

British Taekwondo Council



Safeguarding - Protecting Children & Adults at Risk Policy & Implementation Procedures

Version 2

UK SPORT



BTC Ltd is recognised by **UK Sport** as the NGB for Tae Kwon Do in the UK

BRITISH TAEKWONDO COUNCIL

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK

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Equity (CCE booklet)	
Fair Play (CCE booklet)	
Safe Storage of Disclosure Information (CRB booklet)	
School Disability Policy (CCE booklet)	
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BRITISH TAEKWONDO COUNCIL

**SAFEGUARDING - PROTECTING CHILDREN AND
ADULTS AT RISK POLICY**

&

IMPLEMENTATION PROCEDURES



**STANDARDS
for SAFEGUARDING
and PROTECTING
CHILDREN in SPORT**





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INTRODUCTION

The martial art of Taekwondo can and does have a very powerful and positive influence on people – especially young people and adults at risk (see Page 13 for definitions). Not only can Taekwondo provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if Taekwondo is in the right hands – in the hands of those who place the welfare of all young people and adults at risk first and adopt practices that support, protect and empower them.

The reality is that abuse can take place in Taekwondo and in some cases instructors, coaches and other trusted adults have been convicted of abuse. Every adult has a legal and moral responsibility to protect young people and adults at risk in sport from abuse.

WHAT IS SAFEGUARDING?

Any adult working in the provision of sport/physical activity for young people and adults at risk, in either a paid or voluntary capacity, has a duty of care to the young people, adults at risk and themselves to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people and adults at risk' activities has the ability to provide patience, understanding and encouragement.

Understanding of individuals' development and the ability to communicate with them is more important than knowledge of the sport.

Young people and adults at risk have a right to protection from the potential threat of abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. Agencies which utilise the services of employees either on a paid or voluntary basis, and the employee themselves must be aware of the dangers of abuse, the forms it can take and its recognition, and demonstrate good practice within their sessions.

WHAT IS ABUSE?

The definitions of abuse have become more sophisticated as the legal and medical systems have increasingly recognised events and behaviours that infringe on individuals rights and/or do harm. For the purposes of this document we will refer to the definitions used by the Department of Health in their guidance No Secrets: Guidance on Developing and Implementing Multi-agency Policies and Procedures to Protect Adults at risk from Abuse (2000) and in the DoH, Home Office and Department for Education and Employment (DfEE) (1999) document, Working Together to Safeguard Children (2010). The DoH (2000) states that:

Abuse is a violation of an individual's human and civil rights by any other person or persons.

It continues:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

A review of the literature shows a high level of agreement among governmental and other agencies about the characterisation of abuse. The following definitions are derived from Working Together to Safeguard Children 2010 and given a sports context:

NEGLECT : Where adults fail to meet a young person or vulnerable adult's basic needs like food or warm clothing, or fail or refuse to give young people and adults at risk love, affection and attention. Young people and adults at risk might also be constantly left alone or unsupervised. Neglect in a sporting situation could include an instructor not ensuring that young people and adults at risk were safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

PHYSICAL : Where adults or other young people physically hurt or injure young people and adults at risk, for example by hitting, slapping, pushing, kicking, shaking, squeezing, burning, biting, restraint, inappropriate sanctions or by giving young people and adults at risk alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.

SEXUAL : Girls and boys are abused when they are used by adults or other young people (both male and female) to meet the adult's own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. The display of pornographic material (books, videos or pictures) to young people and adults at risk is also a form of abuse. Coaching or activities which involve physical contact with young people and adults at risk could create potential situations where sexual abuse could go unnoticed. The power of the instructor over young people and adults at risk, if misused, could also lead to the development of situations in which abuse may occur.

PSYCHOLOGICAL : Emotional: Persistent lack of love and affection, where a child or vulnerable adult may be constantly shouted at, threatened or taunted and become very nervous and withdrawn, would constitute emotional abuse. Emotional abuse could also occur when there is constant overprotection (which prevents a child or vulnerable adult from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people and adults at risk are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Mental: A person subjecting or exposing another to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. Such abuse is often associated with situations of power imbalance, such as abusive relationships, bullying, child abuse and in the workplace.

Bullying: Is a form of aggressive behaviour manifested by the use of force or coercion to affect others, particularly when the behaviour is habitual and involves an imbalance of power. It may be that the abuser is a young person or vulnerable adult themselves but it is important to be aware that adults can bully too. Bullying can include verbal harassment, physical assault or coercion, such as intimidation, and may be directed repeated towards particular victims, perhaps on grounds of race, religion, gender, social group, sexuality or ability. Bullying may be one-on-one or more complex, involving 'lieutenants' who may seem to be willing to assist the primary bully in his/her bullying activities.

Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision – on the way

to and from school, at a sporting event, in the playground and changing rooms. (Further information on Bullying is included within Appendix F).

INDICATORS OF ABUSE

Some indications that a child or vulnerable adult has been abused **may** include:

- 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
- An injury for which the explanation seems inconsistent or for which multiple explanations are given
- The child or vulnerable adult describes what appears to be an abusive act involving him/her
- Someone else (a child or adult) expressing concern about the welfare of another child or vulnerable adult
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper
- Inappropriate sexual awareness
- Engaging in explicit sexual behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- An apparent difficulty in making friends
- The prevention by an adult from socialising with other young people or adults
- Displaying variations in eating patterns including overeating or loss of appetite
- Weight loss for no apparent reason
- An increasingly dirty or unkempt appearance
- Displaying frequent unexplained minor injuries

This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place. It is not the responsibility of those working with young people and adults at risk to decide that child abuse has occurred but it is their responsibility to recognise and act on any concerns by reporting any incident to the British Taekwondo Council's Safeguarding Officer and completing an Incident Referral Report Form for referral to the appropriate authority. (See Appendix O for an example copy of an Incident Report form.)

HOW DOES IT AFFECT CHILDREN AND ADULTS AT RISK?

Abuse in any of its forms can affect a person of any age. The effects can be so damaging that, if untreated, they may follow a person from childhood into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship. They may become involved in drugs or prostitution, attempt suicide or even abuse a child themselves.

There have been a number of studies which suggest that young people or vulnerable adults with disabilities are at an increased risk of abuse due to various other factors, such as stereotyping, prejudice, discrimination, isolation. They may also experience a powerlessness to protect themselves, and/or to adequately communicate that abuse has occurred.

POLICY STATEMENT

British Taekwondo Council (BTC) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children and adults at risk. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy will allow children and adults at risk to excel in a safe environment and transmit a reassuring signal to parents/carers that will positively impact on recruitment.

This document is binding for the martial art as a whole and provides guidelines to everyone in the British Taekwondo Council, whether working in a professional or voluntary capacity.

It is recognised that abuse is a very emotive and difficult subject; however, everyone in the British Taekwondo Council has a duty of care towards young and vulnerable performers and can help to protect them from abuse.

British Taekwondo Council's approach to safeguarding and protecting children and adults at risk is based on the principles recognised within UK and international legislation and government guidance. The following has been taken into consideration:

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children (published March 2010)
- The Human Rights Act 1998
- United Nations Convention on the Rights of the Child 1990
- The Safeguarding Vulnerable Groups Act 2006

Acknowledgements

This document is based on the Pan-London Child Protection Toolkit, which meets all the requirements of the NSPCC Standards for Safeguarding and Protecting Children in Sport, (CPSU 2002).

SAFEGUARDING

KEY PRINCIPLES AND AIMS OF THE SAFEGUARDING AND PROTECTING CHILDREN AND ADULTS AT RISK POLICY

EVERY CHILD MATTERS

Outcomes for Children's Social Care:

1. Being Healthy: enjoying good physical and mental health and living a healthy lifestyle
2. Staying Safe: being protected from harm and neglect; growing up able to look after themselves
3. Enjoying and Achieving: getting the most out of life and developing broad skills for adulthood
4. Making a Positive Contribution: to the community and society; not engaging in anti-social or offending behaviour
5. Economic Wellbeing: overcoming socio-economic disadvantage to achieve full potential in life

ADULT SOCIAL CARE OUTCOMES

Outcomes identified for Adult Social Care:

1. Maintaining independence
2. Keeping clean and comfortable
3. Enjoying a clean and orderly environment
4. Being safe
5. Access to social contact and company
6. Keeping active and alert
7. Living healthier and longer lives
8. An adequate income
9. Opportunities to contribute to the community
10. Feeling valued

From these lists, it is easy to see that there is a close relationship between the outcomes for children and adults respectively.

There are four levels of implementation:

1. Central government level
2. Locality strategic level
3. Community/neighbourhood level
4. Individual level

The guidance given in the procedures is based on the following principles:

- This policy recognises and builds on the legal and statutory definitions of a child
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of best practice in the delivery and management of activities and events in Taekwondo, a child is recognised as being under the age of 18 years (Children's Act 1989 definition – further information on the Children's Act 1999 can be found in Appendix B)
- A vulnerable adult according to the 'Who Decides?' (HM Government, 1997) document, is 'a person aged 18 years or over who is, or may be, in need of community care services by reason of mental, or other, disability, age or illness, and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation'.
- An adult has a moral and statutory duty for the care, custody and control of any child or vulnerable adult under their supervision
- The welfare of the child or adult at risk is paramount
- All children and adults at risk, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse
- All incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All children and adults at risk have a right to engage in Taekwondo in an enjoyable and safe climate
- Young people and adults at risk have a right to expect appropriate management, support, personal and social development with regard to their involvement in Taekwondo, whether they are playing, officiating or volunteering
- It is the responsibility of the statutory services to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- Confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

Working in partnership with children and adults at risk, their parents/carers and other agencies is essential for the protection of children and adults at risk. The British Taekwondo Council recognises the statutory responsibility of Children's Social Care (formerly known as Social Services) Departments to ensure the welfare of children and work with the Local Safeguarding Children/Adults Boards to comply with their procedures.

