



# **PROCEDURES FOR RESPONDING TO CONCERNS/ALLEGATIONS OF ABUSE OR POOR PRACTICE**

## Procedures for Responding to Concerns/allegations of Abuse or Poor Practice

### (1) Purpose of Document

If you have concerns about a child or adult at risk, you should do the following:

- Stay calm.
- Ensure they are safe and feel safe
- Listen to them. Be careful not to ask any questions that might be considered leading. If you have to ask questions then limit them to those that ask them to describe, tell or explain what happened, and only use these if absolutely necessary
- Show and tell them that you are taking what they say seriously
- Reassure them and stress that they are not to blame
- Be honest and explain that you will have to tell someone else to help with the situation
- Make a note of what they have said either at the time, or as soon as possible after the event using their words. If you are offering an opinion, ensure that this is clearly identified in your report. You should use the template provided in this pack. Remember to date and time it and sign it
- Maintain confidentiality - only tell others if it will help protect the child
- Tell the club's welfare officer as soon as possible

You should not:

- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Take sole responsibility - you must report it to the welfare officer so you can begin to protect the child and gain support for yourself

You should contact your Welfare Officer

If the Welfare Officer is not available and your concerns are urgent then you should speak to the Club Chair if appropriate or contact British Taekwondo's Safeguarding Officer on 077177 40125 email [safeguarding@britishtaekwondo.org](mailto:safeguarding@britishtaekwondo.org) .

If you are concerned about the immediately safety of an individual and action needs to be taken urgently then you should contact the Police by dialling 999.

**Please remember is it not your responsibility to decide whether or not someone is being abused, but to take action if you have concerns.**

**You have a legal and moral obligation to do so.**

Once an allegation is received, it will be dealt with in accordance with British Taekwondo's Disciplinary, Grievance and Safeguarding policies. The actions are summarised below:

