

BBTA-CLUB-002

Equality, Diversity & Inclusion Policy

The BBTA Taekwondo Academy UK

Document Control

Document Title **Equality, Diversity & Inclusion Policy**

Document Reference **BBTA-CLUB-002**

Version 1.0

Effective Date [Insert Date]

Review Date Annually

Approved By Chief Instructor / Club Committee

Policy Owner Chief Instructor

1. Purpose

The BBTA Taekwondo Academy UK is committed to providing a welcoming, inclusive, and respectful environment where everyone has the opportunity to participate in Taekwondo regardless of their background or personal characteristics.

We believe that martial arts should be accessible to all and that diversity strengthens our club and our community.

This policy sets out our commitment to equality, diversity, inclusion, and respect for all members.

2. Scope

This policy applies to:

- Students
- Instructors
- Assistant Instructors
- Volunteers

- Committee Members
- Parents and Guardians
- Officials
- Visitors
- Contractors
- Spectators

The policy applies during:

- Training sessions
 - Gradings
 - Competitions
 - Club meetings
 - Seminars
 - Social events
 - Online activities associated with the club
-

3. Our Commitment

The BBTA will:

- Treat everyone fairly and with respect.
 - Provide equal opportunities to participate.
 - Promote an inclusive club culture.
 - Challenge discrimination and prejudice.
 - Encourage diversity within our membership and leadership.
 - Make reasonable adjustments where practicable to enable participation.
-

4. Protected Characteristics

In accordance with the **Equality Act 2010**, the BBTA will not discriminate on the grounds of:

- Age
- Disability

- Gender reassignment
 - Marriage or civil partnership
 - Pregnancy or maternity
 - Race (including colour, nationality, and ethnic origin)
 - Religion or belief
 - Sex
 - Sexual orientation
-

5. Equal Opportunities

The club will ensure that decisions relating to:

- Membership
- Coaching
- Gradings
- Competitions
- Instructor development
- Volunteering
- Leadership opportunities

are based on fair and objective criteria.

6. Inclusion

We aim to create an environment where everyone feels:

- Welcome
- Safe
- Respected
- Valued
- Able to participate to the best of their ability

Where reasonably practicable, the club will make adjustments to support members with disabilities or additional needs.

7. Expected Behaviour

All members are expected to:

- Treat others with courtesy and respect.
 - Value individual differences.
 - Use appropriate language.
 - Challenge discrimination appropriately.
 - Support an inclusive environment.
 - Follow the BBTA Code of Conduct.
-

8. Unacceptable Behaviour

The following behaviour will not be tolerated:

- Racism
- Sexism
- Homophobia
- Transphobia
- Religious intolerance
- Ableism
- Bullying
- Harassment
- Victimisation
- Offensive jokes or comments
- Exclusion based on protected characteristics

Such behaviour may result in disciplinary action.

9. Responsibilities

Chief Instructor

The Chief Instructor will:

- Promote equality within the club.
 - Ensure policies are implemented.
 - Address concerns promptly.
 - Lead by example.
-

Instructors

Instructors will:

- Treat all students fairly.
 - Encourage participation.
 - Make reasonable adjustments where possible.
 - Challenge discriminatory behaviour.
-

Members

Members must:

- Respect others.
 - Promote inclusion.
 - Report concerns.
 - Follow club policies.
-

10. Complaints

Anyone who believes they have experienced discrimination, harassment, or unfair treatment should report the matter to:

- Chief Instructor
- Club Welfare Officer
- Club Committee

Complaints will be handled in accordance with the BBTA Complaints Policy.

11. Confidentiality

Complaints will be handled sensitively and confidentially, sharing information only where necessary to investigate and resolve the issue.

12. Related Policies

This policy should be read alongside the:

- Code of Conduct
 - Safeguarding Children Policy
 - Adult Safeguarding Policy
 - Anti-Bullying Policy
 - Complaints Policy
 - Disciplinary Policy
 - Health & Safety Policy
 - Data Protection Policy
-

13. Monitoring and Review

The club will:

- Review this policy annually.
 - Monitor participation to identify barriers to inclusion.
 - Consider feedback from members to improve accessibility and equality practices.
-

Member Acknowledgement

All members, instructors, volunteers, and committee members are expected to support and uphold the principles of this Equality, Diversity & Inclusion Policy.

