



SAFEGUARDING POLICY FOR EVENTS

Safeguarding Policy for Events

(1) Introduction

British Taekwondo is committed to the highest standards of care for all children and young people attending our events.

This policy covers all national BT events and should be used in conjunction with BT's safeguarding policies for children and young people and adults at risk.

Please note that the terms 'staff' and 'team member' refer to both paid and voluntary workers.

The term "children" applies to anyone under the age of 18 years old. The term "Adult at Risk" is as defined in the Care Act 2014. Criminal record check refers to the most appropriate home nation check i.e. DBS, Access NI, Disclosure Scotland.

(2) Safer Recruitment

All safeguarding team members directly working with children will be required to complete an application form and have a disclosure check undertaken by BT within the last 3 years. Any staff that fall into "Regulated Activity" must also be checked. It is the responsibility of the Event Manager to ensure that application forms and criminal record checks have been satisfactorily completed and vetted. If contractors are being used, the Event Manager should seek assurance that all of the necessary checks have been completed (see 'Contracted organisations' section below).

No one with a certificate with content (containing cautions or conviction information) should begin working in their role unless they already have a Registered Instructor Certificate or have been cleared by the National Lead Safeguarding Officer.

Every event should have a nominated Event Manager, who takes overall responsibility for all aspects of the event, including safeguarding. It is important that the Event Manager is familiar with the safeguarding principles outlined in BT's Safeguarding Policies and has carefully read through the relevant sections, as detailed in this policy.

The Event Manager may delegate particular safeguarding tasks to others, primarily the Designated Safeguarding Person/s. Every event should have at least one Designated Safeguarding Person, who is involved in all elements of safeguarding, both before and during the event. This person(s) should have a current DBS check in place. Ideally there should be two Designated Safeguarding people per event, one male and one female, appointed by the Event Manager and approved by the BT National Lead Safeguarding Officer. Anyone who is a Designated Safeguarding Person should not be undertaking any other role within the event.

If any concerns are raised about children or staff during the event, the Designated Safeguarding Person is the first point of call.

(3) Staff training

All Designated Safeguarding Team should have attended a minimum of the Sportscoach UK's Safeguarding and Protecting Children workshop and where possible should also have attended the CPSU's Time to Listen workshop.

All team members are required to attend a short staff briefing prior to the event,

covering emergency procedures, First Aid procedures and safeguarding procedures. This briefing can take place on the same day as the event, if necessary. All team members should be given a copy of this policy, along with the Code of Behaviour expected of staff during the event.

The content of the briefing must be agreed with the BT Safeguarding Officer at least four weeks prior to the event.

A register of attendees should be taken, to ensure that everyone has been briefed.

(4) Responding to abuse

If a child or young person discloses information which indicates that they may be at risk of abuse or is suffering from abuse, team members should:

- Allow the child to speak freely without asking questions.
- Not make promises about what they will/won't do.
- Inform the child what action they propose to take, e.g. talk to the Designated Safeguarding Person/s.
- Involve the Designated Safeguarding Person/s without delay.
- Ensure the safety of the young person
- Make a written record of information shared and action taken as soon as possible after the disclosure is made and pass on to the Designated Safeguarding Person/s.

If a team member has concerns about a child or observes possible signs of abuse, they should immediately share these with the Designated Safeguarding Person/s and make a written record as soon as possible.

(5) Responding to concerns or allegations made about team members / other persons on site

Any concerns about inappropriate, suspicious or unexplained behaviour by another team member towards a child should be shared with the Designated Safeguarding Person/s or the Event Manager if the concern relates to the Designated Safeguarding Person.

A written record should also be kept of the concerns and the actions taken.

(6) Reporting concerns

If a team member has concerns about a child or adult at risk, or they have disclosed that they are being abused, this should be reported as soon as possible to the Designated Safeguarding Person/s. The Designated Safeguarding Person/s will decide on the appropriate action to be taken and liaise with the relevant people, including the BT's National Lead Safeguarding Officer.

It is not the responsibility of the team member to progress matters once a report has been made, but they may be asked to stay involved.

The Designated Safeguarding Person should complete a Safeguarding Incident Form and send a copy to the BT's Safeguarding Officer as soon as possible. If it is relevant for a contracted organisation to be informed of the concern raised, the BT Safeguarding Officer will take responsibility for doing so. The original report must also be retained.

If the concern is about the Designated Safeguarding Person, team members should

Speak to the Event Manager and the BT National Lead Safeguarding Officer. If they are not available, then a referral can be made to the NSPCC.

In an emergency situation, the Police should be contacted on 999 without delay.

(7) Risk Assessment

The event venue must be adequate and a thorough Risk Assessment should be completed in advance. This involves carrying out a careful examination of each event activity and recording the significant findings. This is the responsibility of the Event Manager.

For more information about completing a Risk Assessment, please refer to BT's Safeguarding Policies and Procedures.

(8) First Aid

There should be a minimum one qualified Paramedic or Doctor at all BT events and team members should be made aware of who they are and how to contact them. A first aid kit should be available at all times. Any incidents must be recorded in an accident book. If any injury is seen and a team member suspects this may be due to a safeguarding issue, then they should raise the matter immediately with the Designated Safeguarding Person or Event Manager.

(9) Insurance

BT registered events will be covered by the BT's Insurance policy. Other events must ensure that they have the appropriate insurance in place.

(10) Transport

If team members are driving children as part of a BT event, it is the Event Manager's responsibility to ensure that their driving documents have been thoroughly checked and that the driver has the appropriate business insurance cover.