ROLES AND RESPONSIBILITIES

Key roles of the British Taekwondo Council in relation to safeguarding and protecting children and adults at risk

These will be:

- The promotion of good practice (minimum safeguarding standards) at an operational level
- Provision of advice and support for partner organisations
- Influencing and advocating at a strategic level
- Ensuring the sub-contracting of any activities are protected through clear guidelines on safeguarding children and adults at risk

The British Taekwondo Council will take responsibility for:

- Lead on the production, monitoring and review of this Safeguarding - Protecting Children and Adults at Risk Policy and accompanying Implementation Plan (see Appendix D)
- Support all member associations to implement procedures which provide a duty of care for young people and adults at risk, safeguard their wellbeing and protect them from abuse
- Offer training and support for its officers and instructors and (possibly) volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults at risk, safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of young people
- Ensure that the Safeguarding - Protecting Children and Adults at Risk Policy and any Codes of Conduct are endorsed and in accordance with local and sport authorities and regulations and will follow these procedures at all times
- Recruit, train and supervise its officers, instructors and volunteers so as to adopt best practice to safeguard and protect young people and adults at risk from abuse
- Require its officers, instructors and volunteers to adopt and abide by the Safeguarding - Protecting Children and Adults at Risk Policy and Implementation Procedures which incorporate the Code of Conduct
- Influence other partner agencies at a strategic level to ensure that the protection of children and adults at risk is at the forefront of delivery
- Ensure that any activities that are sub-contracted are agreed and managed through a signed agreement that includes a clear statement about responsibilities of all parties/partners in responding to safeguarding concerns (in line with recent guidelines provided by the CPSU)
- Effectively engage with Local Safeguarding Children and Local Safeguarding Adults Boards to ensure an awareness of interagency procedures and where appropriate involvement in 'Safeguarding through Sport' subgroups
- Respond to any concerns or allegations appropriately, in line with these procedures

Roles and Responsibilities of Member Associations

- Work with the British Taekwondo Council towards identifying, formally adopting and implementing minimum operating standards for safeguarding, based on the Standards for Safeguarding Children in Sport - should these minimum operating standards not already be in existence.
- Respond to any and all allegations appropriately and implement the appropriate disciplinary and appeal procedures and involve appropriate authority when necessary
- Ensure protocols for information sharing between the British Taekwondo Council and member associations are developed and implemented
- Ensure that local policies and procedures are in place and that staff, coaches and volunteers are trained in accordance with the guidelines and national standards
- Respect and promote the rights, wishes and feelings of children, young people and adults at risk

Roles and Responsibilities of Children's Social Care Services

Local Authority Children's Social Care services have a statutory duty of care under the Children Act 1989 and 2004, to ensure the welfare of children and work with the Local Safeguarding Children Boards (LSCB) to comply with their procedures and appoint a Local Authority Designated Officer (LADO) who will work jointly with the Police. When a child protection referral is made, the LADO has a legal responsibility to investigate.

This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the Police. Member Associations' Safeguarding Officers need to link with their respective LSCB.

Roles and Responsibilities of Adult Social Care Services

Local Authority Adult Social Care services have a statutory duty of care under the Safeguarding Vulnerable Groups Act 2006 to ensure the welfare of adults at risk. When a vulnerable adult protection referral is made, the LADO is informed and the Local Safeguarding Adults Board (LSAB) has a legal responsibility to investigate. These investigations may involve talking to the adult at risk, their family or carers and gathering information from other people who know the vulnerable adult. Enquiries may be carried out jointly with the Police. Member Associations' Safeguarding Officers need to link with their respective LSAB.

Roles and Responsibilities of the NSPCC

The NSPCC operates a free 24 hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice (www.thecpsu.org.uk).

Roles and Responsibilities of the Disclosure and Barring Service (DBS) (England and Wales)

The Disclosure and Barring Service (the DBS) is an executive agency of the Home Office which exercises the powers and fulfils the responsibilities of the Secretary of State under Part V of the Children Act 1989.

The DBS is committed to encouraging the spread of best practice in recruitment to ensure the best possible use of the information provided by the DBS and to encourage safer recruitment.

The establishment of the DBS widens the availability of criminal record information. It is crucially important that people who have been convicted are treated fairly and are given every opportunity to establish their suitability for positions. The Protection of Freedom Bill May 2012 has an impact on the DBS and what information is shared and how.

The [Standard Disclosure](#) is for people entering certain professions, such as members of the legal and accountancy professions. Standard Disclosures contain convictions, cautions, reprimands and warnings held in England and Wales on the [Police National Computer](#). Most of the relevant convictions in Scotland and Northern Ireland may also be included.

Standard Disclosures no longer include a check of the old or new barred lists. Therefore, if you are [working or volunteering with children or adults at risk](#), you may now need to have an Enhanced CRB check.

The [Enhanced Disclosure](#) is for posts involving work in a regulated activity for a regulated activity provider with children or adults at risk. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a social worker, teacher, scout or guide leader. Enhanced checks are also issued for certain statutory purposes such as gaming and lottery licences.

Enhanced Disclosures contain the same information as Standard Disclosures, but in addition involve a check of the new barred lists if requested, as well as any locally held Police force information considered by Chief Police Officer(s) as relevant to the job role.

The existence of a comprehensive Disclosure service should not be regarded as a substitute for any of the full range of existing pre-appointment checks, including taking up references and enquiring into the person's previous employment history. Disclosures should be seen as complementary to existing recruitment practice and should only be sought after a candidate has been provided with a provisional offer of employment or a voluntary position. Further information on the Disclosure and Barring Service and DBS checks can be found within Appendix H.

Roles and Responsibilities of the Protecting Vulnerable Groups Scheme (Scotland)

In February 2011, the Scottish Government introduced a new membership scheme to replace and improve upon the current disclosure arrangements for people who work with vulnerable groups.

The Protecting Vulnerable Groups Scheme (PVG Scheme):

- helps to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- is quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- strikes a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The [PVG Scheme](#) is managed and delivered by Disclosure Scotland which, as an executive agency of the Scottish Government, will take on additional responsibilities. This will include taking decisions, on behalf of Scottish Ministers, about who should be barred from working with vulnerable groups.

PROMOTION AND DISTRIBUTION OF THE SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY

All organisations involved in direct delivery associated with the British Taekwondo Council, and those organisations wishing to gain funding through the British Taekwondo Council, will be required to demonstrate established and robust policies and procedures, and to provide protection to children, young people and adults at risk through minimum operating standards at a delivery level. The British Taekwondo Council will request to see child protection policies and procedures and will ensure they meet minimum operating standards, as identified by CPSU. Access to the British Taekwondo Council Safeguarding - Protecting Children and Adults at risk Policy and accompanying Implementation Plan (see Appendix D) is available to assist all member associations through the British Taekwondo Council website www.tkdouncil.com.

Communication of the Safeguarding - Protecting Children and Adults at Risk Policy and discussion regarding the Implementation Plan (see Appendix D) will take place with member associations, and relevant bodies such as UK Sport and home country sports councils.

MONITORING AND REVIEW OF THE SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY

The British Taekwondo Council will review the Safeguarding - Protecting Children and Adults at risk Policy at least every three years, or whenever there is a major change in legislation related to protection of children and adults at risk or the British Taekwondo Council organisational structure.

The implementation and monitoring of this Policy will be led by the British Taekwondo Council's Safeguarding Implementation Plan (see Appendix D). This plan will be implemented by the Officers of the British Taekwondo Council through partnership working with member associations. The British Taekwondo Council is also committed to ensuring that through member associations' Safeguarding Officers, processes/mechanisms are in place to consult children, young people and adults at risk and parents as part of a review of this Policy.

The Officers of the British Taekwondo Council will be responsible for the review of actions undertaken, and the overall implementation and review of this Policy.

MONITORING AND REVIEW OF THE SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY IMPLEMENTATION PLAN

The Implementation plan will be reviewed on an annual basis by the British Taekwondo Council.



IMPLEMENTATION

GOOD PRACTICE

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people and adults at risk in order to harm them. A coach, instructor, official or volunteer may have regular contact with young people and adults at risk and be an important link in identifying cases where a young person needs protection. All cases of suspected poor practice and abuse should be reported following the guidelines in this document. When a young person participates in Taekwondo having been subjected to abuse outside the sporting environment, Taekwondo can play a crucial role in identifying and reporting concerns. In such instances, BTC personnel must work with the appropriate agencies to ensure the young person receives the required support following disclosure and investigation.

There have been a number of studies which suggest that young people and adults at risk with disabilities are at an increased risk of abuse due to various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or to adequately communicate that abuse has occurred. Young people and adults at risk from ethnic minorities, who may also be experiencing racial discrimination, are also more vulnerable.

GOOD PRACTICE GUIDELINES

All BTC personnel are required to demonstrate exemplary behaviour in order to promote young people and adults at risk' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sporting activities/events:

Good Practice means:

- Always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment (eg no secrets)
- Treating all young people and adults at risk equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with young people and adults at risk (eg it is not appropriate to have an intimate relationship with a young person or to share a room with them)
- Building balanced relationships based on mutual trust which empowers young people and adults at risk to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the British Taekwondo Council. Care is needed, as it is difficult to maintain hand positions when the young person is constantly

moving. Young people and adults at risk and carers should always be consulted and their agreement gained

- Keeping up to date with the technical skills, qualifications and insurance in sport
- Involving parents wherever possible (e.g. for the responsibility of their young people and adults at risk in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/instructors/coaches/ officials work in pairs
- Ensuring that if mixed gender participants are taken away they should always be accompanied by a male and female member of staff. (NB: however, same gender abuse can also occur)
- Ensuring that at competitions or residential events, adults should not enter young people and vulnerable adult's rooms or invite young people and adults at risk into their rooms
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and adults at risk and promoting a healthy diet
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and adults at risk - avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis (Appendix R), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Where staff witness an injury this must be reported to the parents at the first opportunity
- Requesting written parental consent if young people and adults at risk are required to be transported in instructors/coaches/officials/volunteers' etc, cars.

COACHING/STAFFING RATIOS

Taekwondo is a martial art practised by both male and female students of all ages and abilities. It is the registered instructor's responsibility to ensure that they have undertaken a risk assessment for the session and that there is sufficient supervision to carry out the planned activities in a safe and open environment.

A general guideline would be:

4-7yrs	1:15
8-12yrs	1:20

However, it is never appropriate to have one responsible adult on their own – there should be a minimum of two adults in charge irrespective of the number of children.

In classes for students aged 13yrs+, the numbers attending may be more but it is usually the case that there are sufficient senior students or assistant instructors to work with smaller groups under the supervision of the instructor.

CHANGING ROOMS

Young people and adults at risk should be supervised at all times in the changing rooms by their parent/carer. Adult staff should not change or shower at the same time using the same facility as young people and adults at risk. If you are involved in a mixed gender activity, separate facilities should be made available. If young people and adults at risk are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home. If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered. No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities, etc.

MEDICAL TREATMENT OF YOUNG PEOPLE AND ADULTS AT RISK

It is recommended that no young person or vulnerable adult should be treated in any way in a situation where the young person/vulnerable adult is on his/her own in a treatment room with the door closed. Prior to medical treatment being carried out on a young person/vulnerable adult, parental/carer consent in the written form must be sought where appropriate (see Appendix R).

It is recommended that all treatment procedures are explained fully to the young person/vulnerable adult and **verbal consent** is given before they are carried out.

