



**POLICY & PROCEDURES FOR THE
SAFEGUARDING, WELFARE AND
PROTECTION OF CHILDREN AND
YOUNG PEOPLE**

1st Edition

(March 2014)

**BRITISH TAEKWONDO® POLICY & PROCEDURES FOR THE SAFEGUARDING, WELFARE AND PROTECTION
OF CHILDREN AND YOUNG PEOPLE**

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SECTION 1: FOREWORD

As the President of British Taekwondo, I am very aware of the challenges that safeguarding children presents to our organisation and clubs. Keeping children safe and creating a network of safe clubs is a key priority for British Taekwondo and we are providing the necessary resources to ensure that safeguarding and welfare is built into everything we do.

This new policy and procedures aims to help our staff and volunteers to find your way around the safeguarding agenda, including the new responsibilities laid out by the Disclosure and Barring Service and to act as a guide through practical tasks such as recruitment and deployment. It has signposts to additional resources and activities that I hope you will find helpful in working towards making our clubs safer places for children, young people and families.

If you have any feedback on the content, please let us know by writing to the Safeguarding Lead Officer, British Taekwondo, Office 6 Park Road, Mansfield Woodhouse, Nottinghamshire NG19 8ER.

Adrian Tranter

President, British Taekwondo

Acknowledgements

British Taekwondo would very much like to thank those who have made an invaluable contribution to the review the safeguarding policy and procedures. They include British Taekwondo Council and the Child Protection in Sport Unit.

Definitions & terminology

Child	Someone who is under the age of 18.
Pronouns	Throughout this document, a number of pronouns are interchangeable and are intended to be inclusive: <ul style="list-style-type: none">• he, she• him, her• player, participant, student• coach, instructor, staff, volunteer• parent(s), carer(s), guardian(s)
Club	A place that offers Taekwondo activity.
Members	In this document, ' <i>members</i> ' refers to individual persons affiliated directly to British Taekwondo or people who are members of British Taekwondo-affiliated clubs.

SECTION 2: INTRODUCTION

From a very young age, children develop their skills and capabilities by exploring limits and trying out new experiences. To do that means taking risks, but children also need to stay safe and secure. Taekwondo clubs are familiar with the need to balance risk and safety, the need to provide a dynamic and challenging environment while ensuring that the children in their care do not come to avoidable harm.

Taekwondo can have a powerful and positive influence on everyone involved and we have a responsibility to provide opportunities for both enjoyment and achievement. Our players and coaches can help students to develop valuable qualities, such as leadership, confidence and self-esteem.

It is essential that our members understand and act on their responsibilities so everyone can enjoy Taekwondo within a safe and secure environment where they feel protected and empowered to make the most suitable choices. Providing positive sporting experiences means that our members, especially children, will be more likely to achieve their true potential.

Positive outcomes can only be achieved if British Taekwondo and our affiliated clubs prioritise safeguarding the welfare of our members and if our coaching provides the highest possible standard.

British Taekwondo makes provisions for children and young people to ensure that:

- Their welfare is paramount.
- Whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, they have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

All staff and volunteers have a responsibility to report concerns to the appropriate officer.

SECTION 3: OUR RESPONSIBILITIES

Our Commitment

British Taekwondo believes that it is always unacceptable for a child to experience abuse of any kind and recognises its moral and legal responsibility to safeguard the welfare of children and young people in our care. In particular we recognise that:

- The welfare of the child comes first.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm and abuse.
- Working in partnership with children their parents, carers and their agencies is essential in promoting young people's welfare.
- Clubs with junior members require clear guidance and support to create safe environments.

As a British Taekwondo member you are bound by this policy and procedures so ensure you know what you can and cannot do.

If in doubt - contact the Lead Safeguarding Officer!

The purpose of this policy is to:

- Provide protection for the children who take part in taekwondo, including juniors and adults
- Provide staff and volunteers at national and club level with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm.
- Reduce the likelihood of concerns arising.

British Taekwondo and its affiliated clubs will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting and implementing this policy and procedures for staff and volunteers adhering to the code of conduct
- appointing officers with responsibility for child protection, at national and club level
- recruiting staff and volunteers safely, ensuring that all necessary checks are made
- sharing information about Safeguarding and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies and individuals who need to know
- involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training
- convening a disciplinary panel when necessary
- making decisions and informing individuals and agencies within agreed timescales
- ensuring all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate referred to appropriate agencies
- keeping a list of all suspended, disciplined and disqualified persons and adhering to the requirements of the appropriate national criminal records agency (Disclosure and Barring Service for England, Wales and the Isle of Man; Access NI; the Scottish Criminal Records Office, via Disclosure Scotland; Gibraltar Police).
- monitoring and evaluating the implementation of the policy
- reviewing our policy and good practice at least every 3 years.

Promoting Good Practice

British Taekwondo requires all of our staff, volunteers, players and parents to demonstrate exemplary behaviour and respect in order to promote safeguarding and welfare and to reduce the likelihood of allegations being made. As part of British Taekwondo membership all members are required to adhere to the code of conduct and create a positive culture and climate.

Practices to be avoided

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 in the club or the child's parents. For example, if 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 session:

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

Practices never to be sanctioned

The following 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
- invite or allow children to stay with you at your home.

Note

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are injured. These tasks should only be carried out with the full understanding and written consent of parents and the players involved.

There is a need to be responsive to a person's reactions. If a person becomes fully dependent on you due to an emergency situation, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a player
- if he/she seems distressed in any manner
- if a player appears to be sexually aroused by your actions
- if a player misunderstands or misinterprets something you have done.

Code of Conduct

The British Taekwondo Code of Conduct is based on the principles of good practice set out above and has been drawn up for all staff and volunteers who are required to sign up to this code as part of their British Taekwondo membership.

It is divided into four key areas:

Rights	To respect and champion the rights of every individual to participate in Taekwondo.
Personal standards	Demonstrate high standards of personal behaviour and conduct at all times.
Relationships	Develop relationships based on openness, honesty, mutual trust and respect.
Professional standards	Maximise benefits and minimise risk to Taekwondo students. Coaches and officials must attain a high level of competence through qualifications and a commitment to on-going training that ensure safe and correct practice.

More information about the Code of Conduct can be found on the British Taekwondo website www.britishtaekwondo.org.uk.

Duty of Care

Duty of care is defined as *'the duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible'*.

Positions of Trust

British Taekwondo considers any person as being in a *position of trust* if he is regularly involved in caring for, coaching, instructing, training, supervising or being in charge of children and, in the course of his/her involvement has unsupervised contact, whether face to face or by any other means.

- British Taekwondo staff and volunteers working with children and young people will be subject to the receipt of two satisfactory references and, if eligible, subject to a criminal record check by the appropriate criminal records agency, as specified below:

England, Wales and Isle of Man Scotland	Current Disclosure & Barring Service enhanced disclosure Registered with the Disclosure Scotland Protection of Vulnerable Groups Scheme
Northern Ireland Gibraltar	Registered with Access Northern Ireland Police Certificate of Good Conduct.

- The competitive nature of any sporting activity places children and the adults working with them in vulnerable situations. Relationships between staff, volunteers and young people must be totally professional at all times.
- Sport is uniquely placed to contribute towards safeguarding the welfare of children and young people.
- Everyone has a legal and moral duty to report a child protection concern. This is not always easy. Loyalty to a friend or colleague is misplaced if a young person's welfare is at risk.
- Reporting a concern means that the issue will be carefully considered by people with experience and expertise.
- Remember that the welfare of the child comes first.

British Taekwondo recognises that its staff and volunteers have built good, trusting relationships with young people and that they may be the type of people whom young people see as someone they can confide in and to whom they may go for help and protection.

In the course of their work with young people, staff and volunteers must be prepared to hear information about abuse and to take seriously what they hear. The young people may communicate that something is upsetting them, not just verbally but through their attitude, actions and behaviour. A slow but definite change in a young person's behaviour (for example changing from an outgoing, happy person to a withdrawn, passive personality) may cause an alert.

These procedures are intended to help staff and volunteers understand more about child protection, confront some issues and consider how they might respond to a given situation. The protection of all young people who are in the care of the British Taekwondo clubs is the responsibility of all staff and volunteers. The aim is to create a safe, secure environment to enable those young people to achieve their full potential.

SECTION 4: LISTENING TO THE CHILD

Children who are being abused will only tell people they trust and with whom they feel safe. Coaches who share a close relationship with their players may be the sort of person the child might place his/her trust. Children want the abuse to stop.

By listening and taking what a child is telling you seriously, you will already be helping to protect them. These concerns may arise because:

- A young person discloses he/she is being abused
- Of the behaviour of an adult towards a child
- Of a cluster of indicators observed in a child over a period of time

Children who are being abused will only tell people they trust. By listening and taking what a child is telling you seriously, you will already be helping to protect them.