Approval

This Equality, Diversity & Inclusion Policy was approved by the Chief Instructor and Club Committee of **The BBTA Taekwondo Academy UK** and is effective from the date of approval. The club is committed to maintaining an environment where everyone is treated with dignity, respect, and fairness, and where all members have the opportunity to enjoy and benefit from Taekwondo.

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- Students
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- Officials
- Visitors
- Contractors
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 - Address concerns promptly.
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Instructors will:

- Treat all students fairly.
 - Encourage participation.
 - Make reasonable adjustments where possible.
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 - Report concerns.
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- Code of Conduct
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 - Health & Safety Policy
 - Data Protection Policy
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BBTA-CLUB-003

Health & Safety Policy

The BBTA Taekwondo Academy UK

Document Control

Document Title Health & Safety Policy

Document Reference BBTA-CLUB-003

Version 1.0

Effective Date [Insert Date]

Review Date Annually

Approved By Chief Instructor / Club Committee

Policy Owner Chief Instructor

1. Policy Statement

The BBTA Taekwondo Academy UK is committed to providing a safe, healthy and enjoyable environment for everyone participating in club activities.

The club recognises its duty of care to students, instructors, volunteers, parents, visitors and spectators and will take all reasonably practicable steps to minimise the risk of injury or illness.

Health and safety is everyone's responsibility.

2. Purpose

The purpose of this policy is to:

- Promote safe training.
- Prevent accidents and injuries.
- Meet legal responsibilities.
- Protect members and visitors.

- Ensure emergency procedures are in place.
 - Promote a culture of safety.
-

3. Scope

This policy applies to:

- All club members
- Instructors
- Assistant Instructors
- Volunteers
- Parents
- Visitors
- Contractors
- Spectators

It applies during:

- Weekly classes
 - Gradings
 - Competitions
 - Seminars
 - Demonstrations
 - Club meetings
 - Social events organised by the club
-

4. Responsibilities

Chief Instructor

The Chief Instructor shall:

- Ensure safe training practices.
- Complete regular risk assessments.
- Ensure instructors are suitably qualified.

- Maintain First Aid arrangements.
 - Ensure accidents are recorded.
 - Review this policy annually.
-

Instructors

All instructors must:

- Conduct safe lessons.
 - Monitor training activities.
 - Check equipment before use.
 - Supervise students appropriately.
 - Report hazards immediately.
 - Stop unsafe activities.
-

Students

Students must:

- Follow instructor directions.
 - Wear appropriate uniform.
 - Inform instructors of injuries or illness.
 - Report unsafe conditions.
 - Respect safety rules.
-

Parents

Parents should:

- Inform instructors of medical conditions.
 - Ensure emergency contact details remain current.
 - Collect children promptly after class.
 - Report relevant health concerns.
-

5. Risk Assessments

The club will complete risk assessments covering:

- Training areas
- Equipment
- Competitions
- Gradings
- Seminars
- Demonstrations
- Off-site activities

Risk assessments will be reviewed annually or following significant changes or incidents.

6. Training Area Safety

Before every session instructors should ensure:

- Floors are clean and dry.
- Mats are secure.
- Emergency exits remain clear.
- Lighting is adequate.
- Heating and ventilation are suitable.
- There are no trip hazards.
- Training equipment is safe.

Unsafe areas must not be used.

7. Equipment

All equipment shall be:

- Suitable for purpose.
- Regularly inspected.
- Clean and hygienic.
- Properly stored.

- Repaired or replaced when damaged.

Damaged equipment must be removed from use immediately.

8. Personal Safety

Members must:

- Wear a clean dobok (uniform).
 - Remove jewellery before training.
 - Keep fingernails and toenails short.
 - Tie long hair back.
 - Wear protective equipment when required.
 - Maintain good personal hygiene.
-

9. Medical Information

Members must inform instructors of:

- Medical conditions
- Asthma
- Epilepsy
- Diabetes
- Allergies
- Recent injuries
- Medication that may affect participation

Information will be handled confidentially in accordance with the club's Data Protection Policy.

10. First Aid

The club will:

- Maintain a stocked First Aid kit.
- Ensure access to a qualified First Aider where practicable.
- Record all accidents.

