

# BBTA Taekwondo Academy- Safeguarding Policy

## 1. Policy Statement

BBTA Taekwondo Academy is fully committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who participate in our activities. We believe that every participant has the right to train in a safe, supportive, respectful and inclusive environment, free from abuse, neglect, bullying, discrimination and exploitation.

The welfare of the child or vulnerable adult is always paramount and takes precedence over competition, achievement or organisational interests.

This policy applies equally to every member regardless of:

- Age
- Sex
- Disability
- Race or ethnicity
- Religion or belief
- Gender reassignment
- Sexual orientation
- Pregnancy or maternity
- Marriage or civil partnership
- Socio-economic background

BBTA operates a zero-tolerance approach towards abuse, neglect, harassment, discrimination and bullying.

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## 2. Purpose

The purpose of this policy is to:

- Protect children and vulnerable adults participating in BBTA activities.
  - Provide clear safeguarding procedures.
  - Promote good practice.
  - Ensure all instructors understand their responsibilities.
  - Provide confidence to parents and carers.
  - Meet legal safeguarding obligations.
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## 3. Scope

This policy applies to:

- Club owners
- Welfare Officer
- Instructors
- Assistant instructors
- Volunteers
- Committee members
- Parents and carers
- Students
- Visitors
- Contractors working with the club

It applies during:

- Classes
- Competitions
- Gradings
- Demonstrations
- Seminars
- Camps
- Social events
- Online training
- Club communications

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## 4. Legal Framework

This policy is based upon current UK legislation including:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK GDPR
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006

BBTA will also comply with any safeguarding requirements of its governing body and insurance provider.

## 5. Definitions of Abuse

Abuse may be:

### **Physical Abuse**

Deliberately causing injury through hitting, shaking, burning or inappropriate restraint.

### **Emotional Abuse**

Persistent emotional maltreatment including intimidation, humiliation, threats or bullying.

### **Sexual Abuse**

Forcing or enticing someone to participate in sexual activities whether physical or non-contact.

### **Neglect**

Failing to meet basic physical or emotional needs.

### **Bullying**

Repeated behaviour intended to intimidate, isolate or humiliate another person.

Bullying may be:

- Physical
- Verbal
- Emotional
- Online (Cyber Bullying)

### **Grooming**

Building trust with a child or vulnerable adult in order to exploit or abuse them.

### **Online Abuse**

Including inappropriate messaging, image sharing, exploitation or online grooming.

### **Abuse of Vulnerable Adults**

Including financial abuse, discriminatory abuse, institutional abuse, neglect, coercive control and self-neglect.

# 6. Roles and Responsibilities

## Club Welfare Officer

The Welfare Officer will:

- Receive safeguarding concerns.
- Maintain confidential records.
- Liaise with statutory agencies.
- Ensure safeguarding training remains current.
- Promote best practice.

## Instructors

All instructors will:

- Put welfare first.
- Maintain professional boundaries.
- Report concerns immediately.
- Hold appropriate DBS checks where eligible.
- Complete safeguarding training.

## Parents

Parents are expected to:

- Support safeguarding procedures.
- Inform the club of medical conditions.
- Collect children promptly.
- Treat instructors respectfully.

## Students

Students are expected to:

- Respect others.
- Follow instructor directions.
- Report anything that makes them uncomfortable.

## 7. Safe Recruitment

BBTA aims to recruit suitable adults by:

- Interviewing prospective instructors
- Obtaining references
- Carrying out DBS checks where appropriate
- Providing safeguarding induction
- Providing probationary supervision
- Monitoring performance

No individual unsuitable to work with children or vulnerable adults will be appointed.

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## 8. Codes of Conduct

Everyone should:

- Treat others with dignity.
- Avoid abusive language.
- Respect personal boundaries.
- Never bully.
- Follow instructor guidance.
- Behave appropriately online.

Instructors must never:

- Develop inappropriate relationships.
  - Accept gifts of significant value.
  - Transport children alone without permission.
  - Share hotel rooms with students.
  - Use personal social media to contact children.
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## 9. Physical Contact

Taekwondo involves physical coaching.

Physical contact must always be:

- Necessary
- Appropriate
- Explained beforehand
- Respectful
- Proportionate
- Relevant to instruction

Consent should always be sought wherever practical.

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## 10. Supervision

BBTA aims to maintain safe supervision ratios appropriate to the age and needs of participants.

Where possible:

- Two adults should be present.
- Children should never be left alone after class.
- Attendance registers should be maintained.
- Collection procedures should be followed.
- Changing facilities should be supervised appropriately.

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## 11. Anti-Bullying

BBTA has zero tolerance towards bullying.