What you should do:

- Stay calm: ensure the child is safe and feels safe.
- Make time to listen to the child: this won't be a 10 minute conversation.
- Be honest and explain that you will have to tell someone else to help with the situation.
- Make sure that you can understand what the child is saying.
- Show and tell the child that you are taking what they say seriously.
- Reassure the child and stress that he/she is not to blame.
- Make a note of what the child has said (using their own words) as soon as possible after the event.
- Involve parents, where appropriate.
- Maintain confidentiality: only tell others if it will help protect the child.
- Tell the designated officer. (This may be at a club, leisure centre or in school.)

Please do not:

- make promises you cannot keep
- panic or allow your shock or distaste to show
- rush into actions that may be inappropriate
- probe for more information than is offered
- take sole responsibility - consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself

Once the child has left, make an accurate written record of what was said and:

- Sign and date it.
- Provide your club welfare officer and others with copies.

SECTION 5: CATEGORIES OF ABUSE

The term child abuse is used to describe a range of ways that people harm children. They can be inflicted on a child or knowingly not prevented. In many cases, children are subjected to a combination of forms of abuse. There are five main categories of abuse:

- 1. Neglect** Occurs when people fail to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development.

In Taekwondo this could include a coach failing to carry out a risk assessment, provide safety equipment or exposing children to unnecessary risk of injury
- 2. Physical abuse** Occurs when someone causes physical harm or injury.

In Taekwondo this could include over-training, physical punishments for a poor result or using drugs to delay puberty, control diet or enhance performance
- 3. Sexual abuse** Occurs when adults or other children use children to meet their own sexual needs.

In Taekwondo this could include the use of physical contact, within a coaching role, to mask inappropriate touching of children or taking inappropriate photographs or videos of sportspeople (including young and disabled participants) in vulnerable positions
- 4. Emotional abuse** The emotional ill-treatment of a child that results in severe and persistent adverse effects on his or her emotional development. Although it can occur in isolation, children who have suffered neglect or physical/sexual abuse will also have suffered some level of emotional abuse.

In Taekwondo this could include subjecting children and young people to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations.
- 5. Bullying and harassment** Deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can be verbal, written or physical; and can occur via the internet, phone or through text messaging.

Children especially relate to bullying. British Taekwondo endeavours to ensure that every child has the right to experience sport in a safe environment free from abuse and bullying. British Taekwondo clubs should create a positive ethos that challenges bullying by empowering young people to understand the impact of bullying and how best to deal with it and to agree standards of behaviour.

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Any injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts or temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

However it should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

SECTION 6: RECRUITMENT, SUPERVISION AND TRAINING FOR STAFF AND VOLUNTEERS

The majority of people who want to work or volunteer with children within sport are well-motivated and without them clubs and organisations could not operate. Unfortunately some individuals are not appropriate to work with children. It is therefore essential that British Taekwondo and its clubs have effective recruitment and selection procedures for staff and volunteers to help screen out and discourage those who are not suitable from joining and to help send out a message that British Taekwondo and its clubs are safe places for children, young people and families. Through the recruitment process, we expect staff and volunteers to:

- Take and maintain British Taekwondo membership
- Adhere to the code of conduct
- Complete an application form.
- Confirm their identity.
- Attend an interview.
- Agree to references and screening checks being undertaken.
- Have an induction and trial period.
- Be supervised.
- Receive appraisals and training.

Further guidance is available at end of this policy

British Taekwondo and our clubs have legal and moral responsibilities when it comes to recruiting and selecting staff and volunteers.

These guidelines will help you to ensure that we are keeping our sport safe!

SECTION 7: USING MODERN TECHNOLOGY RESPONSIBLY

Photography / Filming

Parents/carers, clubs and British Taekwondo may want to celebrate the achievements of their players through photographs or videos.

While we do not advocate the banning of photography and the use of images and videos, we do recommend that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. This applies whether images are taken using cameras, mobile phones or any other equipment.

Unfortunately there have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information: *e.g., this is X who lives at y; X is a member of the z sports club and likes a certain music group.*

Photography, Video, Facebook, Twitter, Text Messaging and Websites are fantastic 'tools of the trade', these new guidelines will make sure you know how to use them correctly and effectively.

This information can make a child vulnerable to an individual who may wish to contact and start to 'groom' that child for abuse, online (e.g., through websites or social networking) or through direct contact in the off-line, 'real' world. Information placed on the internet has also been used by estranged parents (e.g., in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images and of inappropriate images being shared between groups of offenders.

British Taekwondo is aware of the potential risks and aims to reduce the potential for misuse of images by adopting the following principles:

- The interests and welfare of children taking part in sporting activities is paramount.
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used.
- Children and their parents/carers must provide written consent for their images to be taken and used.
- Consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Videoring as a coaching aid

Video can be a legitimate coaching aid for club coaches and teachers. However, if it is used make sure that children and their parents/carers give consent, understand that it is part of the coaching programme and how and where it is going to be used. Make sure that the films are then stored safely.

We have included a photograph & video usage form at appendix 3.

Text and Email Messaging

With so many children owning web enabled mobile phones it makes sense to use text and email messaging to keep them informed of news, activities and forthcoming events, not only is it cheap, but it is one of the most direct forms of communication as most young people have mobile phones with them at all times.

British Taekwondo supports the use of text and email messaging when used responsibly by staff and volunteers as it can help to:

- attract more people to sessions, events and clubs.
- improve retention rates.
- signpost young people to high quality sessions to help them develop.

However there are safeguarding risks associated with sending text and email messages, including:

- inappropriate access to, use or sharing of personal details
- unwanted contact with children by adults and young people with poor intentions
- text and email bullying
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse

- direct contact and actual abuse
- misinterpretation of adult communication with young people
- potential investigations by internal/statutory agencies
- potential disciplinary action

Website and Social Media (including Facebook, Bebo and Twitter)

Your organisation may have a website or use social media to engage with its members and promote its activities. While these tools can be used effectively to reach a much wider audience and provide speed of response, it also brings potential risks to children and young people online, including sexual exploitation, online grooming and cyber-bullying.

Further guidance is available at end of this policy.

SECTION 8: AWAY FROM HOME

Most children will have an enjoyable experience when training or participating away from home, but some are particularly vulnerable to abuse when they are in unfamiliar surroundings, with unfamiliar people, homesick, pressured to perform and more dependent on other adults. Even the most straightforward of trips will require some level of planning.

Planning and communication are key factors when you are taking athletes away from home. Keep yourself, your athletes and your volunteers safe at all times!

The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

Children

Should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.

Parents

Should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.

Other coaches / volunteers

Need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches and volunteers have an itinerary

Transport

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is roadworthy.
- Ensure the appropriate booster seats are provided when required.

Accommodation for overnight stays

- Room allocation should be done by someone who is familiar with the group of participants.
- Children of the same gender may share rooms.
- Adults must not share a room with children (unless family).
- Carers for disabled participants can have adjoining rooms.
- Adults should not enter a player's room alone except in an emergency.
- There must be arrangements for access to rooms at all times for emergency situations

Further guidance is available on the NSPCC website (www.nspcc.org.uk) and their Safe Sports Events resource.

SECTION 9: RAISING AWARENESS OF POTENTIAL VULNERABILITY

This Safeguarding policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. British Taekwondo recognises that some children and young people are disadvantaged by their experiences or have additional vulnerabilities and would want to highlight the following.

Children and young people with disabilities might be additionally vulnerable because they may:

- lack a wide network of friends who support and protect them
- have significant communication differences - this may include very limited verbal communication of they may use sign language or other forms of non-verbal communication
- be subject to the prejudices and/or misconceptions of others
- require personal intimate care
- have a reduced capacity to resist either verbally or physically
- not be believed
- depend on the abuser for their involvement in sport
- lack access to peers to discover what is acceptable behaviour
- have medical needs that are used to explain abuse

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- experiencing racism and racist attitudes
- experiencing racism through being ignored by people in authority
- afraid of further abuse if they challenge others
- subjected to myths, e.g., all people of a particular culture are good with or hit their children
- wanting to fit in and not make a fuss
- using or learning English as a second language

If you should identify specific needs for materials for groups or individuals where they have additional vulnerabilities and barriers to getting help please contact British Taekwondo Safeguarding Lead Officer.

Equality Training

In addition to sports-specific Equality training courses, your sports development officer and Local Safeguarding Children's Board will provide equality training. Details can be found on the internet.

Children and young people who take on leadership roles

Taking on a leadership role within Taekwondo is intended to be enjoyable and a positive learning experience. However coaches, club officials, players, parents/spectators in both adult and junior Taekwondo often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child.