- Review accidents to identify trends.

Emergency contact information should be available during all club activities.

11. Accident Reporting

All accidents and injuries must be reported to an instructor as soon as possible.

An Accident Report Form should record:

- Date and time
- Person involved
- Nature of injury
- Treatment provided
- Witnesses
- Follow-up actions

Serious incidents should be reported to the Committee immediately.

12. Emergency Procedures

In the event of an emergency:

1. Stop training immediately.
 2. Make the area safe.
 3. Assess the casualty.
 4. Provide First Aid if trained.
 5. Call emergency services if required.
 6. Contact the parent or emergency contact.
 7. Complete an Accident Report Form.
 8. Review the incident to identify lessons learned.
-

13. Fire Safety

Instructors should:

- Know the location of fire exits.

- Keep exits clear.
 - Know the assembly point.
 - Stop training immediately if the fire alarm sounds.
 - Follow the venue's evacuation procedures.
-

14. Hygiene

Members should:

- Wear clean uniforms.
- Cover cuts and abrasions.
- Wash hands before and after training where possible.
- Avoid training when suffering from contagious illnesses.

Training equipment should be cleaned regularly.

15. Concussion and Head Injuries

Any member who receives a blow to the head and displays symptoms such as:

- Dizziness
- Confusion
- Loss of consciousness
- Headache
- Nausea
- Memory problems

must stop training immediately.

Medical advice should be sought before returning to training.

16. Safeguarding

Health and safety arrangements shall always support the welfare of children and adults at risk.

All instructors must follow the club's safeguarding procedures.

17. Insurance

The club will maintain appropriate insurance, including:

- Public Liability Insurance
- Instructor Indemnity Insurance (where applicable)
- Personal Accident Insurance (where provided)

Members are encouraged to ensure they have appropriate personal cover.

18. Monitoring

The club will monitor:

- Accident reports
- Near misses
- Equipment inspections
- Risk assessments
- Safety concerns raised by members

Findings will be used to improve safety.

19. Related Policies

- Risk Assessment Policy
 - Safeguarding Children Policy
 - Adult Safeguarding Policy
 - First Aid Policy
 - Code of Conduct
 - Data Protection Policy
 - Photography Policy
 - Complaints Policy
-

20. Review

This policy will be reviewed:



- Every 12 months
 - Following any serious accident
 - Following changes in legislation
 - Following changes to club activities or venues
-

Approval

This Health & Safety Policy has been approved by the Chief Instructor and Club Committee of **The BBTA Taekwondo Academy UK**.

All instructors, volunteers, members, parents, and visitors are expected to comply with this policy to ensure that the club remains a safe, welcoming, and professional environment for everyone.



BBTA-CLUB-004

Safeguarding Children Policy

The BBTA Taekwondo Academy UK

Document Control

Document Title **Safeguarding Children Policy**

Document Reference **BBTA-CLUB-004**

Version 1.0

Effective Date [Insert Date]

Review Date Annually

Approved By Chief Instructor / Club Committee

Policy Owner Club Welfare Officer

1. Policy Statement

The BBTA Taekwondo Academy UK believes that every child and young person has the right to participate in Taekwondo in a safe, positive and enjoyable environment, free from abuse, neglect, bullying and exploitation.

The welfare of the child is paramount.

The club is committed to creating and maintaining an environment where children are respected, listened to and protected from harm.

All instructors, volunteers and members share responsibility for safeguarding children.

2. Purpose

This policy aims to:

- Protect children from harm.
- Promote their welfare.
- Provide a safe environment.
- Ensure concerns are reported appropriately.
- Promote good coaching practice.

- Meet safeguarding responsibilities under UK legislation and guidance.
-

3. Scope

This policy applies to:

- All children under the age of 18.
- Instructors.
- Assistant Instructors.
- Volunteers.
- Committee Members.
- Parents and Guardians.
- Officials.
- Visitors.
- Anyone acting on behalf of the club.