It is strongly recommended that all treatment procedures should be 'open', ie the door remains open, parents/carers are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents/carers of the young person/vulnerable adult should be invited to attend.

It is recommended that if treating an area of the body which is potentially embarrassing to a young person/vulnerable adult (ie the groin), a suitable adult (ideally a parent/carer) acting as a chaperone should be present.

It is important to maintain medical confidentiality and patient dignity at all times.

PRACTICE TO BE AVOIDED

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the activity/event or the young person's parent or vulnerable adult's carer. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session:

- Avoid transporting young people and adults at risk in your car unless in a medical emergency
- Avoid spending time alone with young people and adults at risk away from others

PRACTICE NEVER TO BE SANCTIONED

The following should never be sanctioned. You should never:

- Take young people and adults at risk to your home where they will be alone with you
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Allow young people and adults at risk to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Reduce a young person to tears as a form of control
- Allow allegations made by a young person to go unrecorded or not acted upon
- Do things of a personal nature for young people or disabled adults that they can do for themselves
- Invite or allow young people and adults at risk to stay with you at your home unsupervised

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people and adults at risk, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents/carers and the young people or adults at risk involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, 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 young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, they should be reported immediately to another colleague and make a written record of the event. Parents/carers should also be informed of the incident:

- If you accidentally hurt a young person/vulnerable adult
- If he/she seems distressed in any manner
- If a young person/vulnerable adult appears to be sexually aroused by your actions
- If a young person/vulnerable adult misunderstands or misinterprets something you have done

RELATIONSHIPS OF TRUST

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” Caring for Young People and the Vulnerable - Guidance for preventing abuse of trust (Home Office 1999)

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that an older member of staff has over someone attending a group, activity or event cannot be under-estimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for all personnel to recognise the responsibility they must exercise in

ensuring that they do not abuse their positions of trust. Young people aged 16+-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children. In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Act 2003).

If an instructor engages in an intimate or inappropriate relationship with a young person, it is a breach of the British Taekwondo Council's Code of Conduct and Ethics and, as such, will result in disciplinary action.

CODE OF CONDUCT AND ETHICS

See the British Taekwondo Council Code of Conduct and Ethics booklet.

EQUITY

See the British Taekwondo Council Code of Conduct and Ethics booklet.

FAIR PLAY

See the British Taekwondo Council Code of Conduct and Ethics booklet.

DISCIPLINARY PROCEDURE

See the British Taekwondo Council Code of Conduct and Ethics booklet.

WHISTLEBLOWING POLICY

See the British Taekwondo Council Code of Conduct and Ethics booklet.

RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

See Appendix H.

ROLES AND RESPONSIBILITIES OF THE BRITISH TAEKWONDO COUNCIL SAFEGUARDING OFFICERS

The British Taekwondo Council has a duty and responsibility to ensure that the following is in place:

- An appointed person to be titled the British Taekwondo Council Safeguarding Officer to have designated responsibility for safeguarding issues. Prior to appointment, this person will be required to undertake an Enhanced Criminal Records Check. This nominated person is Kevin Beddows, 130 Barrows Green Lane, Widnes, Cheshire, WA8 3JJ. Tel: 0151 424 9466. E-mail: Kevinbeddows@tiscali.co.uk
- An appointed person from each member association to be titled the Association Safeguarding Officer to have deputy designated responsibility for safeguarding issues. This person must have a formal role on the association's management committee. Prior to appointment, these persons will be required to undertake an Enhanced Criminal Records Check.

BRITISH TAEKWONDO COUNCIL SAFEGUARDING OFFICER - JOB DESCRIPTION

The role of the Safeguarding Officer for the British Taekwondo Council is as follows:

- To act as the point of contact for any concerns or allegations and implement the reporting procedures
- Implement the British Taekwondo Council Safeguarding - Protecting Children and Adults at risk Policy and Implementation Procedures
- Promote the Safeguarding practice guidelines, and embed the work of Safeguarding into strategic frameworks of the British Taekwondo Council
- Facilitate DBS/PVG Scheme checks
- Ensure the provision of or adherence to the training programme for instructors, coaches and volunteers with designated Safeguarding responsibility
- Take any action as advised by the Children or Adult Social Care departments or Police. It is **NOT** the role of the Safeguarding Officer to decide whether a person has been abused or not
- Ensure that member associations and instructors are aware of safeguarding concerns

BRITISH TAEKWONDO COUNCIL ASSOCIATION SAFEGUARDING OFFICER - JOB DESCRIPTION

The role of the Association Safeguarding Officer is as follows:

- To ensure that the British Taekwondo Council Safeguarding - Protecting Children and Adults at risk Policy and Implementation Procedures work in practice.
- Act as the first point of contact for anyone in the association (staff, volunteer, parents or children) who has a concern about a child or adult at risk and about poor practice/possible abuse by adults working with children or vulnerable adults.
- Be approachable and have a child-focussed approach.
- Does not need to be a child protection 'expert'. That is the role of the statutory agencies (Police, Children and Adult Social Care). Ideally, they should have a background in working with children such as teachers, childminders, social workers, Police child protection team officers, health workers, etc.
- Be the first point of contact with the British Taekwondo Council Safeguarding Officer.
- Maintain contact details for local Children and Adult Social Care, Police and know how to obtain Local Safeguarding Children or Adult Board guidelines.
- Sit on the association's management committee.
- Promote and ensure adherence to all the British Taekwondo Council's policies and procedures, with particular reference to confidentiality and anti-discriminatory practice.

- Facilitate DBS/PVG Scheme Disclosure forms within the association.
- Undertake training as required.

RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

Abuse can and does occur outside the family setting. Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers involved in sporting activities/events, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person or vulnerable adult, whether inside or outside of the sporting context and to follow the procedures in this document.

POOR PRACTICE

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern to a young person/vulnerable adult. Poor practice includes any behaviour which contravenes the Code of Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in the sporting environment and will be treated seriously and appropriate actions taken.

ABUSE

Abuse can happen wherever there are young people and/or adults at risk of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

BULLYING

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It could be that the abuser is a young person or vulnerable adult themselves and this is recognised as bullying. It is important to be aware that adults can bully too. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying often takes place in schools or other environments where children or adults at risk meet, and research shows it can and does occur where there is inadequate supervision – on the way to and from school or college, at a sporting event, in the playground and changing rooms.

DISABLED PEOPLE

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

RACE AND RACISM

Young people and adults at risk from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with, including those operating where ethnic minority communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on the death of Stephen Lawrence as *'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'*.

RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

How to respond to a disclosure from a young person or vulnerable adult

The person receiving information concerning disclosure should:

- React calmly so as not to frighten or deter the young person or vulnerable adult
- Tell the person he/she is not to blame and that he/she was right to tell
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a person who has a speech disability and/or differences in language
- Ensure the safety of the individual - if the person needs immediate medical treatment, take the person to hospital or call an ambulance, inform medics of concerns and ensure they are aware it is a safeguarding issue
- Keep any questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Do not contact the parents/carers until advice is sought from Childrens or Adult Social Care or the Police

Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered, ie explicit details or ask leading questions, eg "Did Jim/Jenny hit you?"
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

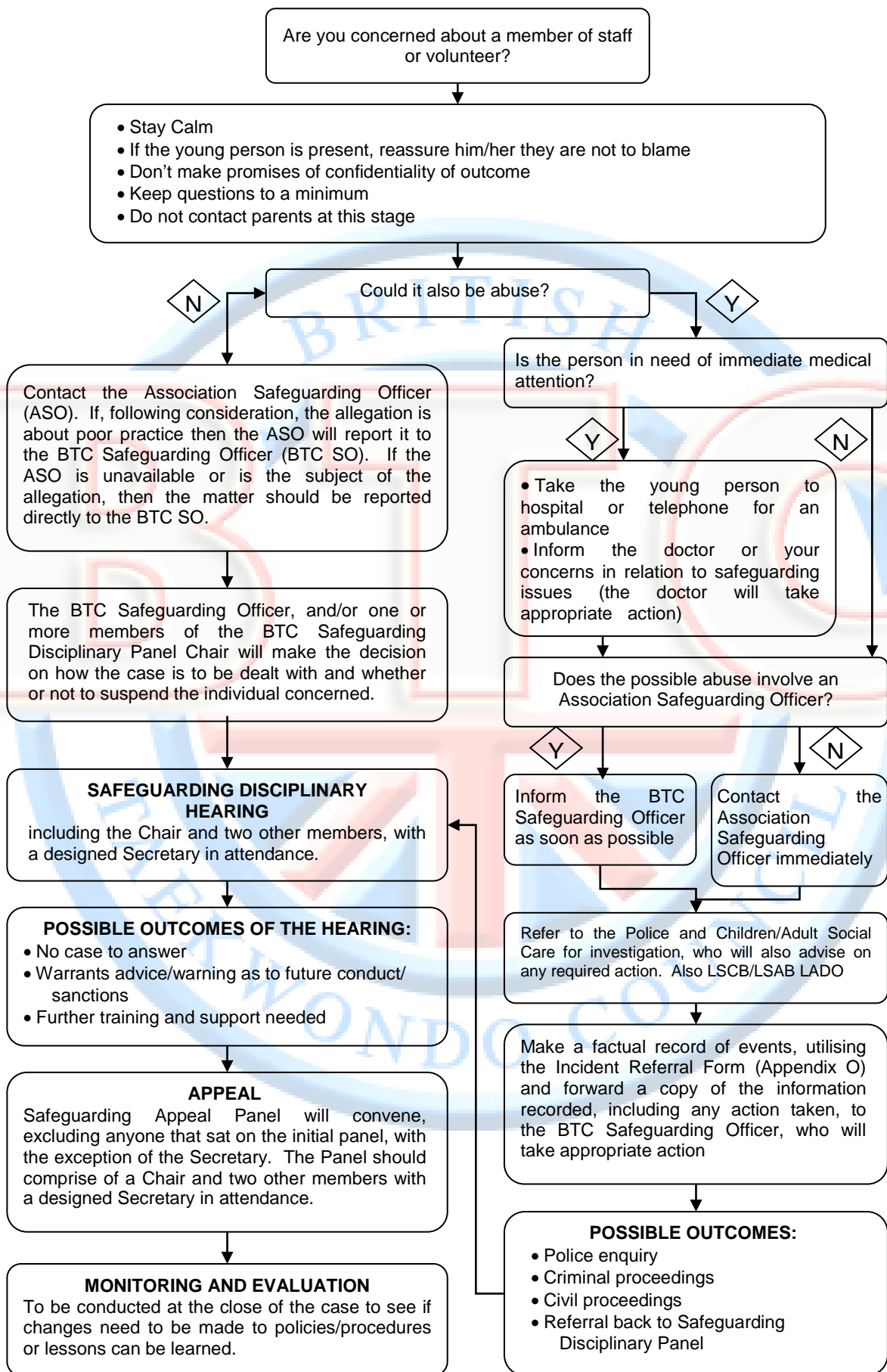
N.B. It may not be that all young people and adults at risk are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young person or vulnerable adult, record what has been observed in detail and follow the procedures to report these concerns.