As a consequence young coaches, medics and referees can also carry out abusive behaviour verbally, physically and emotionally as well as experiencing it themselves. This behaviour is not acceptable in adult or junior Taekwondo. Young officials should always be supervised by an appropriated qualified adult and should never have sole responsibility for other young people, as they are themselves subject to British Taekwondo's Safeguarding policy and procedures.

The increased potential harm that verbal, physical and emotional abuse can cause to children and young people in these roles needs to be recognised.

It is important that clubs acknowledge their role in ensuring that club officials, players and spectators behave appropriately towards young people who take on such roles.

It is necessary to recognise that, like adults, children and young people can and do make mistakes when they are learning. Overly critical and unsupportive responses may constitute verbal and or emotional abuse. Some young officials have experienced physical abuse from coaches, spectators and players.

Reducing the potential for vulnerability

Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is important to all clubs, British Taekwondo and event managers to be extra vigilant in creating a safe culture, including:

Some people are vulnerable because of who they are; others become vulnerable because of their surroundings.

Get to know the people who take part in our activities and adapt your sessions to accommodate their needs.

- finding ways of understanding and communicating with all children and young people
- ensuring best practice at all times in physical and health care
- developing knowledge of the diverse cultures they serve
- respecting cultural differences
- building relationships with parents and carers and including the families of players in club activities
- Observing carefully changes in mood, appearance and behaviour and discussing those concerns with families, carers or the designation person if suspicions or concerns are significantly aroused about the care of the child or young person
- Acknowledging that disabled children and young people are additionally vulnerable and that vigilance is essential
- Acknowledging that abusive behaviour directed towards young people whilst they are carrying out a leadership role is not acceptable and will be reported to the appropriate designated person as poor practice and or abuse
- Implementation of a club code of conduct for spectators and players
- Acceptance of the special role club officials have in setting a good example of the way in which people should behave towards children and young people in leadership roles.

It may be necessary to ask other specialist agencies for help and advice in including some children and young people in Taekwondo. It should be seen as a strength of the club to approach families, education, health, social care services, voluntary agencies and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection.

The mentoring of young officials is particularly helpful in supporting individuals if they are faced with abusive behaviour and indeed preventing the continuation of such behaviour.

SECTION 10: REPORTING AND WHISTLEBLOWING

Whistleblowing can be defined as raising a concern about a wrong doing within an organisation. In the case of safeguarding it is important that the welfare of the child must not get lost in the emotions or investigations that follow. British Taekwondo acknowledges that poor practice and abuse could take place at the club, events and competitions.

It is not your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

British Taekwondo will fully support and protect anyone, who in good faith reports his/her concern that a colleague is, or may be, abusing a child. Individuals can also report their concerns to the Police and the Social Care Services department.

What to record and report

Always make an accurate record of the things you have observed or have been told. This should include a note of the date and time of a particular incident, or when a particular concern came to your attention. If a young person has told you something, it is essential that you write this down in their own words (not yours). The written record should include a note about the size and appearance of any injury (a sketch is helpful). Injuries a young person arrives with at the start of any session should be noted: any injuries received during a session should always be recorded in the "Accident Book". This information will be useful when making a referral about suspected abuse. There is an incident report form at appendix 4.

Reporting concerns about poor practice

If, following consideration, the allegation is clearly about poor practice British Taekwondo's Safeguarding Lead Officer, or the Club Welfare Officer, will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to British Taekwondo's Safeguarding Lead Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Confidentiality of Information

The purpose of confidentiality is to protect young people, by providing appropriate privacy to young people and their families. British Taekwondo will ensure that abusers are not assisted by access to confidential information. Information (written or verbal) should be shared only on a need to know basis. All Safeguarding records should be kept separately from a young person's open records. They should be kept in a secure place and be accessed only by designated persons. Parents, volunteers and officials have no right of access to separate Safeguarding records, which remain confidential at all times.

Once British Taekwondo's Safeguarding Lead Officer is aware of an allegation or concern:

- He/she will refer the allegation to and seek appropriate advice from, the Social Care Services department/Police
- The parents of the child will be contacted, if appropriate
- British Taekwondo's President will be notified so that necessary steps can be taken to deal with any media enquiries and implement any immediate disciplinary proceedings (check BT rules on suspension - including whether the President can:
 - Impose an interim suspension based on the risk to the child, the serious nature of the allegation and the need to ensure a full investigation can be instituted.
 - Withdraw, with immediate effect, any BT qualification.
 - Impose suspension from attending any BT event, club or venues.
- British Taekwondo's Safeguarding Lead Officer will make a full report to the BT Disciplinary Committee. Irrespective of the findings of the Social Care Services or Police, BT will assess all individual cases and determine whether or not the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true.
- If British Taekwondo's Safeguarding Lead Officer is the subject of the suspicion/allegation, the report must be made directly to the President who will then be responsible for taking further action.
- There is a right of appeal to the Appeals Panel against the decision of the President/Disciplinary Panel.

Other sources of concern - reports, allegations or suspicions of abuse

In addition to a child making a direct disclosure of abuse to you, concerns may arise in a number of other ways. These include:

- a conversation with an adult (e.g., another parent, spectator or colleague) or another child
- direct observation of a worrying incident
- observation of signs, indicators or behaviour that suggest possible abuse
- receipt of an anonymous allegation (e.g., by phone, text, email or letter)

These should be recorded and reported in the same way, using the incident report form (Appendix 4).

Whom to tell

- If you are part of an affiliated club...you should inform the designated Club Welfare Officer, who will refer the matter to British Taekwondo's Safeguarding Lead Officer.
- If you are taking part in an event, competition, camp, etc...you should inform the designated Event Welfare Officer, who will refer the matter to British Taekwondo's Safeguarding Lead Officer.
- If you work in schools...you should inform the head teacher who will follow normal Local Safeguarding Children Board procedures. Send a copy of your report to the Club Welfare Officer, who will refer the matter to British Taekwondo's Safeguarding Lead Officer.
- If you are working in a local authority facility...you should inform the local authority sports development officer or the manager of the facility, who will follow normal Local Safeguarding Children Board procedures. Send a copy of your report to the Club Welfare Officer, who will refer the matter to British Taekwondo's Safeguarding Lead Officer.

To ensure appropriate action is taken, British Taekwondo:

- Has trained an employee to act as the designated Safeguarding Lead Officer
- Has trained employees to act as Deputies for the Safeguarding Lead Officer
- Requires all affiliated clubs to recruit, appoint and train a designated club member to become the Club Welfare Officer.
- Requires all events, tournaments, competitions to appoint a designated person to act as the Event Welfare Officer.

A task description for the role of the Club Welfare Officer is provided at appendix 5.

If British Taekwondo's Safeguarding Lead Officer, or nominated deputies are unavailable, seek advice from the NSPCC helpline (0808 800 5000); the Safeguarding officer at the nearest Police station (101); or the duty officer at local Social Care Services department (local telephone number available in your phone directory). Please inform British Taekwondo's Safeguarding Lead Officer as soon as possible.

In another other situation, or if the designated person is not available, if concern is about that person or no action is taken, you should make direct contact with British Taekwondo's Safeguarding Lead Officer.

British Taekwondo Safeguarding Officers

Lead Safeguarding Officer (UK)	Liz Behnke	safeguarding@britishtaekwondo.org	07717 740 125
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What happens next?

- Allegations of abuse against members of staff, volunteers or other children can have far-reaching consequences. Other children, parents and members of staff may need to be interviewed by the police and social care services. This may result in any or all of the following types of investigation:
 - a criminal investigation (dealt with by the Police)
 - a Safeguarding investigation (dealt with by the Police/Social Care Services)
 - a disciplinary or misconduct investigation (dealt with by the club/British Taekwondo)

Civil proceedings may also be initiated by the alleged victim, their family, or the person accused.

Confidentiality

Every effort will be taken to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a *need to know* basis only. This includes the following people:

- The Club Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social care services/police

- British Taekwondo's safeguarding lead Officer

Seek Social Services' advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g., that information is accurate, regularly updated, relevant and secure).