Reports will be:

- Taken seriously
- Investigated promptly
- Recorded
- Resolved fairly

Support will be offered to victims.

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## 12. Equality, Diversity and Inclusion

BBTA welcomes everyone.

We will not tolerate discrimination on any protected characteristic.

Reasonable adjustments will be made where practical.

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## 13. Photography and Social Media

Photographs of children require parental consent.

Images should:

- Be respectful.
- Avoid identifying personal information.
- Be stored securely.
- Never be used inappropriately.

Private messaging between instructors and children is prohibited.

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## 14. Responding to Disclosures

If someone discloses abuse:

- Stay calm.
  - Listen carefully.
  - Do not investigate.
  - Do not ask leading questions.
  - Reassure them.
  - Never promise secrecy.
  - Record exactly what was said.
  - Report immediately.
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## 15. Reporting Procedure

All safeguarding concerns must be reported immediately to the Club Welfare Officer.

If someone is at immediate risk:

- Call **999**
- Contact Police
- Contact Children's Social Care or Adult Social Care as appropriate.

Every concern must be recorded using the Safeguarding Concern Form.

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## 16. Allegations Against Staff

Any allegation against an instructor or volunteer will be treated seriously.

BBTA will:

- Protect the child.
  - Protect evidence.
  - Suspend duties where appropriate.
  - Inform relevant authorities.
  - Cooperate fully with investigations.
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## 17. Confidentiality

Information will only be shared where necessary to safeguard an individual or comply with legal obligations.

Safeguarding records will be stored securely and accessed only by authorised personnel.

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## 18. Health and Safety

BBTA will:

- Carry out risk assessments.
  - Maintain first aid provision.
  - Record accidents.
  - Inspect equipment regularly.
  - Maintain emergency procedures.
  - Review health and safety arrangements.
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## 19. Trips and Competitions

For events outside the club:

- Written parental consent will be obtained.
- Emergency contacts carried.
- Appropriate supervision maintained.
- Safe transport arranged.
- Risk assessments completed.

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## 20. Online Safety

BBTA promotes responsible use of technology.

Instructors will:

- Use official communication channels.
- Avoid personal messaging.
- Protect personal information.
- Report online concerns.

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## 21. Whistleblowing

Any person who believes safeguarding standards are not being followed should report concerns immediately.

No person will suffer detriment for raising genuine concerns.

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## 22. Record Keeping

All safeguarding records will be:

- Accurate
- Factual
- Dated
- Signed
- Stored securely
- Retained in accordance with UK GDPR and legal requirements.

# 23. Monitoring and Review

This policy will be reviewed:

- Annually
- Following legislation changes
- Following safeguarding incidents
- Following governing body updates

Approved by:

Club Director: Philip Thomas

Signature: *Phil Thomas*

Date: 1<sup>st</sup> July 2026

Review Date: 30th June 2027

## Instructor – Black Belt Declaration Safeguarding Policy Acknowledgement

I confirm that I have read and understood the BBTA Safeguarding Policy.

I agree to comply with the policy at all times and understand my responsibilities in promoting the safety and wellbeing of all children, young people, and adults at risk participating in BBTA activities.

I understand that it is my responsibility to familiarise myself with any updates to this policy and to seek clarification if I am unsure about any aspect of its contents.

**Name (Print):**

**Position/Role:**

**Signature:**

**Date:**

By signing this declaration, I acknowledge my commitment to uphold the principles and procedures outlined in the BBTA Safeguarding Policy.

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# APPENDIX A

## Safeguarding Concern Report Form

This form should be completed immediately following any safeguarding concern or disclosure. Record only factual information. Do not include opinions unless clearly identified as such.

### Section 1 – Person Completing Report

Name:

Position within BBTA:

Date:

Time:

Contact Telephone:

Email:

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### Section 2 – Person Concerned

Full Name:

Date of Birth (if known):

Age:

Gender:

Address:

Parent/Carer (if under 18):

Telephone Number:

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### Section 3 – Nature of Concern

Tick all that apply.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Bullying
- Cyber Bullying
- Grooming
- Domestic Abuse
- Online Safety
- Radicalisation
- Exploitation
- Self-Harm
- Mental Health Concern
- Concern Regarding Vulnerable Adult
- Other

Please Specify

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## Section 4 – Details of Concern

State exactly what happened.

Include:

- Date
- Time
- Location
- Names of everyone present
- Exact words spoken where possible
- What you personally observed

(Continue on additional sheets if necessary.)

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## Section 5 – Immediate Action Taken

Did you speak to the individual?

YES / NO

Was First Aid required?

YES / NO

Were Emergency Services contacted?