It applies during:

- Training sessions.
 - Gradings.
 - Competitions.
 - Demonstrations.
 - Seminars.
 - Social events organised by the club.
 - Online activities associated with the club.
-

4. Legal Framework

This policy is informed by UK safeguarding legislation and guidance, including:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (where relevant)

- Equality Act 2010
 - Human Rights Act 1998
 - Data Protection Act 2018
 - UK GDPR
-

5. Safeguarding Principles

The BBTA will:

- Put children's welfare first.
 - Listen to children.
 - Take all concerns seriously.
 - Act promptly.
 - Work with parents wherever appropriate.
 - Work with statutory agencies when required.
 - Promote safe coaching.
 - Ensure all adults understand their safeguarding responsibilities.
-

6. Club Welfare Officer

The club shall appoint a Welfare Officer who will:

- Be the first point of contact for safeguarding concerns.
- Maintain confidential safeguarding records.
- Support instructors and parents.
- Liaise with statutory agencies where appropriate.
- Promote safeguarding awareness.
- Ensure safeguarding policies remain up to date.

The Welfare Officer's contact details should be displayed at every training venue.

7. Responsibilities

Chief Instructor

The Chief Instructor shall:

- Promote a safe club culture.
 - Support the Welfare Officer.
 - Ensure instructors follow safeguarding procedures.
 - Ensure appropriate supervision.
-

Instructors

All instructors must:

- Place children's welfare first.
 - Treat every child fairly.
 - Be positive role models.
 - Never abuse a position of trust.
 - Report concerns immediately.
 - Follow the Code of Conduct.
 - Maintain professional boundaries.
-

Parents

Parents are expected to:

- Support the club's safeguarding arrangements.
 - Inform instructors of relevant medical conditions.
 - Ensure children are collected promptly.
 - Respect instructors and volunteers.
-

Children

Children should:

- Treat everyone with respect.
- Report anything that makes them uncomfortable.
- Follow safety instructions.

- Respect other students.
-

8. Recognising Abuse

Abuse may be:

Physical Abuse

Including hitting, shaking, burning or causing physical harm.

Emotional Abuse

Including:

- Humiliation
 - Threats
 - Constant criticism
 - Bullying
 - Intimidation
-

Sexual Abuse

Including inappropriate touching, grooming, exploitation or sexual activity.

Neglect

Including failure to meet a child's basic physical or emotional needs.

9. Bullying

Bullying may include:

- Physical bullying
- Verbal abuse
- Online bullying
- Social exclusion
- Intimidation

Bullying will not be tolerated.

10. Good Practice for Instructors

Instructors should:

- Treat every child equally.
 - Encourage participation.
 - Praise effort.
 - Use appropriate language.
 - Obtain consent before demonstrating physical techniques where appropriate.
 - Ensure another responsible adult is present where possible.
-

11. One-to-One Coaching

One-to-one coaching should be avoided unless necessary.

Where it cannot be avoided:

- Parents should be informed.
 - Sessions should be observable.
 - Doors should remain open where possible.
 - Appropriate records should be kept.
-

12. Physical Contact

Physical contact should always be:

- Necessary.
- Appropriate.
- Respectful.
- Explained beforehand where practicable.
- Relevant to coaching or safety.

Inappropriate physical contact is never acceptable.

13. Photography and Video

Photographs and videos should only be taken in accordance with the club's Photography Policy.

Parents should provide written consent for images of children.

Images must never be used inappropriately.

14. Social Media

Adults should maintain professional boundaries online.

Instructors should:

- Avoid private messaging children where possible.
 - Use club communication channels.
 - Copy parents into communications with younger members where appropriate.
-

15. Changing Facilities

The club will:

- Respect children's privacy.
 - Avoid adults using changing areas unnecessarily.
 - Encourage parents to supervise younger children where required.
 - Follow venue safeguarding procedures.
-

16. Transport

The club does not normally transport children.

Where transport is unavoidable:

- Parental consent must be obtained.
 - Appropriate insurance should be in place.
 - Two adults should be present where practicable.
-

17. Responding to a Disclosure

If a child tells you something concerning:

Do:

- Stay calm.
- Listen carefully.
- Take the child seriously.
- Reassure them they have done the right thing.
- Record exactly what was said.
- Report the concern immediately to the Welfare Officer.

Do not:

- Promise confidentiality.
 - Ask leading questions.
 - Investigate yourself.
 - Delay reporting.
-

18. Reporting Concerns

Any safeguarding concern should be reported immediately to the Club Welfare Officer.