British Taekwondo's Case Management Team will decide whether or not an individual accused of abuse should be temporarily suspended from membership pending Police and Social Care Services inquiries. The results such an investigation may influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Support to deal with the aftermath of abuse

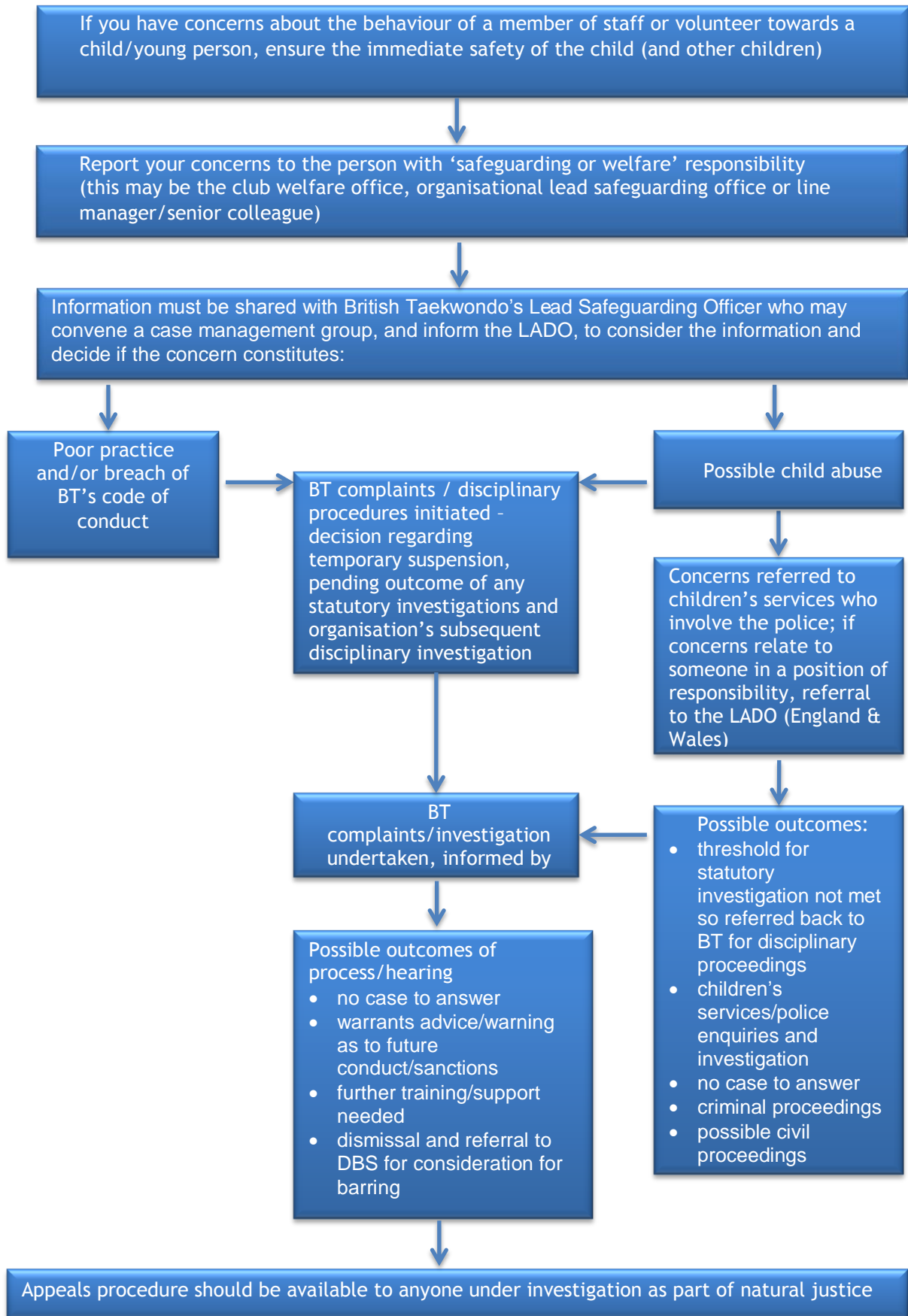
Consideration should be given to the kind of support children, parents and Taekwondo members may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. A list of organisations that can give support is provided in Section 13. Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

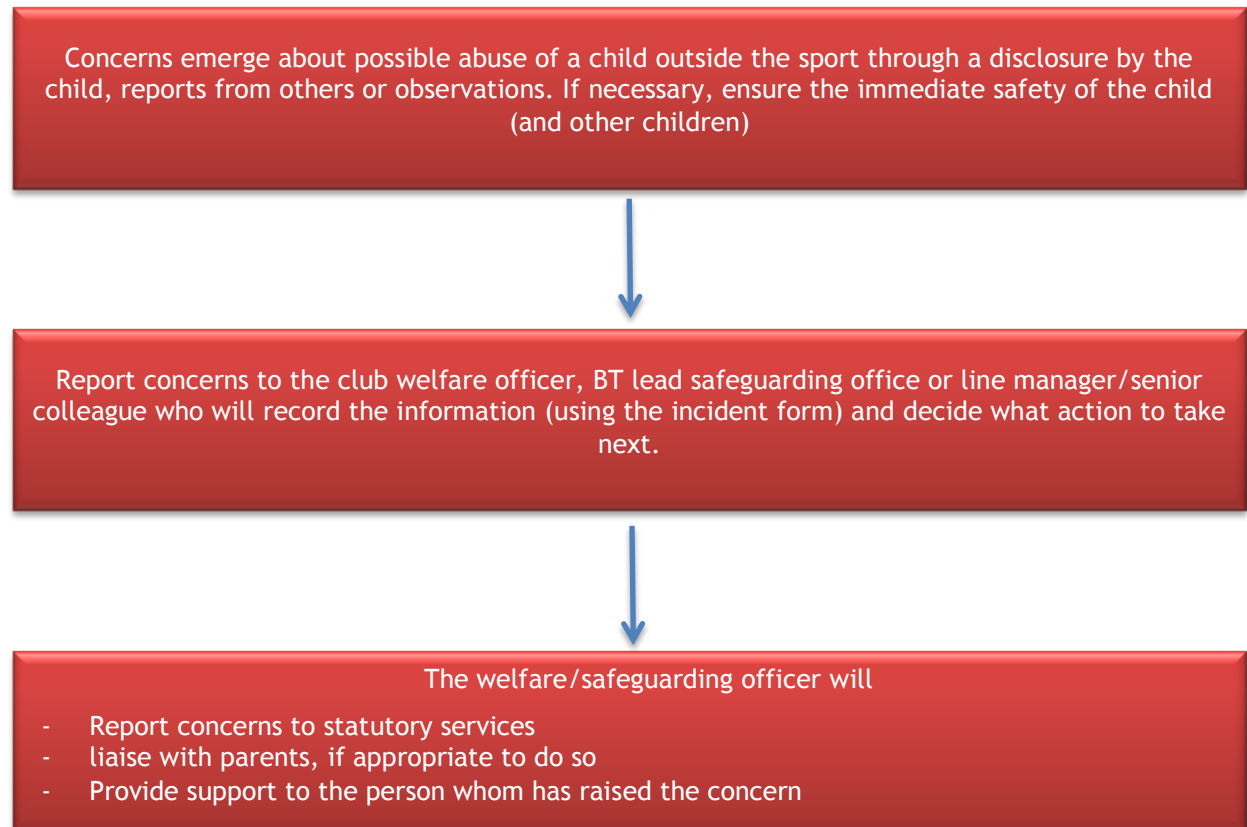
Allegations of abuse may be made some time after the event (e.g., by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the Social Care Services or the Police. This is because other children, either within or outside sport, 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.

Dealing with possible child abuse within a Taekwondo setting



Dealing with possible child abuse outside of a Taekwondo setting



SECTION 11: BRITISH TAEKWONDO CASE MANAGEMENT TEAM

This group should be set up to provide backup and support for the welfare Officer at club or national level.

Purpose of the Case Management Team

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children and vulnerable adults. Principally these relate to the "route" a case will take internally and/or via external referral to statutory agencies
- To make initial decisions as to what level each case will be dealt with, ie, minor poor practice which may be referred back to a club complaints and disciplinary procedures with advice, or suspected abuse of a child or vulnerable adult which requires dealing with at national level through disciplinary procedures.
- To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
- To monitor and review progress on all cases and to identify any trends emerging which may require a review or revision of existing policies and procedures.

Sometimes, investigating an incident is like putting a jigsaw together without the picture box. Lots of different people may be holding pieces - British Taekwondo needs to find those pieces so that we can see the full picture! Then we can do the right thing.

Principles

Independence: It is essential that the group is empowered by the management to make decisions on the "route" that cases will take without influence or prejudice by others in the organisation.

Confidentiality: all child and vulnerable adult welfare matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

Expertise: The group should include people who have the relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/ Personnel Manager/ Clerk to disciplinary panel etc. It is recommended that at least one member of the group is external to the management group and has current professional child and vulnerable adult protection knowledge and experience, such as a child protection social work manager or policy protection team officer.

Equity and Anti-discriminatory Practice: All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the NGB's equity policy and the principle that ALL children and vulnerable people have the right to protection from abuse.

The Welfare of the Child (or At Risk Adult) is Paramount

The principle in relation to the child is enshrined in the Children Act 1989 and for At Risk Adults in the Care Standards Act 2000. In any decision taken by the group the welfare of the individual involved is the paramount concern and takes precedence over those of an adult where there is a perceived conflict of interest.