YES / NO

Police Incident Number

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Social Care Contacted

YES / NO

Name of Officer

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## Section 6 – Witnesses

Name

Address

Telephone

Relationship

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## Section 7 – Referral

Reported To:

Position:

Date:

Time:

Method

In Person

Telephone

Email

Other

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## Section 8 – Declaration

I believe this report is an accurate record of the information available to me.

Name

Signature

Date

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## APPENDIX B

### Body Map Record Form

This form should only be completed where injuries are observed.

Never ask a child or vulnerable adult to remove clothing unnecessarily.

Use only visible injuries.

Record:

Date

Time

Person Completing Form

Name of Individual

Age

Location

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### **Injury Record**

For each injury record:

Location on Body

Size

Shape

Colour

Appearance

Possible Cause (if stated)

Exact words used by the individual

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### **Front Body Diagram**

(Insert blank outline for printed version.)

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### **Rear Body Diagram**

(Insert blank outline for printed version.)

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### **Additional Notes**

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Signature

Date

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# APPENDIX C

## Incident & Accident Report Form

### Incident Details

Date

Time

Venue

Instructor in Charge

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### Person Involved

Name

Age

Address

Emergency Contact

Telephone

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### Nature of Incident

Accident

Injury

Near Miss

Behaviour Incident

Medical Emergency

Safeguarding

Other

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## Description

Provide a full factual description.

Include:

- What happened
  - Where
  - Who was involved
  - Equipment involved
  - Weather (if relevant)
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## Injury Sustained

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## First Aid Given

YES / NO

By Whom?

Qualification

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## Ambulance Called

YES / NO

Time

Hospital Attended

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## Witnesses

Name

Contact Details

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## Follow-up Required

Equipment inspection

Risk Assessment Review

Parent Informed

Insurance Claim

Safeguarding Referral

Other

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Instructor Signature

Date

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Manager Signature

Date

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## **APPENDIX D**

# **Parent / Carer Consent Form**

### **Child Details**

Full Name

Date of Birth

Address

School

Medical Conditions

Medication

Allergies

GP Name

GP Telephone

NHS Number (optional)

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## Parent / Carer Details

Name

Relationship

Address

Telephone

Email

Emergency Contact (if different)

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## Permissions

Please tick.

- I consent to my child participating in BBTA Taekwondo activities.
  - I understand martial arts involves controlled physical contact.
  - I consent to emergency medical treatment if required.
  - I understand instructors are DBS checked where eligible.
  - I agree to follow club rules.
- 

## Photography Consent

Please tick.

- Yes – Club website
- Yes – Social Media
- Yes – Local Newspapers
- No Photography

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## Competition & Travel Consent

- I consent to my child attending club events.
  - I consent to supervised travel where arranged.
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## Parent Declaration

I confirm the information provided is accurate.

Parent Name

Signature

Date

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## APPENDIX E

## Instructor & Volunteer Safeguarding Declaration

I confirm that I have read, understood and agree to comply with the BBTA Taekwondo Academy Safeguarding Policy.

I agree that I will:

- Place the welfare of children and vulnerable adults above all else.
- Treat everyone with dignity and respect.
- Maintain appropriate professional boundaries.
- Never abuse my position of trust.
- Report safeguarding concerns immediately.
- Never promise confidentiality when a safeguarding concern exists.
- Follow BBTA Codes of Conduct.
- Maintain confidentiality.
- Complete safeguarding training as required.
- Maintain DBS certification where applicable.
- Promote equality and inclusion.
- Follow all health and safety procedures.
- Act as a positive role model at all times.

**Declaration**

I understand that failure to comply with this policy may result in disciplinary action, removal from my role and, where appropriate, referral to statutory agencies.

Name

Role

Address

Telephone

Email

DBS Number (if applicable)