If a child is believed to be in immediate danger:

- Contact the Police (999).
- Contact Children's Social Care.
- Inform the Welfare Officer as soon as possible.

The safety of the child must always come first.

19. Confidentiality

Safeguarding information will only be shared on a need-to-know basis.

Records will be stored securely in accordance with the club's Data Protection Policy.

20. Safer Recruitment

Where the club recruits instructors or volunteers who work with children, it will seek appropriate references, qualifications, and background checks where required by law or governing body guidance.

21. Training

The BBTA encourages instructors and volunteers to complete safeguarding training appropriate to their roles and to refresh this training periodically.

22. Related Policies

- Code of Conduct
 - Adult Safeguarding Policy
 - Health & Safety Policy
 - Anti-Bullying Policy
 - Photography & Social Media Policy
 - Data Protection Policy
 - Complaints Policy
 - Disciplinary Policy
-

23. Monitoring and Review

This policy will be reviewed:

- Annually
 - Following changes in legislation or safeguarding guidance
 - After any significant safeguarding incident
 - Following recommendations from safeguarding authorities
-

Appendix A – Safeguarding Reporting Procedure

1. Concern identified.
2. Ensure the child is safe.
3. Record the facts accurately.
4. Report to the Club Welfare Officer immediately.
5. If there is an immediate risk of harm, contact the Police or Children's Social Care without delay.

6. Maintain confidentiality and keep records securely.
 7. Cooperate with any statutory investigation.
-

Approval

This Safeguarding Children Policy was approved by the Chief Instructor and Club Committee of **The BBTA Taekwondo Academy UK**. It reflects the club's commitment to placing the welfare of every child above all other considerations and to maintaining a safe, supportive environment in which young people can enjoy and benefit from Taekwondo.

BBTA-CLUB-005

Adult Safeguarding Policy

The BBTA Taekwondo Academy UK

Document Control

Document Title **Adult Safeguarding Policy**

Document Reference **BBTA-CLUB-005**

Version 1.0

Effective Date [Insert Date]

Review Date Annually

Approved By Chief Instructor / Club Committee

Policy Owner Club Welfare Officer

1. Policy Statement

The BBTA Taekwondo Academy UK is committed to promoting the wellbeing, safety and dignity of all adult members.

The club recognises that some adults may be at greater risk of abuse or neglect due to age, disability, illness, mental health, or other personal circumstances.

Every member has the right to train in a safe, respectful and inclusive environment free from abuse, exploitation, discrimination and neglect.

Safeguarding is everyone's responsibility.

2. Purpose

This policy aims to:

- Protect adults at risk from abuse or neglect.
- Promote wellbeing and independence.
- Ensure concerns are recognised and reported.
- Support a safe and respectful club environment.

- Provide guidance to instructors and volunteers.
-

3. Scope

This policy applies to:

- Adult students (18 years and over)
- Instructors
- Assistant Instructors
- Volunteers
- Committee Members
- Officials
- Visitors
- Parents where applicable

It applies during:

- Club training
 - Gradings
 - Competitions
 - Seminars
 - Demonstrations
 - Club meetings
 - Social events organised by the club
 - Online communication relating to club activities
-

4. Guiding Principles

The BBTA is committed to the safeguarding principles set out in the **Care Act 2014**:

- Empowerment – supporting individuals to make informed choices.
- Prevention – taking action before harm occurs.
- Proportionality – responding appropriately to concerns.
- Protection – supporting those in greatest need.

- Partnership – working with families and relevant agencies where appropriate.
 - Accountability – maintaining clear responsibilities and good governance.
-

5. What is an Adult at Risk?

For the purposes of this policy, an adult at risk is someone aged 18 or over who may be unable to protect themselves from abuse or neglect because of care and support needs. This may include, for example:

- Physical disability
- Learning disability
- Mental ill health
- Dementia
- Long-term illness
- Frailty
- Substance dependency

Not every disabled or older adult is automatically an adult at risk, but instructors should remain alert to situations where additional support may be needed.