The following table supports British Taekwondo in managing concerns and understanding the role of statutory agencies (the Police and Children's Social Care/Social Services) when the concerns mean that their involvement is required. Most cases will be managed at the first stage and will not require a referral to other agencies.

	British Taekwondo	Statutory services
Initial concern received	Organisational procedures followed.	1. Info Gathering 2. Investigation 3. Assessment LADO involvement if concerns relate to someone in a position of trust.
Decision about action	Referral to police/social care if relevant. Case Management Group discuss.	1. Info Gathering 2. Investigation 3. Assessment LADO involvement if concerns relate to someone in a position of trust.

Action planning with other agencies	Strategy meeting.	
Further enquiries/investigations	Internal investigations / assessment. Complex risk assessment.	Follow up assessment
Outcome of investigations/actions	Disciplinary proceedings. DBS referral.	Child protection conference (multi agency) Criminal proceedings
Appeal	Appeal procedures. External referral.	Statutory appeal procedures

Remember: if you think a child is in immediate danger call the Police.

SECTION 12: IMPLEMENTATION AND MONITORING PROCEDURES

To be effective, British Taekwondo good practice and Safeguarding policy and procedures must be integrated into current practice and implemented in a planned and staged way. This will involve the:

- Design and dissemination of information
- Piloting of procedures
- Execution of recruitment strategies for volunteers as well as employees
- Identification of club welfare officers
- Further development of good practice codes
- Provision of training and review of existing training
- Institution of committees and procedures
- Selling the concept to key personnel and committees

All British Taekwondo Clubs, with members under the age of 18, are encouraged to appoint a Welfare Officer to help to protect our members and our sport.

During the implementation, it will be important to evaluate levels of awareness, knowledge, perceptions and attitudes and monitor the impact and effectiveness of the procedures.

British Taekwondo will endeavour to ensure that this policy reflects best practice and legislation at all times. Monitoring

It will be the responsibility of British Taekwondo management team to establish and implement the strategy. This might include:

- Number of leaflets distributed
- Number of allegations made and breakdown of no case, poor practice and abuse incidence
- Number of recommendations made for training programmes
- Number of welfare officers in place
- Feedback from clubs on the implementation of the policy
- Reports from the disciplinary and appeals panel
- Number of personnel trained in Safeguarding awareness
- Feedback reports from tours and camps
- Number of members able to work with young people (disclosure register)
- Reports from case management group
- Recommendations for changes to policy, procedures and resources
- Number of checks made.

British Taekwondo will send out information in different formats so that our message of creating and keeping the sport safe reaches all of our members regardless of their age and abilities.

SECTION 13: FURTHER INFORMATION AND USEFUL CONTACTS

This section is a selection of organisations that can provide support and guidance on Safeguarding issues.

Confidential Helplines

Albany Trust	Albany Trust Charity is a specialist counselling and psychotherapy service promoting sexuality and relationships. Originally the Trust was set up to help sexual minorities who had nowhere to turn for expert professional help with issues of sexuality and relationships. It has been providing that help for over 60 years and offers help for a wide range of issues - from sexual orientation to sexual difficulties, to coping with an affair.	020 8767 1827
Childline	Free confidential helpline for children and adults who have concerns. If you're feeling worried, scared, stressed or just want to talk to someone, they can offer information and support whenever you need them.	0800 1111
Local Rape Crisis Centres	Centres that offer help to survivors of abuse. The telephone number of your local centre can be found in the telephone directory.	
NSPCC Safeguarding Helpline	Providing advice and support for children who have been abused and for adults or other children who are concerned that a child is being abused.	0808 800 5000

National Organisations

Safeguarding in Sport Service (Glasgow)	0141 418 5674
Children 1st (Edinburgh)	0131 446 2300
Child Protection in Sport Unit (England & Wales)	0116 234 7278
Safeguarding Board for Northern Ireland	028 9031 1611

UK-WIDE ORGANISATIONS

Anti-bullying alliance	Works to stop bullying and create a safer environment in which children and young people can live, grow, play and learn.	aba@ncb.org.uk
Child Exploitation and Online Protection Centre (CEOP)	Part of UK policing. Dedicated to eradicating the sexual abuse of children. Tracks and brings offenders to account either directly or in partnership with local and international forces.	0870 000 3344
ChildLine	Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems etc.	0800 1111
Children's Services	Services for children provided by local councils. You will find details of your local children's services on the website of your council .	
Cybersmile	Cyberbullying charity, offering practical help, support and advice for anybody affected by cyberbullying and hate campaigns including parents, children, teachers and carers.	info@cybersmile.org
Disclosure and Barring Service (DBS)	To help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.	020 7035 4848
ECPAT UK	Children's rights organisation campaigning against the commercial sexual exploitation of children in the UK and internationally.	020 7233 9887
Kidscape	Support and advice about bullying and child sexual abuse for parents. Information is available from the helpline, through online resources and from training courses. Training courses are based in London	08451 205 204

Mosac	Voluntary organisation supporting all non-abusing parents and carers whose children have been sexually abused. Provides support services and information to parents, carers and professionals.	0800 980 1958
National Association for People Abused in Childhood	NAPAC provides support and information for adults abused in childhood.	0203 176 0560
NSPCC	The UK's leading charity specialising in Safeguarding and the prevention of cruelty to children. Provides information and advice to adults.	0808 800 5000
One in Four	Provides support and resources to people who have experienced sexual abuse and sexual violence.	020 8697 2112
Police	Police services for children in immediate danger. You may find the address of your local police station on the website of your local police force.	999 (emergencies) 101 (non-emergencies) Or find the telephone number of your local police force (non-emergencies).
Reunite	UK charity specialising in international parental child abduction and the movement of children across international borders.	0116 2555 345
Stop It Now	Campaign dedicated to preventing child sexual abuse. Provides a confidential helpline for parents, carers and professionals.	01527 598184

APPENDIX 1: VOLUNTEER/STAFF APPLICATION FORM TEMPLATE

Please complete the information below, which will be treated with confidence.

(1) PERSONAL DETAILS

NAME	
Address	
Post code	
Email	
Phone	
Mobile	
Age	
Gender	
Ethnicity	
Disability	
Access needs, e.g., induction loop, wheelchair access	
Are there any restrictions regarding your eligibility for employment? (yes*/no) e.g do you require a work permit?	

*If you answer YES you MUST supply details on a separate sheet of paper

Current club(s)	Position held	Start date	Summary of duties

(2) ROLE APPLIED FOR:

Which volunteer roles are you interested in? (Tick)	Administration	
	Website	
	Fundraising	
	Press & Publicity	
	Coaching/Instructing	
	Not sure yet	
Please list up to five skills, knowledge or abilities you would like bring to our organisation.	1	
	2	
	3	
	4	
	6	
Please tell us about any work, volunteering, personal experience or skills that you have that are relevant to the role you are interested in.		
Tell us how many hours you would like to give		
Which days and evenings are you available?		

(3) EDUCATION, QUALIFICATIONS & TRAINING (LIST MOST RECENT FIRST):

Name of school/ college/university /training body	Dates:		Qualifications gained/examinations passed/grades
	From	To	

(4) MEMBERSHIP OF PROFESSIONAL BODES (PLEASE IDENTIFY)

Status no:	Registration Number:	Date Obtained:

(5) EMPLOYMENT RECORD (CURRENT EMPLOYER)

Name of employer	
Address	
Post code	
Position held	
Summary of duties/responsibilities	

(6) REFERENCES

Please supply details of two people who know you well enough to comment about your suitability for this role. They should not be family members. If you are not sure about who to put we are happy to discuss this with you.

Referee 1

Name	
Address	
Post code	
Email	
Phone	
How does this person know you?	

Referee 2

Name	
Address	
Post code	
Email	
Phone	
How does this person know you?	

(7) BRITISH TAEKWONDO

How did you hear about us?	
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(8) SPECIAL NEEDS

Do you have any particular needs that we should be aware of so as to best support your volunteering/working with us?	
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(9) SELF DECLARATION

The majority of people who want to work or volunteer with children within sport are well motivated, however some individuals are not appropriate to work with children. British Taekwondo and its clubs take every effort to screen out and discourage those who are not suitable from joining.

To help us keep our clubs safe places for children, young people and families, we ask that you declare you (under the provisions of the Rehabilitation of Offenders Act 1974) you should declare all convictions including 'spent' convictions.

Please complete the section below. (Circle Yes or No.)

Have you ever been convicted of a criminal offence, caution, reprimand or warning, including spent convictions?	YES	NO
Have you any pending criminal charges?	YES	NO
Have you ever been cautioned?	YES	NO
Are you a person known to any social care services department as being an actual or potential risk to children?	YES	NO
Have you had a disciplinary sanction (from a sport, or other organisation) relating to child abuse?	YES	NO

If you have answered **YES** to any of the above you must give details on a separate sheet of paper.