Procedures to be followed on receipt of a disclosure, allegation or suspicion of abuse or poor practice (please also see flow chart)

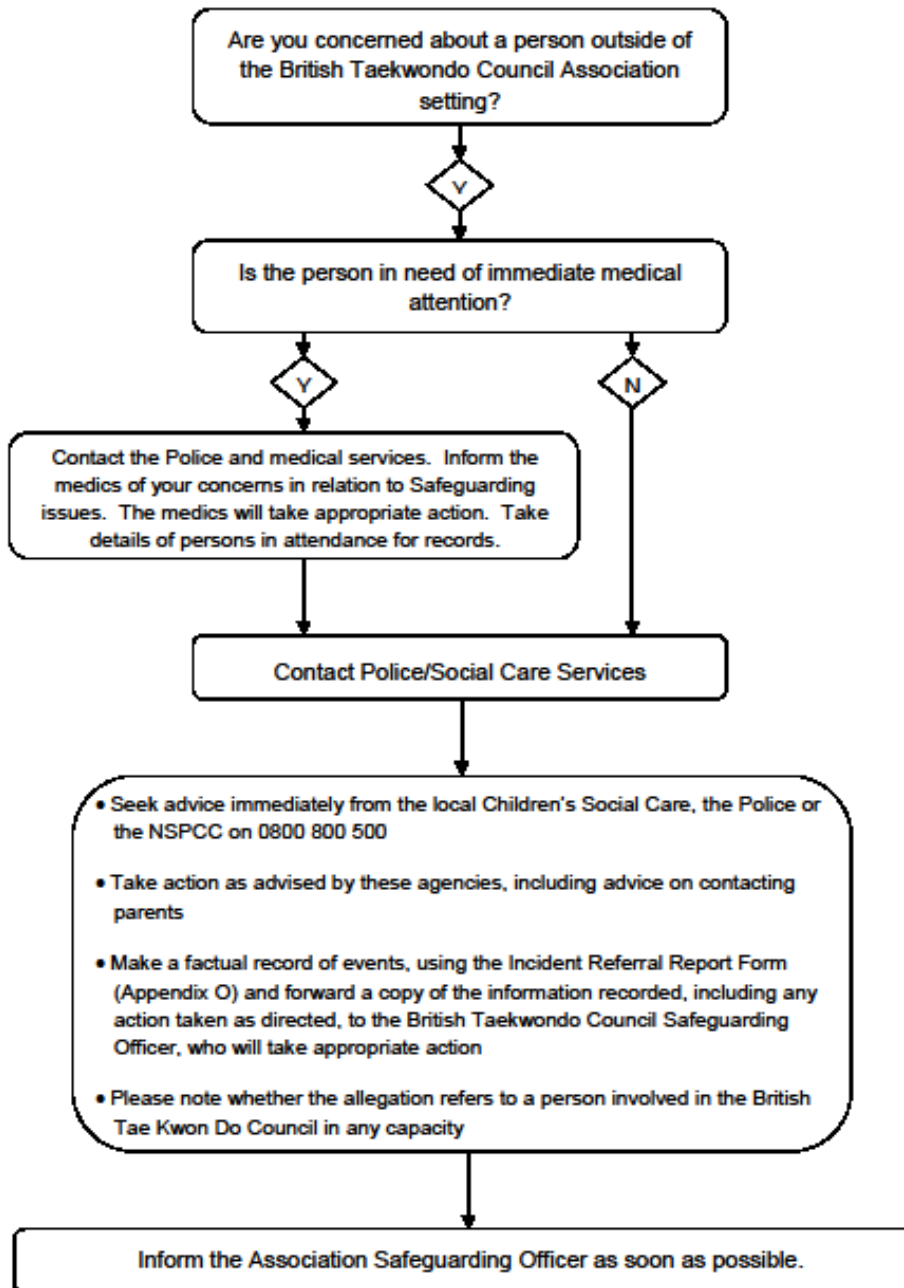
- If common sense dictates that you should, report your concerns directly to medical services or the Police, who will advise on the action to be taken.
- Follow the flow chart from whatever is the relevant start point according to each individual situation.
- Using the Incident Referral Form (Appendix O) make a full and factual record of what had been said, heard and/or seen as soon as possible.
- Report the concerns to the Association Safeguarding Officer immediately who will report the concerns directly to the Children or Adult Social Care or the Police who will advise on the action to be taken, including advice on contacting parents. The person reporting the concerns must ensure the Incident Referral Form is completed and forwarded to the Association Safeguarding Officer. If Children or Adult Social Care are involved then a copy of the form should be sent to the case officer at Children or Adult Social Care within 24 hours of the telephone report.
- If you cannot contact the Association Safeguarding Officer or the British Taekwondo Council Safeguarding Officer, report your concerns immediately to the Children's Social Care or Police who will advise you appropriately. Should you wish to seek expert advice to help you decide on the best course of action you can contact the NSPCC Helpline on 0800 800 500.
- If the concerns are about the Association Safeguarding Officer report your concerns to the British Taekwondo Council Safeguarding Officer. If they are unavailable, report your concerns directly to the Children's Social Care or the Police, who will advise on the action to be taken.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- If the individual being accused is from within a member association of the British Taekwondo Council environment, the incident will be reported to the BTC Safeguarding Officer who will formalise/recommend suspension of the individual concerned.

It is never easy to respond to a situation where abused is disclosed or suspected. You may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the Association or BTC Safeguarding Officer.

FLOWCHART FOR DEALING WITH DISCLOSURE, ALLEGATION OR SUSPICION OF ABUSE OR POOR PRACTICE WITHIN BRITISH TAEKWONDO COUNCIL



FLOWCHART FOR DEALING WITH DISCLOSURE, ALLEGATION OR SUSPICION OF ABUSE OUTSIDE THE BRITISH TAEKWONDO COUNCIL



RECORDS AND INFORMATION

Information passed to the Children's Social Care or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising an Incident Referral Form (Appendix O). Information required at the referral stage:

Child / Adult at Risk

- Age / gender / name / disabilities / address /contact numbers/ parental responsibility / ethnicity / agencies already working with the family / relationship between young person/ vulnerable adult and accused.

Accused

- Name / address / position in sport - employee / volunteer / paid / level of coach
- Any other allegations
- Age
- Previous incidents

Primary evidence

Core information about the alleged incident:

- Facts from the person making the allegation including dates/times/venue/witness details
- Records with dates
- Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Social Care departments should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Care department should be confirmed in writing within 24 hours by the Safeguarding Officer. A record should also be made of the name and designation of the Social Care service member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

This includes anyone working with young people and adults at risk in a paid or voluntary capacity (eg instructors, volunteers or helpers in clubs, coaches, team managers, training camp personnel, etc). Abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, abuse has occurred within institutions and may occur within other settings (eg sport or other social activities).

Previous cases indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in providing sporting activities/events are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the young person/vulnerable adult, arising from abuse, poor practice or harassment by a member of staff or volunteers, should be reported immediately as detailed in the above section.

Allegations may relate to poor practice where an adult's or peer's behaviour is inappropriate and may be causing concern to a young person or vulnerable adult. Poor

practice includes any behaviour which contravenes the British Taekwondo Council Code of Conduct, infringes individuals' rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in Taekwondo and will be treated seriously and appropriate actions taken.

SUPPORT FOR THE REPORTER OF SUSPECTED ABUSE

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a young person or vulnerable adult, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. The British Taekwondo Council assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a young person or vulnerable adult may be being abused.

TYPES OF INVESTIGATION

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal - Police
- Safeguarding - Social Care Services/Police
- BTC Internal investigation

Civil proceedings may also be initiated by the alleged victim (or family) or the person allegedly responsible for it.

ACTIONS TO TAKE IF THERE ARE CONCERNS ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF, VOLUNTEER, ANOTHER YOUNG PERSON OR VULNERABLE ADULT

The Association Safeguarding Officer should be contacted if there are concerns about the behaviour of a member of staff, volunteer or another young person. Concerns should then be written down, utilising the appropriate sections of the 'Incident Referral Form' and forwarded to the Association Safeguarding Officer. If the concerns refer to the Association Safeguarding Officer, contact the British Taekwondo Council's Safeguarding Officer, who will then contact the Police or Children's or Adult Social Care as appropriate.

The Local Authority Designated Officer (LADO) of the Local Safeguarding Children/Adults Board (LSCB) will be informed by the Police or Social Care Department and may be involved in arranging Strategy Meetings where there are concerns about a member of staff/volunteer abusing a child. Their investigation would be in parallel and would inform the BTC investigations and disciplinary procedures.

DECISION

The British Taekwondo Council's Safeguarding Officer, in consultation with the Association Safeguarding Officer will make the decision as to whether the case should be dealt with internally as poor practice or externally as a matter for the Social Care Department/Police.

A decision will also be taken as to whether or not to suspend the individual concerned, pending the outcome of any Police/Social Care Department investigation.

CONFIDENTIALITY

Every effort should be made 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 British Taekwondo Council Safeguarding Officer
- The parents of the person who is alleged to have been abused (*unless there is reason to believe that they pose a risk to the child*)
- The person making the allegation
- Children's or Adults Social Care/Police
- The Association Safeguarding Officer
- The alleged abuser (and parents if the alleged abuser is a young person) *only following advice from the Social Care Department*
- The British Taekwondo Council's sub-committee for the purposes of safely managing the activity delivery and the cleared to coach database

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

SUPPORT TO DEAL WITH THE AFTERMATH

Consideration should be given about what support may be appropriate to young people and adults at risk, parents and members of staff.

- Support for young people and adults at risk could be sought through the following sources:
 - Childline – 0800 1111 – www.childline.org.uk
 - Bullying UK – www.bullying.co.uk
- Use of Help Lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. *The British Association of Counselling Directory is available from The British Association of Counselling, 1 Regent Place, Rugby, CV212PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bac.co.uk. Internet: <http://www.bac.co.uk>*
- A factsheet detailing what actions the British Taekwondo Council will take and sources of advice and guidance is available on the British Taekwondo Council website www.tkdouncil.com

ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a young person by a member of staff who is still currently working with young people and adults at risk). Where such an allegation is made, the agency/organisation should follow the relevant reporting procedures. This is because other young people and adults at risk, 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 not automatically

excluded from working with children and adults at risk. This is reinforced by the details of the Protection of Children Act 1999 (Appendix B) and the Safeguarding Vulnerable Groups Act 2006.