No team members should be alone in a car with a child, at least two adults should be present at all times. Any vehicle should be checked for safety prior to being used.

(11) Parental consent

A consent form may contain relevant medical information, contact details, dietary and special access requirements, as well as any other information relevant to the event. Such confidential information should only be shared where relevant. Any information gained should be stored securely in line with Data Protection and should only be retained for as long as is needed.

(12) Videos and photography

If there is an official photographer or film crew at an event, a notice outlining this should be clearly displayed at the venue, making this clear to all those attending the event. Permission should be sought from parents/carers in advance and photographs/videos should only be taken with such permission.

(13) Contracted organisations

If an event, or particular elements of an event, are outsourced, then it is vital to ensure that the necessary safeguarding standards are in place. Team members are required to work to the BT's safeguarding policy and procedures at all times.

Contracted organisations should agree, in writing, to adhere to the BT safeguarding protocol. Assurance should also be sought that all of the necessary criminal record checks have been completed (if these have not been carried out through the BT).

The information needed is:

- the name of the applicant
- the date that the DBS certificate was checked
- the name of the person who checked the certificate
- whether the certificate was clear or had content. (If the certificate has content then advice must be sought from BT's National Lead Safeguarding Manager)

Copies of any Risk Assessments should also be requested, along with assurance that parental permission has been sought for all children attending the event and for any photography/videoing taking place.

(14) Codes of conduct and principles of participation

Principles of participation for children and young people

While these principles mainly apply to the athletes, it is important that parents/carers, staff and volunteers are also aware of them and promote them:

- Fun - athletes have a right to enjoy their participation in the event.
- Fair play
 - treat others with the same respect and fairness that you would like to be shown
 - stick to the rules for the event and the Spirit of Taekwondo
 - challenge or speak out about behaviour that falls below the expected standards of the event.
- Equity - demonstrate fair play on and off the field
 - respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others
 - appreciate that all participants bring something valuable and different to the event
 - show patience with others - challenge discrimination and prejudice.
- Do not engage in or condone bullying of any sort.
- Responsibility - look out for yourself and the welfare of others.
- Do not take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- Be organised and be on time.
- Friendship - take time to thank those who help you take part, whether that is your family, coach, school or teammates.

Children and young people participating at the event are responsible for:

- reading and agreeing to abide by the specific event code of conduct
- complying with the code of conduct for the event

- ensuring that they understand who they can share concerns with and how to contact them
- understanding that their parents/carers will be contacted if they become involved in an accident, a breach of the code of conduct, or any illegal activity

Principles of participation for adults with any event role

A code of conduct for staff and volunteers at any sports event should at least include these four principles:

- **Rights:** Staff/volunteers working at any event must respect the rights of children and young people, promoting their welfare and their individual needs.
- **Relationships:** Staff/volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage with participants in behaviour that is abusive or inappropriate. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in the child's best interests.
- **Responsibilities:** Staff/volunteers must demonstrate proper personal/professional behaviour at all times, promoting positive role models for the children and young people they are working with. Staff must ensure that children and young people are provided with a safe environment which maximises benefits and minimises risks to them.
- **Equity:** All staff/volunteers must demonstrate commitment to respecting differences between staff and participants in terms of gender, sexual orientation, race, ethnicity, disability, culture and religious belief systems.

Parent and Carers of Participants

We expect parents and carers to play their part. BT's Code of Conduct for Parents and Carers says that you should:

- Encourage your player(s) to learn the rules and play within them.
- Discourage unfair play and arguing with officials
- Help your player(s) to recognise good performance not just results.
- Never force your player(s) to take part in sport
- Set a good example by recognizing fair play and applauding good performance of all
- Publicly accept officials' judgments
- Support your player(s)'s involvement and help them to enjoy their sport.
- Use correct and proper language at all times
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Always recognise when someone has done their best
- Never verbally or physically abuse your player(s) for failure

Parents and carers of participants at the event are responsible for:

- being familiar with information provided to them before or at the event

- if not already provided, seeking assurance about event safeguarding arrangements
- providing details as required, including emergency contacts, information about medical conditions or additional needs and consents
- complying with travel, drop-off and collection arrangements
- ensuring their player has appropriate sports kit, clothing, drinks, food and money; for travel abroad, this list includes passport, insurance and tickets)
- complying with the code of conduct
- making arrival or leaving arrangements e.g. collecting a player.

(15) Whistleblowing

Staff or volunteers involved in your event must have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing by staff or volunteers within their organisation.

Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, fraud, harm of children or vulnerable adults, covering up for someone and more. In the context of events, the behaviour or attitude of someone towards a child or young person may raise concerns. If this person is a coach, teacher or manager it may be difficult for someone of perceived lower status (e.g. a new volunteer) to have the confidence to say anything. However, it is essential that concerns are reported and acted upon as soon as possible.

Every situation is different, so it is advisable to contact your event coordinator or designated person for advice before blowing the whistle. When pursuing a concern:

- keep calm
- consider risks and next steps
- let the facts do the talking - don't make up allegations
- don't pursue the allegation yourself
- remember that you're a witness

BT's Whistle Blowing Policy should be followed.

(16) Missing participants

Despite organisers' best efforts, children and young people do sometimes go missing during events.

If a child or adult at risk is reported as missing, the Event Manager and the Designated Safeguarding Person should be informed without delay. A thorough search should be carried out by team members. If they have not been found within 20 minutes then the police should be called.

Times of particular concern are when children are arriving at/leaving the event or when they are transferring between venues and facilities. You should advise parents, children and young people that they must notify the relevant member of your event team of any changes they wish.