Applicants who are offered deployment may be subject to a criminal record check from the Criminal Records Bureau (CRB) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions (even if spent). The disclosure of an offence will not necessarily bar you from volunteering with us but if you do not tell us about any offence this may put your deployment at risk. A copy of the CRB or SCRB (Scotland only) code of practice is available on request.

(10) DECLARATION

The information provided on this form will be used in the recruitment and selection process and may be disclosed to all those relevant people. It will also form the basis of your confidential personnel record if you are the successful candidate. This application form will be destroyed after six months if you are unsuccessful. Please sign and date this declaration in the space provided below.

I certify that, to the best of my belief, the information I have supplied is true and complete and that I possess all qualifications listed on this form. I confirm that I do not object to the information on this form being transferred onto computer for the purpose of anonymous statistical reporting.

I understand that any false information or failure to disclose relevant medical details, criminal convictions or prosecution pending may disqualify me from employment or render me liable to summary dismissal.

Signature:

--

Date:

--

APPENDIX 2: CONFIDENTIAL REFERENCE FORM

The following person has expressed an interest in working for British Taekwondo.

--

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?					
2. In what capacity do you know them?					
3. What attributes does this person have that would make them suited to this work?					
4. Please rate this person on the following. (Please tick one box for each statement.)	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children.

As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have, circle *Yes*.

If you have answered *YES* we will contact you in confidence.

YES	NO
-----	----

Please print your name and sign below.

Print Name	
Position	(if applicable)
Organisation	(if applicable)
Signed	
Date	

APPENDIX 3: SAMPLE CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO (PARENTS AND CHILDREN)

British Taekwondo recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our Safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of their parents/carers and children.

The (*Club or organisation*) will follow the guidance for the use of photographs a copy of which is available from (*insert name*)

The (*Club or organisation*) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform (*Club or organisation*) immediately.

I (*parent/carer*) consent to (*club/organisation*) photographing or videoing (*insert name*)

Date:

I (*insert name of child*) consent to (*Club or organisation*) photographing or videoing my involvement in (*sport*)

Date:

APPENDIX 4: INCIDENT REPORT FORM

Please complete the information below and send a copy to the Safeguarding Lead Officer.

(1) CHILD'S DETAILS

Child's Name	
Address	
Post Code	
Date of Birth	
Disability/Special Needs	
Ethnicity	
Club that the child attends	
Date of incident/report/disclosure	
Time & Venue	

(2) THIRD PARTY STATEMENT

If concerns were passed on by a third party, supply their details below and record what was said on a separate page.

Name	
Address	
Post code	
Telephone number	

(3) CHILD'S STATEMENT

If the child/young person made a direct disclosure, describe the circumstances and record what the child said (using their own words). Continue on a separate sheet if necessary.

--

If concerns arise from your observations/actions, give details

(4) DETAILS OF ALLEGED ABUSER

Name	
Address	
Post code	
Phone number	

(5) WITNESS

(Add details of others witnesses on a separate sheet if necessary.)

Name	
Address	
Post code	
Phone number	

(6) ACTION TAKEN

Include name, role, agency and contact number for person(s) with whom this information has been shared, including parents, and any agreed actions. (Continue on a separate sheet if necessary.)

Name	
Role	
Relationship to the child	
Phone number	
Action	

(7) YOUR DETAILS

Your name	
Role	
Relationship to the child	
Address	
Post code	
Phone number	
Signature	
Date	

Please ensure confidentiality and share your concerns on a strict need-to-know basis, and only in order to -protect this child or other children. You may wish to seek reassurance by discussing your concerns with someone outside your club. The NSPCC provides a free, 24-hour service on 0808-800 5000.

APPENDIX 5: TASK DESCRIPTION FOR THE ROLE OF THE CLUB WELFARE OFFICER

WORKING CONTEXT

The role of the club welfare officer is crucial in ensuring that the organisation's approach to children's welfare and protection works in practice. This level of role and responsibilities applies to all British Taekwondo clubs and the club welfare officer should have a formal role on the club's management committee.

The club welfare officer acts as the first point of contact for anyone in the club (staff, volunteer, parents or children) who has a concern about a child and about poor practice or possible abuse towards children.

The club welfare officer therefore needs to be perceived as being approachable and as having a child-focused approach.

The club welfare officer does not need to be a child protection 'expert'. That is the role of the statutory services (Police and social services). Ideally, they should have a background in working with children, e.g., teachers, child-minders, social workers, police child protection team officers and child health workers.

The club welfare officer needs to be supported by their club management committee who will adopt British Taekwondo's safeguarding policy and procedures. The club welfare officer is provided with basic safeguarding awareness training through British Taekwondo and/or one of its partners.

CORE VALUES AND PRINCIPLES

- The welfare of children in sport is the paramount consideration
- Children and young people have the right to participate in sport in a safe environment
- Working in partnership with parents/carers, children and young people
- The importance of listening to the child's voice and promoting forums where they can be listened to
- Sharing information and confidentiality
- Commitment to standards of good practice as outlined in the organisation's code of practice
- Commitment to equity and anti-discriminatory practice.

CORE KNOWLEDGE, SKILLS AND TASKS

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection
- Basic knowledge of role and responsibilities of statutory agencies and local safeguarding children boards
- Local arrangements for managing child protection and reporting procedures
- Behaviour which is harmful to children; thresholds of 'poor practice'; 'abusive behaviour'
- British Taekwondo's role and responsibilities
- British Taekwondo's policies and procedures related to safeguarding and child protection
- Awareness of equalities issues and child protection
- How abusers target and groom organisations in order to abuse children
- Best practice in prevention

Skills

- Basic administration: maintaining records
- Basic advice and support provision
- Child focused approach
- Communication
- Ability to promote organisation's policy, procedures and resources
- Ability to provide information about local resources

Tasks

- Assist BT to fulfil its responsibilities to safeguard children and young people at club level.
- Assist BT to implement its safeguarding plan at club level.
- First point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified

- First point of contact with BT's Safeguarding Lead Officer
- Implement BT's reporting and recording procedures
- Maintain contact details for local social services, police, know how to obtain Local Safeguarding Children Board guidelines
- Promote the organisation's best practice guidance/code of conduct within the club
- Sit on the club's management committee
- Promote and ensure adherence to the BT's training plan
- Promote and ensure confidentiality is maintained
- Promote anti-discriminatory practice.

ADDITIONAL GUIDELINES (1)

RECRUITMENT, SUPERVISION AND TRAINING FOR STAFF AND VOLUNTEERS

The majority of people who want to work or volunteer with children within sport are well-motivated and without them clubs and organisations could not operate. Unfortunately some individuals are not appropriate to work with children. It is therefore essential that British Taekwondo and its clubs have effective recruitment and selection procedures for staff and volunteers to help screen out and discourage those who are not suitable from joining and to help send out a message that British Taekwondo and its clubs are safe places for children, young people and families. Through the recruitment process, we expect staff and volunteers to:

- Take and maintain British Taekwondo membership
- Adhere to the code of conduct
- Complete an application form.
- Confirm their identity.
- Attend an interview.
- Agree to references and screening checks being undertaken.
- Have an induction and trial period.
- Be supervised.
- Receive appraisals and training.

Step 1: Complete an application form

The application form asks for specific information including:

- The name and address of the applicant.
- Previous paid or voluntary experience working with children, young people or in a sports club. If the applicant provides an incorrect or misleading answer, you are entitled to ask for more information and can choose to end the appointment process, if necessary.
- Reasons they want to work/volunteer at the club. Giving them an opportunity to explain how other work experience, that may not be directly relevant, has given them transferable skills or understanding that will be useful to the role.
- Applicants in eligible roles will need to declare any past criminal convictions or cases pending against them. They will need to sign a statement that they believe there is no reason why they would be unsuitable to work with children or young people.

The form should be supported by two essential documents.

- Job/role description - Draw up a clear and concise description of the job (for paid staff) or role (for volunteers). This should include a summary of the main purpose of the position and a list of tasks. If you are unsure, check with people who have previously done the work or with British Taekwondo about what should go into the description.
- Person specification - Draw up a short list of 'essential' and 'desirable' qualities, experience and skills that the ideal candidate would have.

Step 2: Identification

You should see at least two pieces of documentation that confirm the identity and address of the applicant. One of these should include a photo, ideally a driving licence or passport. Additional acceptable forms of identification are bank statements or utility bills.

Step 3: The interview

- At least two people should make up the interview panel, though three is preferable. The panel should reflect the nature of the club and its members.
- If you include parents or children and young people on the interview panel you will need to think carefully about how they are included, how you prepare them and how much influence in the decision-making process they will have.
- Everyone on the panel should be properly prepared and have previous experience and/or training in recruitment and selection. Courses are available from various agencies including local volunteer centres, please check the internet.
- Agree a format for the interview and questions in advance.
- Questions should be relevant to the job/role description and be fair and open. The same questions should be asked of all candidates.
- Ask questions to draw out attitudes towards children and young people and values around protecting children and young people.