ACTION IF BULLYING IS SUSPECTED

See British Taekwondo Council Policy 'Dealing with Bullying' (Appendix F).

PROCEDURES TO MANAGE CASES DEEMED BY THE SAFEGUARDING OFFICER TO BE POOR PRACTICE

Poor practice is defined as any behaviour which contravenes the British Taekwondo Council's Codes of Conduct as detailed within this policy.

1. If it is poor practice a disciplinary hearing may be called. The British Taekwondo Council Disciplinary Panel should be made up of members with regard to the following criteria:

- No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel
- Senior management of the relevant member association must be represented
- If the case relates to poor coaching practice experience in this field must be represented

2. The accused will be advised of receipt of the report and provided with copies

3. The accused will be invited to attend the hearing which must be held at a convenient time for him/her

4. The accused must be given sufficient advance notice

5. The accused must be given the opportunity to offer his/her side of the story and call witnesses

6. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing

7. A copy of the finding should be sent to the relevant member association

POTENTIAL OUTCOMES OF THE DISCIPLINARY PANEL

1. Temporary suspension

2. Person may only instruct/coach/officiate/volunteer whilst supervised

3. Person must undertake relevant and appropriate Safeguarding and Protecting Children and Vulnerable Groups courses

4. If an coach/official; must attend appropriate British Taekwondo Council Member Organisation Coaching/Officiating Course

STUDENT REGISTRATION

Member associations each have their own student registration forms. A sample template is included at Appendix S to give guidance on relevant data to be collected.

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT

See Appendix L.

USING IMAGES OF CHILDREN AND ADULTS AT RISK

See Appendix M.





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APPENDIX A

ESSENTIAL CONTACTS

National contacts:

NSPCC	National Centre 42 Curtain Road London EC2A 3NH	http://www.nspcc.org.uk Tel: 020 7825 2500 Free phone 24hr helpline: 0808 800 5000
Child Protection in Sport Unit	NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 Fax: 0116 234 0464 E-mail: cpsu@nspcc.org.uk http://www.thecpsu.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
Northern Ireland Childline	74 Duke Street Londonderry	Tel: 0504 311555
Sports Coach UK	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802
Criminal Records Bureau	PO Box 91 Liverpool L69 2UH	Tel: 0870 90 90 811 http://crb.gov.uk
British Taekwondo Council Safeguarding Officer	Kevin Beddows British Taekwondo Council 130 Barrows Green Lane Widnes Cheshire WA8 3JJ	Tel: 0151 424 9466 E-mail: Kevinbeddows@tiscali.co.uk

Please complete the table with local details for quick reference:

Local Safeguarding Children Board (LSCB) (will provide all local contacts re Child Protection)		Tel:
Children's Social Care (the Samaritans will hold Children's Social Care Duty Officer's contact number)		Tel: Out of hours:
Local Authority Designated Officer (LADO)		Tel:
The Samaritans		Tel: 08457 90 90 90 ROI: 1850 60 90 90
Local Police Child Protection Team		Emergency: 999 Tel:

APPENDIX B

CHILDREN ACT 1989 AND CHILDREN ACT 2004

'This Act (2004) enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.' John Hutton, Minister of State, July 2000.

The Main Provisions of the Children Act 2004

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created **Protection of Children Act List** and also provides a right of appeal to a new Tribunal against the inclusion on the **Protection of Children Act List** (and also inclusion on **List 99**). It also extends the scheme to health care services provided to children.
- It amends 218 of the **Education Reform Act 1988** to enable the Department for Education and Employment to identify people who are put on **List 99** because they are not fit and proper persons to work with children.
- It amends Part V of the **Police Act 1997** to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or **List 99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.
- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop shop' against the **Protection of Children Act List** and the relevant part of **List 99**, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List**.
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List**.
- To allow organisations to access the new **Protection of Children Act List** and **List 99** without first going through the Criminal Records Bureau until such time as the 'one-stop shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation*), they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

APPENDIX C

BRITISH TAEKWONDO COUNCIL

ADVICE AND SUPPORT FOR THOSE WHO HAVE REPORTED CONCERNS OR AN INCIDENT – WHAT WILL HAPPEN NEXT?

Following the reporting of a concern or incident to an instructor, he/she will report the concerns immediately to the member association Safeguarding Officer, who will report to the British Taekwondo Council Safeguarding Officer.

The following information relates to the progress of your case and highlights what you can expect from the British Taekwondo Council and what support and guidance is available.

- The case will be dealt with in a fair and transparent manner at all times.
- You will be assigned a designated contact from the British Taekwondo Council, who will remain your point of contact for the duration of the case. All questions and concerns should be with this contact initially.
- The designated contact will be neutral to the case and will not be the designated contact for the accused.
- You will be kept up to date with your case through telephone calls, letters and emails.

Sources of support and guidance

- NSPCC Helpline – 0808 800 5000
- Childline – 0800 1111 – www.childline.org.uk
- The Samaritans – 08457 90 90 90 / www.samaritans.org.uk
- Careline – 0208 541 1177
- Bullying UK – www.bullying.co.uk



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APPENDIX D

BRITISH TAEKWONDO COUNCIL

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY IMPLEMENTATION PLAN

The British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy will be reviewed and implemented as follows:

Action	Priority Level	Person/Group responsible	Resources required	Comments and notes	Target completion date	Completed
Achieve Advanced Standards (CPSU)	1	BTC Ltd Board, BTC Safeguarding Officer	CPSU Advanced Standards, NSPCC/CPSU meetings	Build on evidence for Intermediate Standards	Feb 2014	Feb 2014
Review Safeguarding Policy Implementation Procedures	1	CEO	Updated legislation and/or good practice guidance	Update BTC Verifiers course and notes	Oct 2015	Sept 2014
NSPCC/CPSU Time to Listen Tutors qualified	2	BTC Safeguarding Officer	NSPCC/CPSU Course date	To qualify TTL Tutor in each Member Organisation	February 2015	
Continue to review policy and procedures	2	BTC Safeguarding Officer/CEO	NSPCC/CPSU, Self Assurance	To continually review and improve safeguarding procedures	February 2015	

Priority Levels: 1 = High; 2 = Medium; 3 = Low

APPENDIX E

BRITISH TAEKWONDO COUNCIL

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY AND IMPLEMENTATION PROCEDURES CHECKLIST

The British Taekwondo Council Safeguarding - Protecting Children and Adults at risk Policy and Implementation Procedures will only be effective if all instructors, coaches, officials, staff and volunteers in the British Taekwondo Council own and understand them. This checklist is designed for Member Associations to facilitate this process:

- Identify designated Safeguarding Officer(s)
- Add Safeguarding Officer(s) name(s) and contact details to procedure
- Ensure Safeguarding Officer(s) attends training on safeguarding and updates that training regularly
- Ensure instructors/coaches/volunteers have a copy of safeguarding procedures
- Ensure that instructors/coaches/volunteers know what to do if they have concerns about a child
- Ensure all existing instructors/coaches/volunteers who have contact with children and adults at risk have relevant DBS/PVG Scheme Disclosures
- Ensure that new staff/volunteers who have contact with children and adults at risk have relevant DBS/PVG Scheme Disclosures before they start work
- Ensure that the premises conforms to health and safety guidelines
- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's safeguarding procedures

APPENDIX F

BRITISH TAEKWONDO COUNCIL

SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK REGULATION

Requirement for Governing Bodies

Paragraphs 1 to 3 of the following regulations are to be included, under a safeguarding and protecting children and adults at risk heading, in each of the bye-laws and/or constitution of the British Taekwondo Council, its Members and all other bodies involved in British Taekwondo Council in the United Kingdom which provide the opportunity to work with children, young people and adults at risk (collectively referred to as the “Governing Bodies” and individually as the “Governing Body”) to ensure the same is binding throughout the art/sport.

Paragraphs 4 to 12 are to be included in each of the Disciplinary Rules and Procedures of the Governing Bodies.

Protection of Children and Adults at Risk

1. The [***name of the Association***] agrees to adopt the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures.
2. All individuals involved in the British Taekwondo Council through [***name of the Association***] at every level, including instructors, officials, coaches, administrators, students or spectators, agree to abide by the British Taekwondo Council Code of Conduct and Ethics (“Code”) and all such individuals, by participating or being involved in the British Taekwondo Council through [***name of the Association***] in one of the aforementioned roles, or in a role which comes within the intended scope of this paragraph and the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy generally, are deemed to have assented to, and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [***name of the Association***] including, without limitation, all clubs shall be responsible for the implementation of the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures in relation to their individual members.
4. Any act, statement, conduct or other matter which harms a child, children or vulnerable adult(s), or poses or may pose a risk of harm to a child, children or vulnerable adult(s), shall constitute behaviour which is improper and brings the art/sport into disrepute.
5. In these Regulations the expression “offence” shall mean any one or more of the offences contained in Schedule 1 to the Children Act 1989 and Protecting Vulnerable Groups Act 2006 and any other criminal offence which reasonably causes the Governing Body to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
6. Upon receipt by [***name of the Association***] of:
 - a. Notification that an individual has been charged with an offence, or
 - b. Notification that an individual is the subject of an investigation by the Police, Children’s Social Care or any other authority relating to an offence, or

- c. Any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a child or children,
- then the Governing Body shall have the power to order that the individual be suspended from all or any specific British Taekwondo Council activity for such period and on such terms and conditions as it things fit.
7. In reaching its' determination as to whether an order under Regulation 6 should be made, the Governing Body shall give consideration, inter alia, to the following factors:
- a. Whether a child/children/vulnerable adult(s) is/are or may be at risk of harm
 - b. Whether the matters are of a serious nature
 - c. Whether an order is necessary or desirable to allow the conduct of any investigation by the Governing Body or any other authority or body to proceed unimpeded.
8. The period of an order referred to in Regulation 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of the Governing Body or any offence is decided or brought to an end.
9. Where an order is imposed on an individual under Regulation 6 above, the Governing Body shall bring and conclude any proceedings under the Rules of the Governing Body against the person relating to the matters as soon as reasonably practicable.
10. Where a person is convicted, or is made the subject of a caution in respect of an offence that shall constitute a breach of the Rules of the Governing Body and it shall have the power to order the suspension of the person from all or any specific British Taekwondo Council activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
11. For the purpose of these Regulations, the Governing Body shall act through the British Taekwondo Council Safeguarding Disciplinary Panels.
12. Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which s/he is associated as soon as reasonably practicable.

Requirement for Constituent Members in the United Kingdom

All constituent members of the Governing Bodies including, without limitation, each and every Association and club ("Constituent Members") must include the following wording under a Safeguarding heading within their rules:

"The [name of the Association] agrees to adopt the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy & Implementation Procedures. All individual members are deemed to have read, understood and assented to the British Taekwondo Council Code of Conduct and Ethics ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."