6. Types of Abuse

Abuse may include:

Physical Abuse

- Assault
- Unnecessary restraint
- Inappropriate physical force

Emotional or Psychological Abuse

- Humiliation
- Threats
- Bullying
- Intimidation
- Isolation

Sexual Abuse

- Sexual assault
- Inappropriate touching
- Sexual harassment
- Grooming

Financial Abuse

- Theft
- Fraud
- Misuse of money or property
- Pressure regarding finances

Neglect

- Failure to meet care needs
- Ignoring medical requirements
- Withholding assistance

Discriminatory Abuse

- Racism
- Sexism
- Disability discrimination
- Religious discrimination
- Homophobia or transphobia

Domestic Abuse

Modern Slavery

Self-Neglect

7. Responsibilities

Chief Instructor

The Chief Instructor will:

- Promote a safe club culture.
- Support safeguarding procedures.

- Ensure concerns are taken seriously.
 - Support the Welfare Officer.
-

Club Welfare Officer

The Welfare Officer will:

- Receive safeguarding concerns.
 - Maintain confidential records.
 - Provide guidance to instructors.
 - Liaise with external agencies where appropriate.
 - Ensure safeguarding information is available to members.
-

Instructors

All instructors must:

- Treat everyone with dignity and respect.
 - Recognise signs of abuse or neglect.
 - Report concerns promptly.
 - Maintain professional boundaries.
 - Never abuse a position of trust.
-

Members

Members are expected to:

- Respect others.
 - Report concerns.
 - Support an inclusive environment.
 - Follow the club's Code of Conduct.
-

8. Recognising Concerns

Possible indicators may include:

- Unexplained injuries
- Sudden changes in behaviour
- Fearfulness around certain individuals
- Poor personal care
- Financial worries that seem unusual
- Withdrawal from club activities
- Disclosure of abuse

These signs do not necessarily indicate abuse but should be taken seriously.

9. Responding to Concerns

If an adult discloses abuse:

Do:

- Stay calm.
- Listen carefully.
- Take the concern seriously.
- Explain that you may need to share the information to keep them safe.
- Record the facts accurately.
- Report the concern to the Club Welfare Officer.

Do not:

- Promise to keep secrets.
 - Investigate the matter yourself.
 - Ask leading questions.
 - Confront the alleged abuser.
-

10. Immediate Risk

If an adult is in immediate danger:

1. Call **999** if emergency assistance is required.
2. Ensure the person's immediate safety if it is safe to do so.

3. Inform the Club Welfare Officer as soon as possible.
 4. Record the actions taken.
-

11. Confidentiality

Safeguarding information will only be shared with those who need to know in order to protect the individual or fulfil legal responsibilities.

Records will be stored securely and handled in accordance with the club's Data Protection Policy.

12. Professional Boundaries

Instructors and volunteers should:

- Maintain professional relationships with members.
 - Avoid favouritism.
 - Use appropriate physical contact only when necessary for coaching or safety.
 - Avoid situations where they are alone with a vulnerable adult where practicable.
 - Communicate appropriately and respectfully.
-

13. Equality and Inclusion

The club is committed to ensuring that all adults are treated fairly and without discrimination.

Reasonable adjustments will be considered to enable participation where practicable.

14. Training

The BBTA encourages instructors and volunteers to complete safeguarding training appropriate to their role and to refresh that training periodically.

15. Related Policies

This policy should be read alongside:

- Safeguarding Children Policy
- Code of Conduct
- Health & Safety Policy

- Equality, Diversity & Inclusion Policy
 - Anti-Bullying Policy
 - Complaints Policy
 - Disciplinary Policy
 - Data Protection Policy
-

16. Monitoring and Review

This policy will be reviewed:

- Annually
 - Following changes in legislation or guidance
 - After any significant safeguarding incident
 - Following recommendations from safeguarding authorities
-

Appendix A – Reporting Procedure

1. Concern identified.
 2. Ensure the individual's immediate safety.
 3. Listen and record the information accurately.
 4. Report the concern to the Club Welfare Officer.
 5. If there is an immediate risk of serious harm, contact the Police or the relevant Adult Social Care service.
 6. Keep records secure and maintain confidentiality.
 7. Cooperate with any investigation by statutory agencies.
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Approval

This Adult Safeguarding Policy was approved by the Chief Instructor and Club Committee of **The BBTA Taekwondo Academy UK**. The club is committed to protecting the welfare, dignity and rights of all adult members and to responding appropriately to any safeguarding concerns that arise.