- Ask the candidate if they have a criminal record. If the answer is yes, ask if the conviction affects their suitability to work with children and young people. Details about convictions should only be requested from people invited to interview.
- Candidates should be told in writing that relevant convictions will be discussed at the interview in order to assess job-related risks.
- Explain about references, and the appropriate checks that need to be undertaken (see below), agree what will happen next and when you expect to be in touch again and confirm that you have the correct contact details.

Remember, interviews are not the only way of finding out whether a candidate is suitable. Role plays or group exercises, for example, can assess how people interact with others.

Be aware of the following common mistakes made in interviews:

- Be aware of your own reactions to the candidate's age, sex, accent, appearance or personality.
- Make sure you do not make a personal decision about a candidate's suitability too early on in the interview.

Step 4: References and Screening

Applicants should provide references from:

- the last employer; and
- an organisation that has knowledge of the person's work with children and young people.

If an applicant has not worked with children before, ensure you ask if the referee has any concerns about the applicant working with this group of people. You don't want to exclude them consideration based on their lack of experience.

- A referee should not be a family member.
- The referee should know the applicant in a professional capacity or from within the local community.
- Ensure that you ask how long the referee has known the applicant.
- Include a contact number and make it clear that referees can contact you to discuss any worries or queries that they may have.
- Always follow-up referees with a phone call or email to make sure they are genuine and to give them the opportunity to say something that they might not have included in their written reference.

An example of a reference form is included in Appendix 2.

There are two ways of finding out whether or not a potential worker has ever been convicted of a criminal offence:

- Ask the applicant, in the application form and in the interview.
- British Taekwondo, on behalf of its clubs and members, will apply for the appropriate criminal records check, IF the applicant is undertaking a role that requires it.

Potentially good people are being turned down because they declared minor or irrelevant offences that took place a long time ago.

- Is the conviction relevant to the job?
- How serious is the offence?
- Does the candidate have a pattern of offending behaviours?
- Have the applicant's circumstances changed?
- What are the circumstances surrounding the offence?

You can always say "no" to an unsuitable candidate. It is best if you can lead applicants to come to this conclusion on their own. If this does not work, it is important to tell applicants exactly why you think they are not suitable for the work.

There are significant changes taking place which affect the recruitment, employment and deployment of staff and volunteers. British Taekwondo will regularly check the government website www.isa.homeoffice.gov.uk and ensure that you are kept informed of the most up to date guidance. This will be communicated to members via our website, newsletters and emails.

Step 5: Induction and trial period

Induction is initial training given to someone who starts a new post. It will give workers knowledge about working safely and effectively with children and young people, information about the organisation, including its purpose, values and services and an understanding of how their work fits

into the wider work of the organisation.

An induction should include:

- the role, responsibilities and expectations of the job and its limitations;
- the structure, history and values of the organisation and the services it provides;
- the organisation's policies and procedures, including its safeguarding and Safeguarding policies; explanation of the code of conduct and the implications if it is not adhered to;
- meetings with other staff and volunteers;
- the skills needed for the work and resources, including training, available to support the worker.

A trial period (or probationary period) is a length of time given to a person in a new post to see if he or she and the organisation are compatible. If the trial period doesn't work out, the organisation can release the person. Trial periods also allow the staff member or volunteer to decide if the job meets expectation. Paid and voluntary appointments usually have a trial period, often three months, which can be extended if there are concerns on either side. Only confirm an appointment if you are satisfied that the person is suitable.

Step 6: Supervision

This is a time for workers to reflect on their own development and issues which affect their work, including concerns in the workplace. It will enable problems to be shared and dealt with at an early stage. Paid workers should have supervision once a month. Because the people who volunteer usually have little extra time on their hands, it is sometimes more difficult to arrange formal supervision. However, this is not an excuse for supervision not taking place at all.

Volunteers should know who their supervisor or support person is. If working with a large number of volunteers, it may be appropriate to run group supervision as well as individual supervision. Individual supervision should be held at least once every three months. Supervision of volunteers can include a quick conversation after a session where any particular needs can be followed up.

The relevant supervisor could also drop in on a session to see how it is going and get a feel for any difficulties, problems or achievements that are happening.

Step 7: Appraisal and training

Appraisals should take place once or twice a year. They provide an opportunity to look in more detail at how workers feel and allow for discussion on career development. It allows the supervisor and worker to raise any concerns that may have built up over a period of time. It also provides an opportunity to review any changes in the personal circumstances of the worker, for example, family or health problems. Appraisals can provide an opportunity to check that workers feel confident about using policies and procedures and to identify training gaps and a programme or course that will meet the worker's training needs.

Workers undertaking specialist roles, for example, interviewing, need to be provided with appropriate training.

ADDITIONAL GUIDELINES (2)

USING MODERN TECHNOLOGY RESPONSIBLY

Photography / Filming

Parents/carers, clubs and British Taekwondo may want to celebrate the achievements of their players through photographs or videos.

While we do not advocate the banning of photography and the use of images and videos, we do recommend that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. This applies whether images are taken using cameras, mobile phones or any other equipment.

Unfortunately there have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information: *e.g., this is X who lives at y; X is a member of the z sports club and likes a certain music group.*

This information can make a child vulnerable to an individual who may wish to contact and start to 'groom' that child for abuse, online (e.g., through websites or social networking) or through direct contact in the off-line, 'real' world. Information placed on the internet has also been used by estranged parents (e.g., in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images and of inappropriate images being shared between groups of offenders.

British Taekwondo is aware of the potential risks and aims to reduce the potential for misuse of images by adopting the following principles:

- The interests and welfare of children taking part in sporting activities is paramount.
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used.
- Children and their parents/carers must provide written consent for their images to be taken and used.
- Consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Easy rules to remember are:

- Where possible, do not include the name of a child whose image is being used.
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside Taekwondo.
- Avoid the inclusion of other detailed information about individual children.
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
- Ask for parental written and signed permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g., in a sports magazine, on a website, or on Facebook). Ensure that parents understand the nature of the potential risks associated with the intended use of the image/s.
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).
- Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g., showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.

If you are commissioning a professional photographer or inviting the press to an event, it is important that they understand 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 the content of the photography

- issue them with identification which they must display at all times
- inform players and parents that a photographer will be present at the event and ensure they consent in writing to filming and/or photography and to its publication
- do not allow photographers unsupervised access to children or young people or one-to-one photo sessions during the event
- do not approve photo sessions outside the events or at a player's home.
- You must obtain permission for the filming/photographs to be taken both from the subjects and their parents/carers.

Videoring as a coaching aid

Video can be a legitimate coaching aid for club coaches and teachers. However, if it is used make sure that children and their parents/carers give consent, understand that it is part of the coaching programme and how and where it is going to be used. Make sure that the films are then stored safely.

We have included a photograph & video usage form at appendix 3.

Text and Email Messaging

With so many children owning web enabled mobile phones it makes sense to use text and email messaging to keep them informed of news, activities and forthcoming events, not only is it cheap, but it is one of the most direct forms of communication as most young people have mobile phones with them at all times.

British Taekwondo supports the use of text and email messaging when used responsibly by staff and volunteers as it can help to:

- attract more people to sessions, events and clubs.
- improve retention rates.
- signpost young people to high quality sessions to help them develop.

However there are safeguarding risks associated with sending text and email messages, including:

- inappropriate access to, use or sharing of personal details
- unwanted contact with children by adults and young people with poor intentions
- text and email bullying
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse
- direct contact and actual abuse
- misinterpretation of adult communication with young people
- potential investigations by internal/statutory agencies
- potential disciplinary action

These guidelines will help to ensure that effective safeguarding measures are put in place to protect children, young people, staff and volunteers and minimise risk.

- Only staff and volunteers who have been through relevant safeguarding training and checks (e.g., enhanced level DBS Checks and references) should use and have access to the text messaging system.
- Messages should relate solely to Taekwondo and club activities. Staff and volunteers are considered to be in 'positions of trust' and messages should reflect the professional relationship with players.
- The number of staff and volunteers with access to the system and young people's personal contact details, to a practical minimum. Personal data are most likely to be maintained at a club level by the person responsible for membership, for the purposes of text and email messages, ensure that one phone number and one email address is used consistently. Contact details should be stored in either a locked secure cabinet or on an electronic system which is password protected.
- Written consent must be obtained prior to sending the young person text or email messages. For young people aged 15 or under, specific consent must be obtained from their parents. While young people aged 16 and over can give their own consent. Parents should, in either case, be offered the option to be copied into any text their child will be sent.
- Text messages, whenever possible, should be sent via a bundle to a group of young people i.e. the same message is sent to several young people involved with a particular activity or programme. This presents fewer opportunities for misuse and abuse than personal, one-to-one texting arrangements. However it may sometimes be necessary for coaches to contact players on

an individual basis. For example the coach of an elite player who is not part of a group may need to pass on information about practical training arrangements or feedback on competition results.