All Constituent Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of instructors/coaches, officials and other individuals on a full-time, part-time or volunteer basis:

“I, [name], have read and understood the British Taekwondo Council Code of Conduct and Ethics (“Code”) and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code.”

This Safeguarding - Protecting Children and Adults at Risk Policy Implementation Plan will be reviewed on an annual basis.



APPENDIX G

BRITISH TAEKWONDO COUNCIL

DEALING WITH BULLYING

The British Taekwondo Council, under the terms of its' Safeguarding - Protecting Children and Adults at Risk Policy, accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults at risk, safeguard their well-being and protect them from abuse. This policy statement with regard to dealing with Bullying describes the British Taekwondo Council's commitment to respect and promote the rights, wishes and feelings of young people and adults at risk.

Action to help the victim and prevent bullying in Taekwondo:

- Take all signs of bullying very seriously
- Encourage all young people and adults at risk to speak and share their concerns. ⁽¹⁾ Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the relevant Association Safeguarding Officer or the school/college (wherever the bullying is occurring)

Action towards the bully:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform parents/carers of the the bully(ies) (unless they are adult)
- Insist on the return of borrowed items and that the bully(ies) compensate the victim
- Provide support for the coach of the victim
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families/parties to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

Where bullying persists despite attempts to deal with it, or is severe in nature (regardless of whether it is repeated) concerns should be reported to the Association Safeguarding Officer in line with the procedures identified in the above section.

(1) It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.

APPENDIX H

BRITISH TAEKWONDO COUNCIL

RECRUITMENT OF EX-OFFENDERS

It is a requirement of the DBS/PVG Scheme Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

- As an organisation using the Disclosure and Barring Service (DBS)/Protecting Vulnerable Groups (PVG) Scheme Disclosure services to assess applicants' suitability for positions of trust, the British Taekwondo Council (BTC) complies fully with the DBS/PVG Scheme Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- The BTC is committed to the fair treatment of its' staff, instructors, potential instructors or users of its' services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all instructors for acceptance based on their skills, qualifications and experience.
- A Disclosure at an appropriate level is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For the position of an Instructor, an Enhanced Disclosure is required. All application forms and information briefs will contain a statement that a Disclosure will be requested in the event of the individual being accepted as a Registered Instructor.
- A Disclosure is required as part of the acceptance process. We encourage all instructors to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person within the BTC and we guarantee that this information will only be seen by those who need to see it as part of the acceptance process.
- Unless the nature of the position allows the BTC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the BTC who are involved in the acceptance process have been suitably informed to identify and assess the relevance and circumstances of offences. We ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, eg the DBS/PVG Scheme, the Rehabilitation of Offenders Act 1974, etc.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to refusal of recognition by the BTC.
- We make every subject of a DBS/PVG Scheme Disclosure aware of the existence of the DBS/PVG Scheme Code of Practice and make a copy available upon request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before refusing a conditional offer of acceptance to be a Registered Instructor.

Having a criminal record will not necessarily bar you from becoming a Registered Instructor with the BTC. This will depend on the nature of the position and the circumstances and background of your offence.

BTC designated person is:

Mr K Beddows
130 Barrows Green Lane
Widnes
Cheshire
WA8 3JJ

Tel: 0151 424 9466

APPENDIX I

BRITISH TAEKWONDO COUNCIL

RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

The following pre-recruitment checks should always be carried out:

ADVERTISING:

If any form of advertising is used to recruit staff, whether paid or voluntary, it should reflect the:

- Aims of the organisation and their related clubs and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children and adults at risk is an advantage)
- The employing organisation's and the British Taekwondo Council's open and positive stance on safeguarding and protecting children and vulnerable adults

PRE-APPLICATION INFORMATION

Pre-application information sent to interested or potential applicants should contain:

- A job description, including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form
- A Self Disclosure form

APPLICATIONS

All applicants, whether for paid or voluntary, full-time or part-time, should complete an application form. A minimum of two written references should be taken up and at least one should be associated with former work with children and young people and adults at risk. If an applicant has no experience of working with children, initial training is strongly recommended. Written references should always be followed up and confirmed by telephone.

INTERVIEW, DISCLOSURE AND INDUCTION

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations as outlined within the employer's Policy.

All those with significant or sole access to or supervisory responsibility for young people and adults at risk will be required to complete a DBS/PVG Scheme check at the relevant level. All those with occasional access to children, young people and adults at risk, i.e. all club/event volunteers, officials and employees who have not been required to complete a

DBS/PVG Scheme check will be required as a minimum to complete a self-disclosure form, and arrangements made to ensure they do not have direct access to children and adults at risk unless accompanied by a DBS/PVG Scheme checked person. The DBS/PVG Scheme check and the self-disclosure form must be completed at least once every two years.

The successful applicant will only be allowed to take up his/her duties once their DBS/PVG Scheme check or Self Disclosure form has been cleared by the British Taekwondo Council Safeguarding Officer or relevant Event Manager.

All staff, paid or voluntary, should undergo an induction in which:

- Their qualifications as a coach/official are substantiated
- They complete a profile to identify training needs/aspirations
- They are reminded that they have agreed to abide by the British Taekwondo Council Code of Conduct and they may face disciplinary action if there is an allegation that the Code has been broken
- The expectations, roles and responsibilities of the job are clarified (eg through a formal or informal work programme or goal-setting exercise)
- Safeguarding – Protecting Children and Adults at Risk Policy and implementation procedures are explained and training needs established
- If practicable, the new recruit should be mentored by an experienced person

The applicant will be required to sign and agree via a contract, to abide by the British Taekwondo Council Policies and Codes of Conduct. Each applicant will be provided with a copy of the relevant Policies and Codes.

TRAINING

Checks are only part of the process to protect children and adults at risk from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. All instructors/coaches employed by the British Taekwondo Council are required to complete the Sports Coach UK Safeguarding and Protecting Children (SPC) workshop within the first 6 months of employment/involvement.

MONITORING AND APPRAISAL

At regular intervals (or following a particular programme), all instructors, assistant instructors, coaches or volunteers should be given the opportunity to receive feedback (eg through an appraisal), to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The association or club employing the staff should also offer appropriate support, through liaison with the British Taekwondo Council Safeguarding Officer, to those who report concerns/complaints.

COMPLAINTS AND DISCIPLINARY PROCEDURES

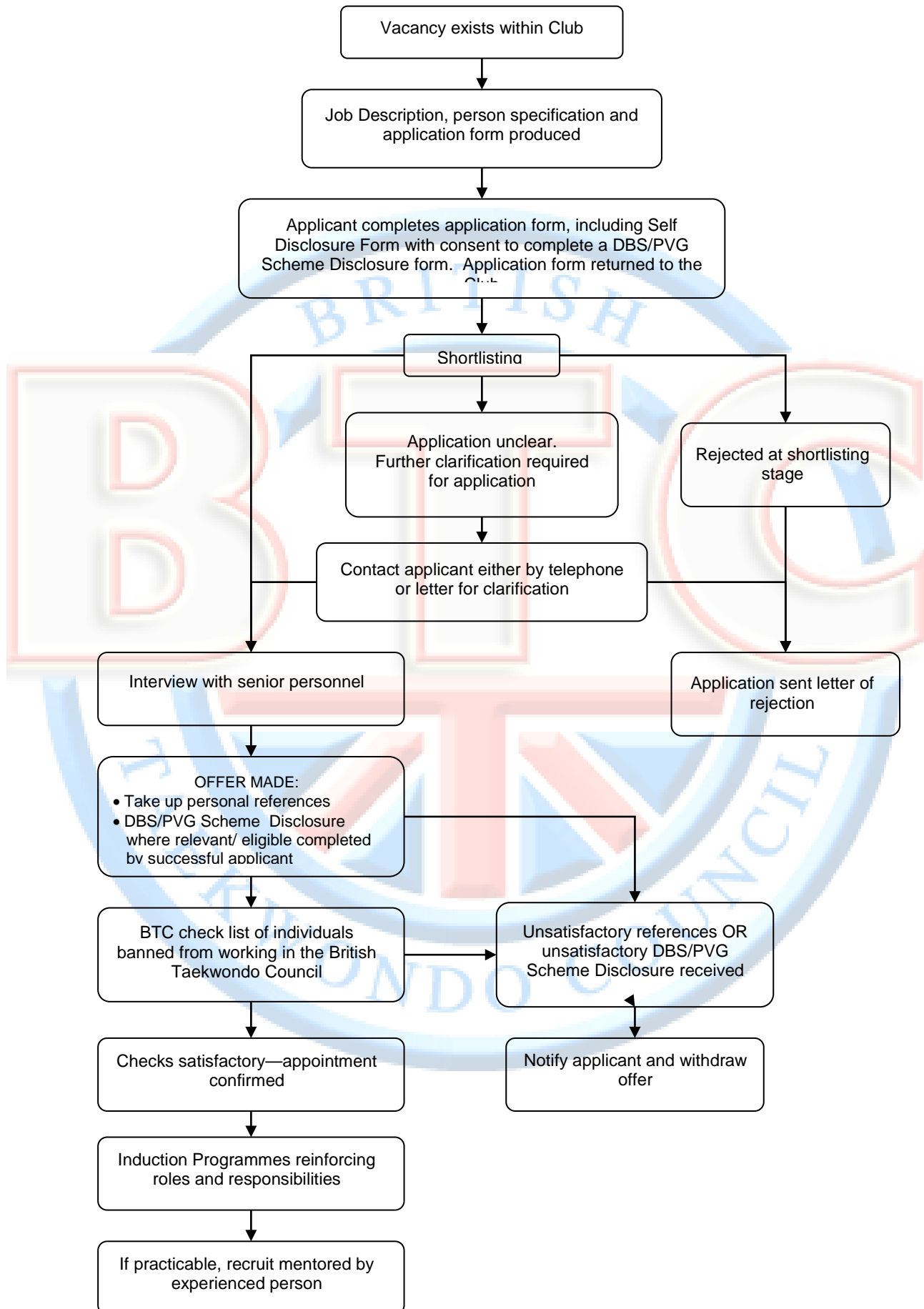
British Taekwondo Council member associations should ensure that parents/carers, young people and adults at risk are provided with a printed version of the organisation's

complaints and disciplinary procedures. The British Taekwondo Council will notify parents/carers, young people and adults at risk that copies of the procedures can found on the British Taekwondo Council website or requested in a printed version.

