviour of an adult towards a child. This will be in way of receiving and understanding this policy which will be received by all staff in their induction.
- Relevant personnel to gain national first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council. Further information on courses can be gained from the GB Taekwondo HR Manager.

## SAFEGUARDING POLICY AND PROCEDURES



Please visit the “governance ” section of our website for further information on safeguarding, equality and diversity, and the “about us” section for recruitment.

This policy and procedures are reviewed in line with: legislation; an evaluation of the effectiveness of the policy; changes due to our ongoing commitment and to attain the progressive CPSU safeguarding and funding requirements. This policy and procedures will be updated every two years (or sooner).