- Messages sent must make it clear to the person receiving it, which organisation has sent the message, rather than simply giving the mobile phone number that the system uses to send the message.
- Messages should include a sentence at the bottom which provides young people with the opportunity to unsubscribe from receiving any further text messages.
- Messages must never contain offensive, abusive or inappropriate language, references or attachments.
- All messages sent and received should be copied to the club welfare officer who will ensure that the messaging system is being used appropriately and is able to respond to any concerns arising. In the event of any breaches of this protocol, the club welfare officer can initiate appropriate Safeguarding and disciplinary procedures.
- Where possible, it should be used as a one-way communication channel, however if young people need to respond, his/her parents and club welfare officer should be copied into the message.

Website and Social Media (including Facebook, Bebo and Twitter)

Your organisation may have a website or use social media to engage with its members and promote its activities. While these tools can be used effectively to reach a much wider audience and provide speed of response, it also brings potential risks to children and young people online, including sexual exploitation, online grooming and cyber-bullying. This set of guidelines will help your club get the most from the internet:

Understand the safety aspects including what is acceptable and unacceptable behaviour on a social networking service

Become familiar with user interactive services before setting up your sports presence on a social networking or other interactive service. This should specifically include privacy and safety tools, the terms of service (the terms of service usually contain what is acceptable and unacceptable behaviour) and how users can contact the service if they should have a concern or complaint.

Follow relevant legislation and good practice guidance

Whether you are creating and managing the sites yourself, or engaging a specialist company, remember:

- To follow the service providers 'terms of service'
- Many social networking sites have set 13 years of age as the minimum age limit to be registered user.
- Children under the age of 13 should not be targeted for advertising purposes.
- Specialist companies can collect information for advertising purposes.
- The home office has published good practice guidelines on chat, instant messaging, web based services, moderation, safe search and social networking services and other user interactive services.
- The collection and use of personal data falls within the data protection act 1998.
 - Moderators of the sites should be subject to the normal safe recruitment processes.

Report online concerns about possible abuse

In addition to referral to British Taekwondo's Safeguarding Lead Officer, concerns arising online should be reported to Child Exploitation and Online Protection Centre (www.ceop.police.uk) and the Police (telephone 101). Law enforcement agencies and the service provider may need to take urgent steps to locate the child and/or remove the content from the internet. In the UK, illegal sexual child abuse images should be reported to the Internet Watch Foundation at www.iwf.org.

Concerns about inappropriate content or behaviour which potentially breaches the terms of service should be reported to the service provider.

Decide how the webpage/profile will be managed

Decide who will have responsibility for the setting up, management and moderation (overseeing, reviewing and responding to posted content) of the webpage/profile. This includes the content you upload to appear, what you accept to be linked to your webpage/profile and the communication or interaction with users. This person is most likely to have online contact with younger users, interacting with the webpage/profile; therefore there should be some level of accountability and support from the organisation. This person should be appropriately vetted and receive recognised safeguarding or Safeguarding training. Training should also address online safeguarding issues, including what warning signs to look out for.

If you are engaging a social media or moderation company to manage and moderate your

webpage/profile it is important that the designated person for safeguarding children also has responsibility for the management and moderation of the webpage/profile to ensure that any online safeguarding concerns are handled in line with your existing safeguarding policies and procedures.

Registration or 'signing up' your sports club/organisation

Choose an appropriate email address to register/set up a profile/account. This requires an email address: use an official sports organisation email address rather than a personal email address (e.g., joebloggs@taekwondo.co.uk rather than joebloggs@hotmail.com). This will reduce the risk of the establishment of impostor or fake profiles and is important in relation to any liability or risk for an individual/employee required to set up the profile on behalf of the organisation. Similarly ensure that only organisational rather than personal email addresses are made available on or through a profile.

Keep the log-in details to the account (including the password to the account and webpage/profile) secure within your sport organisation. This will reduce the risk of the sports webpage/profile being hacked into.

Privacy and safety settings

Consider each of the privacy and safety settings available across all aspects of the services, i.e. photos, blog entries, image galleries, and set the appropriate level of privacy taking into consideration your target audience and who you wish to see the content. Failing to set appropriate privacy levels could result in messages which are defamatory, libellous or obscene appearing on your profile before you have a chance to remove it. This may result in significant personal distress, risk to the reputation of the individual, the sport and/or the organisation and require the intervention of the organisation, the service providers and possibly the police.

You may wish to check a user profile before accepting them. Do not accept friend requests from children under the minimum age for the service (usually 13 years). Report underage users to the service provider and to the young person's parents (perhaps via the organisation's designated person).

Check the 'accept comment' setting. This allows a user to approve or pre moderate a comment from another user, usually a 'friend', before it appears on their webpage/profile. Ensure that all messages are checked before they appear on your sports webpage/profile to ensure that any inappropriate messages are blocked and if necessary reported to the service provider. This may not be possible with all social networking services. You may wish to contact the prospective service provider to establish if steps could be taken to adjust the privacy and safety settings for your needs.

Ensure that staff, volunteers and players are aware of the need to protect their privacy online

Make sure everyone is aware of the need to protect their own privacy online. They should understand the risks in posting and sharing content which may damage their reputation before they link their webpage/profile to the sports profile.

Address safety when adding content to your webpage/profile

Add information about how to contact your sport organisation including a website address, if available. Also include offline contact details for your club and any information on membership of a sports association. This allows users to contact your organisation directly and verify your sports organisation offline.

Feature details of your organisation's social networking webpage/profile on your sports website. A webpage/profile address on a social networking service is sometimes referred to as the URL. This helps users to easily locate your organisation's presence online and reduce the risk of locating the wrong webpage/profile including any fake profiles. Do not target children and young people who are likely to be under the minimum requirement age for the social networking service in any promotion of the sports webpage/profile

Consider promoting safe and responsible use of social networking to your sports audience online. This could include uploading safety videos, messages or links onto the sports webpage/profile. Provide links to safety and support organisations on the profile, or better still accept these organisations as 'Friends' so that they appear on the sport webpage/profile in the 'Friends' section.

Extra care should be taken when advertising events and competitions online, especially where information about users, including children and young people is collected. In these circumstances you will need to follow the legal requirements concerning the collection of personal information, as set out in the Data Protection Act 1998.

Do not ask users to divulge personal details including home and email addresses, schools, mobile numbers that may help locate a child. It is best to provide the details of the event and signpost to where users can obtain further information e.g., further information can be obtained from your club.

When uploading content, 'think before you post'. Consider any messages, photos, videos or information: do they comply with existing policies? (E.g., use of photographs of children). Is the content, e.g., photographs and text, appropriate to the audience? Always seek young person/parental permission to use the photos of those featured before adding to the sports webpage/ profile.

Beware of fake or impostor profiles of well-known or celebrity sports people. It has been known for fake or impostor profiles to be set up on social networking services. Sometimes this is intended to be fun, however fake profiles can be set up with malicious intent to ridicule and harass an individual. It can also be used to groom children by those seeking to gain a child's trust and attempt to set up a meeting offline. It is best to first make contact offline with the sports person and check if they have an official webpage/profile.

Promote your sports webpage/profile

Once you have set up the sport webpage/profile and are in the process of adding content it may be useful to contact the service provider. Some service providers 'register' a range of charitable organisations. This can ensure that a profile is not deleted as potentially fake or in breach of their own safety policies e.g., an 'adult' profile with a number of children and young people linked as 'friends' may raise concerns on the part of the service provider about online grooming activity.

You can also explore with the social networking service how they can promote your profile and help you reach new users. Social networking services are set up with various sections of interest. This can include music, comedy, events and more recently areas that promote social responsibility, inclusion, health and well-being. These areas or sections are usually featured on the home page of the site with a selection of the most popular web pages/profiles. These are sometimes themed or linked to a global or national event or campaign which gives exposure to potentially millions of users worldwide.

Contact us!

Setting up a presence on social media involves providing interactive content which engages and connects with people. It requires a continuous interaction with your audience or they may become bored with a 'static' webpage/profile. Example: Social media in action: Nike+iPod Sports kit allows a user to set up play lists for their runs, tracks the runs and is integrated into a Nike+ website where you can connect with others in a community and analyse your runs (visit Nike website for further information http://inside.nike.com/blogs/nikerunning_training-en_IN/2010/01/22/gait-analysis-intro).

Finally, don't forget to link your content back to the club website and provide contact details for anyone wanting more information.