See next page for flowchart



RECRUITMENT AND SELECTION OF EMPLOYEES AND VOLUNTEERS



APPENDIX J

BRITISH TAEKWONDO COUNCIL

TRANSPORTATION OF CHILDREN TO AND FROM CLUB TRAINING

Attention to the following factors will help to promote safety:

A British Taekwondo Council Member Association should develop and publicise policies regarding the collection of young people and adults at risk to and from training. These policies should reflect the age, location, time and nature of the training activity.

An Association should provide a timetable of classes and notify parents of any changes to this timetable in writing.

Consent should be sought if Association instructors/officials are required to transport young people and adults at risk in their cars. If this situation should arise, should be supervised at all times and should not be taken along with the driver as a sole adult.

Late collection

These can present clubs/coaches with difficult situations and the Association should develop guidelines for dealing with this and issue these to parents/carers. Guidelines should include the Association policy for dealing with late collections and a contact number for parents during training sessions that can be used to inform the instructor/official of late collection. Parents should also be asked to provide an alternative contact name/number.

Parents should be informed it is not the responsibility of the Association to transport young people and adults at risk in the event of them being detained.

All staff/volunteers in an Association should be informed that they should:

- Attempt to contact the parent in the event of late collection
- Check the club contact number for any information regarding the young person
- Contact the alternative contact name/number
- Wait with the young person at the training facility with, wherever possible, other staff, volunteers or parents
- Remind parents of the policy relating to late collection

Staff/volunteers should not:

- Take the child home or to any other location
- Ask the child to wait in a vehicle or training facility with you alone
- Send the child home with another person without parental permission

APPENDIX K

BRITISH TAEKWONDO COUNCIL

TRANSPORTATION OF CHILDREN TO TRIPS/TOURNAMENTS

Attention to the following factors will help to promote safety:

- Written permission of parents/guardians should be obtained for all overnight away trips. Parents/guardians should inform the Team Manager/instructor at the outset of any medical condition or special needs of their child.
- All adults who travel on away trips with children should be carefully chosen and vetted.
- Adults/Sports Leaders accompanying or participating in an away trip should make known any medical condition/special needs to the British Taekwondo Council/member association in advance.
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- The British Taekwondo Council/Member Association should appoint a Team Manager/Head of Delegation for away trips. S/he should have overall responsibility for the children's well being, behaviour and sleeping arrangements. S/he should be appointed as an official of the British Taekwondo Council/Member Association for the duration of the trip.
- On away trips, coaches should be accountable to the Team Manager in all non-performance related matters.
- Where there are mixed teams there should be at least one female in the management/coaching structure.
- The Team Manager should submit a report to the British Taekwondo Council/Association as soon as possible after the end of the trip.
- Adults should not share a room with children.
- Sports Leaders should not travel alone in their cars with children.
- Special care should be taken by both host and visiting clubs in the selection of homes for overnight stays and where practical more than one child should be placed with each host family.
- If a child suffers a significant injury or an accident the parents/guardians should be informed as soon as possible.

TRAVEL CHECKLISTS

For day trips or overnight stays

- Purpose of the trip
 - Competition, training, social, combination
- Planning
 - When
 - Where
 - Who
 - Risk assessment of the activity
- Communication with parents
 - Pick up times
 - Destination and venue(s)
 - Competition details
 - Kit and equipment list
 - Emergency procedures, home contact
 - Consent form
 - Code of Conduct and Ethics
- Accommodation
 - What type
 - Catering special diets, allergies
 - Suitability for group, accessibility
 - Room lists
- Transport
 - Journey times and stopping points
 - Supervision
 - Suitability, accessibility
 - Drivers checked
 - Insurance
 - Seat belts
- Supervision and staffing
 - Ratio of staff to students (minimum of 1:10 for students aged 11 years or over)
 - It is never appropriate to have one responsible adult on their own – there should be a minimum of two adults in charge irrespective of the number of children
 - Male/female (if mixed set group then one male and one female member of staff)
 - Specialist carers
 - Responsibilities

- Emergency procedures
 - First aid
 - Specific medical details, allergies
 - Reporting procedures
 - Home contact details
- Insurance
 - Liability
 - Accident
- Costs
 - For travel
 - Payment schedule – deposit, staged payment
 - Extra meals and refreshments
 - Spending money
 - Security
- Arrival
 - Check rooms, meal times, phones
 - Valuables
 - Check sporting venue
 - Collect in money, valuable
 - Information on medications
 - Arrange group meetings
 - Confirm procedures with staff (care and child protection procedures)
 - Rules, curfews

Checklist for travelling abroad or hosting international competitors

All of the above, plus:

- Hosting or being hosted
 - Hosts vetted
 - Hosts aware of special requirements
 - Transport arrangements
 - Telephone contact
 - Local map and information
- Emergency procedures
 - European Health Insurance Card (EHIC) (European Economic Area visits)
- Insurance
 - Travel
 - Medical

- Documentation
 - Travel tickets
 - Passports, visas
 - Check non-EEA nationals
- Preparing competitors
 - Local culture, language
 - Food and drink
 - Currency
 - Telephones
 - Maps of area



APPENDIX L

BRITISH TAEKWONDO COUNCIL

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT

There is evidence that some people have used sporting activities/events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. All organisations/ agencies should adhere to the appropriate guidelines detailed below.

GOOD PRACTICE GUIDELINES FOR PHOTOGRAPHY USAGE

The Good Practice Guidelines have been developed to provide British Taekwondo Council member associations and activity/event delivers with advice and guidance on the making and use of images of young people and adults at risk. All British Taekwondo Council member association will adopt and make these guidelines available to as many people as possible.

The British Taekwondo Council is committed to providing a safe and enjoyable environment for young people under the age of 18. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines you will be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

The key concerns contained within this policy regarding the use of images of young people relate to:

- The taking of inappropriate photographs or recorded images of young people
- Publishing details of young people that may led to the identification and illicit contact with that young person
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

RECORDING IMAGES OF YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sport web sites and other publications.

Therefore, the following guidelines should be followed:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking
- The photograph/recording should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children)
- Clubs' or organisations' coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person

- Care should be taken in the dissemination and storage of the material

PUBLISHING IMAGES OF YOUNG PEOPLE

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.
- Ask for parental/guardian permission to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the season (see Permission Form, Appendix M).
- Ask for the young person'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. A Parent/Guardian and Young Person Permission Form is the best way of achieving this and can be done at the beginning of the season.
- Where a story concerns an individual, (e.g. their selection for representative side, triumph over adversity) particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded.
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY THE MEDIA AT EVENTS/ ACTIVITIES

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

While this might be rare in sport all those involved have a duty of care to young people to ensure that this risk is as small as possible. By taking some simple steps risks will be reduced.

If professional photographers are commissioned or the press is invited to a sporting activity or event it is important to ensure they are clear about expectations of them in relation to the welfare of young people:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign the event/activity Photographer Registration Form (Appendix N)
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to participants or one to one photo sessions at events/activities
- Do not approve/allow photo sessions outside the event/activity

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY PARENTS AND SPECTATORS

If parents or other spectators are intending to photograph or video at an event they should also be made aware the expectations:

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming
- Parents and spectators will be asked to sign a Photographer Registration Form

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not made themselves known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

APPENDIX M

BRITISH TAEKWONDO COUNCIL

USING IMAGES OF CHILDREN – PERMISSION FORM

Name of Club:	
Name of Association:	
Name of child:	
Name of Parent/Guardian of child:	
Relationship to child:	
Address:	
Telephone No:	

Occasionally, we may take photographs of the children taking part in activities at our organisation. We may use these images in our club/association brochure or in other printed publications that we produce, as well as on our website or on project display boards at our club/association.

From time to time, our club/association may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Children will often appear in these images, which may then appear in local or national newspapers, or on televised news programmes.

This form gives the above organisation the right to use the whole or part of your child's contribution in all media. These images may appear in our printed publications, on video, on our website, or on all three. We very much hope to use your child's contribution, but we cannot guarantee to do so.

- You assign to the above named organisation the copyright and all other rights in your child's contribution for use in all media now known or which may be developed in future.
- In the light of the need of television production for flexibility, you agree that the above named organisation may edit or adapt your child's contribution and you agree not to

exercise any “moral rights” you may have against the above named organisation in respect of any use of your child’s contribution pursuant to this Agreement or against any third parties who may have been authorised by the above named organisation.

- The above named organisation will not be liable for any loss or damage to your child, or your child’s property, unless caused by the above named organisation’s negligence.
- You confirm that you consent to images of your child being used in conjunction with publicity by the above named club and association.
- You confirm that your child is not under a court order.

I/We agree these terms and have read and understood the conditions of use on the rest of this form.

Signature:

Date:

Name (block caps):

Conditions of use

1. This form is valid for the duration of your child’s participation in Taekwondo only. The consent will automatically expire after this time.
2. We will not re-use any images after your child’s Taekwondo membership is terminated.
3. We will normally only identify a child by reference to the child’s first name (i.e. not his or her full name).
4. We will not use personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our organisation brochure or in any of our other printed publications without good reason. For the avoidance of doubt, “good reason” includes using the full name of a child in a newsletter to organisation members if the child has won an award.
5. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our organisation brochure or in other printed publications.
6. We may use group photographs or footage with very general labels, such as “a first training session”.
7. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

APPENDIX N

BRITISH TAEKWONDO COUNCIL

PHOTOGRAPHER REGISTRATION FORM

To promote Taekwondo activity we would like to take photographs and videos for publications. To ensure that students feel safe at these events and comfortable being filmed or photographed we will only use people who we have checked to be appropriate to work with young people and vulnerable adults.

SPORT: TAEKWONDO **DATE:** _____

EVENT: _____

VENUE: _____

Organiser: _____

Photographer Self Declaration

1. Have you ever been convicted of any criminal offences? YES/NO*

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any Social Care departments as being an actual or potential risk to children or vulnerable adults? YES/NO*

If YES, please supply details:

.....
.....

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to abuse? YES/NO*

If YES, please supply details:

.....
.....

* Delete as appropriate

Important

I have read and understood the information leaflet regarding British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy. I hereby consent to the British Taekwondo Council undertaking Police and/or DBS/PVG Scheme checks against me.

I understand that the information contained on this form, the results of Police and Children's Social Care department checks and information supplied by third parties, may be recorded as a recruitment/checking process, may be notified to my club/organisation and may be supplied by the Partnership to other relevant partners who have an interest in child protection issues. I agree to inform the British Taekwondo Council, within 24 hours, if subsequently arrested or investigated for a safeguarding matter. I understand that not abiding by, fully disclosing or answering any of these questions will lead to Disciplinary procedures

I hereby agree to abide by the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy's Guidelines on Photographic Filming Equipment and Sporting Events and all guidelines relating to conduct at events including reproductions or adaptations of the images for all general purposes.