DBS Expiry Date

Safeguarding Training Date

First Aid Qualification

Signature

Date

Witness Signature

Date

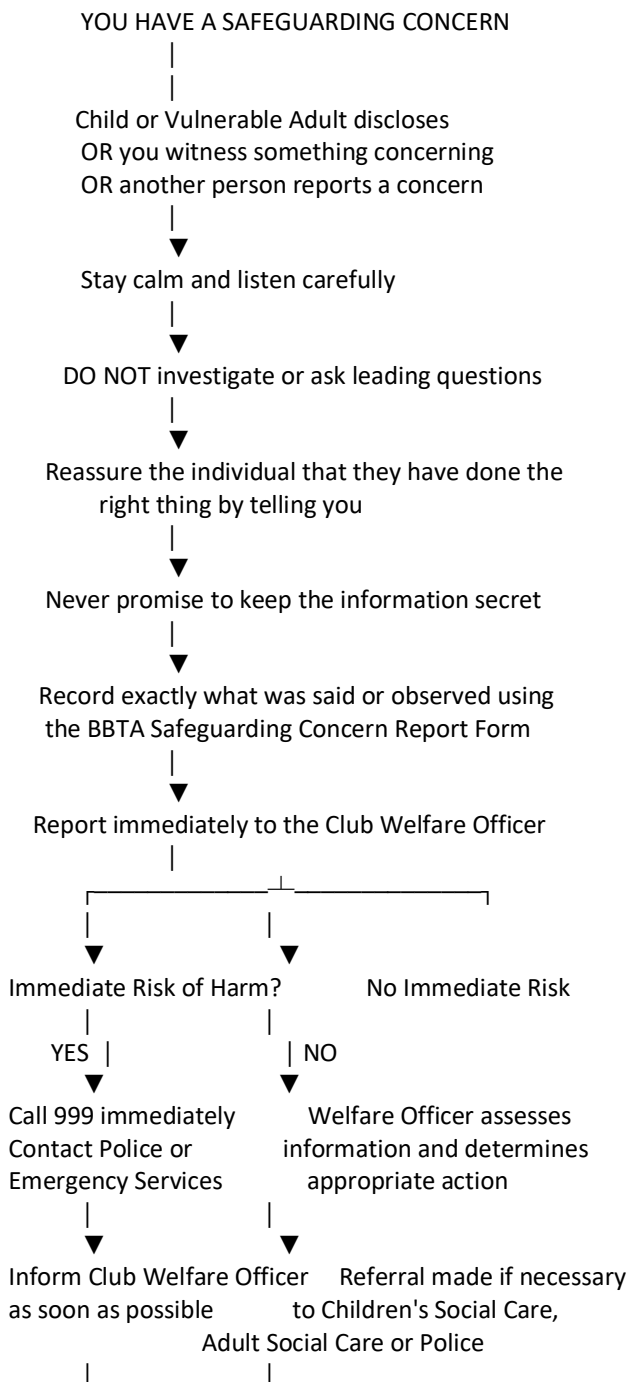
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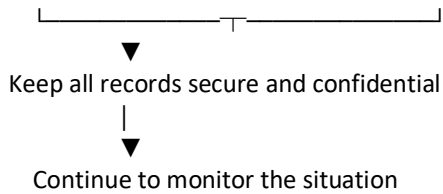
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# APPENDIX F

## BBTA Taekwondo Academy Safeguarding Reporting Procedure

### Safeguarding Reporting Flowchart





## Key Principles

Every instructor and volunteer should remember the following:

### DO

- ✓ Stay calm.
  - ✓ Listen carefully.
  - ✓ Believe what you are being told.
  - ✓ Allow the person to speak freely.
  - ✓ Reassure them they have done the right thing.
  - ✓ Record facts as soon as possible.
  - ✓ Report immediately.
  - ✓ Keep information confidential on a need-to-know basis.
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### DO NOT

- ✗ Promise confidentiality.
  - ✗ Ask leading questions.
  - ✗ Investigate the allegation yourself.
  - ✗ Contact the alleged abuser.
  - ✗ Delay reporting.
  - ✗ Discuss the matter with anyone who does not need to know.
  - ✗ Make assumptions or judgments.
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# Emergency Situations

If you believe someone is in immediate danger:

1. Call **999**.
  2. Request Police and/or Ambulance assistance.
  3. Make the situation safe if possible without putting yourself at risk.
  4. Inform the Club Welfare Officer as soon as practicable.
  5. Complete a Safeguarding Concern Report Form.
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## Record Keeping

All safeguarding records should:

- Be completed on the same day wherever possible.
  - Contain factual information only.
  - Include dates and times.
  - Be signed by the person completing the report.
  - Be stored securely in accordance with the Data Protection Act 2018 and UK GDPR.
  - Be accessible only to authorised persons.
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## further appendices

To make your safeguarding manual fully comprehensive and in line with good practice for UK sports clubs, you could include:

### **Appendix G – Code of Conduct for Instructors and Volunteers**

- Professional boundaries
- Appropriate physical contact
- Social media rules
- One-to-one working
- Dress code
- Use of language
- Gifts and favouritism
- Transporting children
- Photography
- Overnight stays

### **Appendix H – Code of Conduct for Students and Parents**

- Respect and behaviour expectations
- Bullying policy
- Attendance

- Collection procedures
- Mobile phone use
- Photography rules
- Complaints procedure

#### **Appendix I – Safeguarding Contacts**

- Club Welfare Officer
- Deputy Welfare Officer
- Local Authority Children's Services
- Adult Social Care
- Police
- NSPCC Helpline
- Childline
- Emergency contacts
- Governing body safeguarding contact