TO BE COMPLETED BY PERSON FILMING/PHOTOGRAPHING

Name (print): _____

Address: _____

Signature: _____

Date: _____

BRITISH TAEKWONDO COUNCIL

GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT

There is evidence that some people have used sporting activities/events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. All organisations/ agencies should adhere to the appropriate guidelines detailed below.

GOOD PRACTICE GUIDELINES FOR PHOTOGRAPHY USAGE

The Good Practice Guidelines have been developed to provide British Taekwondo Council member associations and activity/event delivers with advice and guidance on the making and use of images of young people. All British Taekwondo Council member associations will adopt and make these guidelines available to as many people as possible.

The British Taekwondo Council is committed to providing a safe and enjoyable environment for young people under the age of 18. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines you will be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

The key concerns contained within this policy regarding the use of images of young people relate to:

- The taking of inappropriate photographs or recorded images of young people
- Publishing details of young people that may lead to the identification and illicit contact with that young person
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

RECORDING IMAGES OF YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on sport web sites and other publications.

Therefore, the following guidelines should be followed:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking
- The photograph/recording should ideally focus on the activity. Where possible images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children)
- Clubs' or organisations' coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person
- Care should be taken in the dissemination and storage of the material

PUBLISHING IMAGES OF YOUNG PEOPLE

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.
- Ask for parental/guardian permission to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the season (see Permission Form).
- Ask for the young person'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. A Parent/Guardian and Young Person Permission Form is the best way of achieving this and can be done at the beginning of the season.
- Where a story concerns an individual, (e.g. their selection for representative side, triumph over adversity) particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded.
- Think about the level of consideration that you give to the use of images in all publications, for example the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY THE MEDIA AT EVENTS/ACTIVITIES

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

While this might be rare in sport all those involved have a duty of care to young people to ensure that this risk is as small as possible. By taking some simple steps risks will be reduced.

If professional photographers are commissioned or the press is invited to a sporting activity or event it is important to ensure they are clear about expectations of them in relation to the welfare of young people:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign the event/activity Photographer Registration Form (Appendix O)

- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to participants or one to one photo sessions at events/activities
- Do not approve/allow photo sessions outside the event/activity

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT BY PARENTS AND SPECTATORS

If parents or other spectators are intending to photograph or video at an event they should also be made aware the expectations:

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming
- Parents and spectators will be asked to sign a Photographer Registration Form

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filing these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not made themselves known and/or registered with them. They might need to refer it to the local Police force if this person continues to record images unauthorised.



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APPENDIX O

BRITISH TAEKWONDO COUNCIL

Incident Referral Report Form

Your Name:			
Your Position:			
Name of child or vulnerable adult:			
Address of child or vulnerable adult:			
Parents/carers names and address:			
Date of birth (Children):	Gender?	Ethnicity?	Disability?
Date and time of any incident:			
Your observations:			
Exactly what the child or vulnerable adult say and what you said (Remember, do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)			
Action taken so far:			

Information on alleged abuser:	
External agencies contacted (date & time)	
Police Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name & contact number: Details of advice received:
Children's dept. Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name & contact number: Details of advice received:
NGB Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name and Contact number: Details of advice received:
Local Authority/Forum Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name & contact number: Details of advice received:
Other (NSPCC) Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes - which: Name & contact number: Details of advice received:

APPENDIX P

BRITISH TAEKWONDO COUNCIL

INFORMATION FOR CHILDREN, YOUNG PEOPLE, ADULTS AT RISK, PARENTS AND CARERS - SAFEGUARDING

British Taekwondo Council (BTC) is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with young people and adults at risk. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy will allow young people and vulnerable adults to excel in a safe environment and transmit a reassuring signal to parents and carers.

The British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy is binding for the martial art as a whole and provides guidelines to everyone in the British Taekwondo Council, whether working in a professional or voluntary capacity.

If you have any concerns regarding safeguarding or abuse issues, you may contact any of the following officers **in confidence** for help and advice:

Club Instructor	Address: Tel No: E-mail:
Association Safeguarding Officer	Address: Tel No: E-mail:
BTC Safeguarding Officer	Mr Kevin Beddows 130 Barrows Green Lane Widnes Cheshire WA8 3JJ Tel No: 0151 424 9466 E-mail: Kevinbeddows@tiscali.co.uk
Local Safeguarding Children Board (will provide all local contacts re Child Protection)	
Children's/Adult Social Care (the Samaritans will hold Social Care Duty Officers' contact number)	
The Samaritans	Tel: 08457 90 90 90 ROI: 1850 60 90 90
Local Police Child Protection Team	Emergency: 999

APPENDIX Q

**BRITISH TAEKWONDO COUNCIL
REFERENCE REQUEST TEMPLATE**

Dear Sir or Madam:

The following applicant,, has been offered the position of subject to receipt of satisfactory references and CRB Disclosure (if relevant), and has given your name as a referee.

The post involves substantial access to children and adults at risk. As an organisation committed to the welfare and protection of children and adults at risk, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people. Yes No

If you have answered 'yes' we will contact you in confidence.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential. We would appreciate you being candid in your evaluation of this person.

- 1. How long have you known the above named person?
.....
- 2. In what capacity?
.....
- 3. What attributes does this person have that would make them suitable for the role?
.....
.....
- 4. How would you describe their personality?
.....
.....
- 5. Please rate this person on the following (please tick one)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Can Motivate others					
Energy					
Trustworthy					
Reliable					

Thank you for your time, please return this form to:

The BTC Safeguarding Officer, 130 Barrows Green Lane, Widnes, Cheshire, WA8 3JJ
Tel: 0151 424 9466

Yours sincerely

APPENDIX R

BRITISH TAEKWONDO COUNCIL

SELF DISCLOSURE FORM

1. Have you ever been convicted of any criminal offences? YES/NO*

If YES, please supply details including received or formal warnings or cautions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any Children's or Adult Social Care department as being an actual or potential risk to children or adults at risk? YES/NO*

If YES, please supply details:

.....
.....

3. Have you had a disciplinary sanction (from a sport or other organisations governing body) relating to abuse of children/adults at risk? YES/NO*

If YES, please supply details:

.....
.....

IMPORTANT

I have read and understood the British Taekwondo Council Safeguarding - Protecting Children and Adults at Risk Policy. I hereby consent to British Taekwondo Council seeking information from other agencies (eg Police/Social Care services) to clarify details provided on the relevant DBS/PVG Scheme disclosure.

I understand that the information contained on this form, the results of Police and Social Care departments checks and information supplied by third parties, may be recorded as part of a recruitment/ checking process. I agree to inform the British Taekwondo Council, within 24 hours, if subsequently arrested or investigated for a safeguarding matter. I understand that not abiding by, fully disclosing or answering any of these questions will lead to disciplinary procedures

I HEAR BY AGREE TO ABIDE BY THE BRITISH TAEKWONDO COUNCIL SAFEGUARDING - PROTECTING CHILDREN AND ADULTS AT RISK POLICY

Name.....

Address.....
.....

Signature.....Date

APPENDIX S

BRITISH TAEKWONDO COUNCIL

MEDICAL TREATMENT PERMISSION FORM

Surname:		First Name:	Known as
Address:			
Date of Birth:		Age:	
Parent/Guardian (1):	Name	Relationship	Contact No
Parent/Guardian (2):	Name	Relationship	Contact No
Child's Doctor:	Name	Address	Contact No
Child's Medical Conditions/Allergies:			
Other Information:	Please give details of any relevant disability, main language or special dietary requirements		
Authorised collection by anyone other than Parent/Guardian above (if relevant):	Name	Address	Contact No

- I give permission for the instructor/coach staff at the event to seek any necessary emergency medical advice or treatment for my child.
- I have read the Fair Play Policy and event details and discussed them with my child.
- I understand that my child will attend the event fromam/pm on and be collected byam/pm on

Signed: Date:

APPENDIX T

BRITISH TAEKWONDO COUNCIL STUDENT REGISTRATION FORM

Name:						Gender: Male / Female	
Address:							
Postcode:							
Telephone Numbers:		<i>Home</i>				<i>Mobile:</i>	
Date of birth:							
		<i>Day</i>		<i>Month</i>		<i>Year</i>	
				<i>Age</i>		<i>School Year</i>	

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with “a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

VI	Visual impairment	<input type="checkbox"/>	HI	Hearing impairment	<input type="checkbox"/>	PD	Physical disability	<input type="checkbox"/>
LD	Learning disability	<input type="checkbox"/>	MD	Multiple disability	<input type="checkbox"/>	O	Other (please specify)	

EMERGENCY CONTACT DETAILS

In case of an emergency during the activity, please could you write down a contact name and telephone number in addition to your own.

Full Name:							
Telephone No:	<i>Home:</i>			<i>Mobile:</i>			
Relationship to participant:							

SPORTS EQUITY MONITORING

The British Taekwondo Council is committed to promoting and developing sports equity in line with our Equity Policy and our Fair Play charter. By monitoring the profile of young people we can continue to develop programmes to include all young people in all of our activities.

What is your ethnic group? Please TICK the most appropriate from the section below:-

W	White	<input type="checkbox"/>	W1 British	<input type="checkbox"/>	W2 Irish
W3 Any other white background (please specify) _____					
D	Dual	<input type="checkbox"/>	D1 White and Black Caribbean		
<input type="checkbox"/>	D2 White and Black African	<input type="checkbox"/>	D3 White and Asian		
<input type="checkbox"/>	D4 Any other mixed background (please specify) _____				

A Asian or British Asian	<input type="checkbox"/> A1 Indian
<input type="checkbox"/> A2 Pakistani	<input type="checkbox"/> A3 Bangladeshi
<input type="checkbox"/> A4 Any other Asian background (please specify) _____	
B Black or Black British	
<input type="checkbox"/> B1 Caribbean	<input type="checkbox"/> B2 African
<input type="checkbox"/> B3 Any other Black background (please specify) _____	
C Chinese or other ethnic group	<input type="checkbox"/> C1 Chinese
<input type="checkbox"/> C2 Any other (please specify) _____	

MEDICAL INFORMATION

Please tick if you suffer from any of the following:	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>
Are there any other medical details you feel we should know about?						
<input type="checkbox"/> Please tick if you give consent for emergency medical treatment to be administered						

CONSENT FROM PARENTS

My child is in good health and I consider him/her capable of taking part in the Active Sports Activity. I also understand that while coaches and Active Sports personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to my child.

I am aware that photographs will be taken during the Taekwondo training/events for promotional purposes, and give consent for my child to feature in such photos. (Please tick)

Parent/Guardian Name:	(please print)
(must be person with legal parental responsibility)	
Signature of Parent/Guardian:	
Date:	

Information disclosed is protected under the Laws of the 1998 Data Protection Act

