

SAFEGUARDING CHILDREN POLICY AND PROCEDURES



1. Terms of Reference

In this document the following terms will apply:

“**Parent**” will also refer to carers or guardians.

“**Staff**” refers to anyone in a paid or voluntary role in taekwondo.

“**Child/Children**” will be used and includes “young person(s)”. This is anyone under the age of 18 years.

2. Company Background

GB Taekwondo is responsible for the preparation and performance of Britain's elite taekwondo athletes at major championship events including the Olympic Games. The GB Taekwondo Academy is based in Manchester where full time senior athletes train alongside our emerging talent on the National Lottery funded World Class Performance and Talent Development programmes.

3. Introduction

GB Taekwondo is committed to providing the safest possible environment for the welfare of children and has a duty to safeguard and protect all participants from harm whilst promoting best practice. All children have a right to protection; **the welfare of children is paramount**. The needs of disabled children and others who may be particularly vulnerable are taken into account. A child or young person is defined as **anyone under the age of 18 years**, this is a legal definition, and has no exemptions or exceptions.

Some children may be particularly vulnerable and face extra barriers to get help because of their personal characteristics, such as race, gender, age, religion, disability, sexual orientation, social background or culture. This could include factors such as prejudice, discrimination, the reduced ability to resist or report abuse, communication barriers or myths based on stereotypes.

For further information on GB Taekwondo's commitment to equality, please reference GB Taekwondo's Equality, Diversity and Inclusion policy available at www.gbtaekwondo.co.uk

This policy is primarily to promote the welfare and safety of children, help minimise the risk of child abuse,

provide guidance to all those involved in sport about acceptable behaviour and good practice, and to help make it clear to all what is expected of them and others involved with GB Taekwondo.

This policy and procedures have been endorsed by the GB Taekwondo Board of Directors whom are committed to their implementation. Board members, volunteers, coaches, parents, staff and athletes themselves all have responsibility to implement the policy and each has a right to be protected by it.

4. Policy

This policy is mandatory for staff. It applies to all staff working with GB Taekwondo, whatever their position, role or responsibility. All staff are required to sign the enclosed declaration to acknowledge they have read, understand and agree to abide by this policy and procedures.

See Appendix 1: Staff and Volunteer Safeguarding Children Policy and Procedure declaration.

5. Aims

The aims of GB Taekwondo's Safeguarding Children Policy are:

- To promote the welfare and safety of children, and minimise the risk of child abuse.
- To provide guidance to those involved with GB Taekwondo's Programme and activities about acceptable behaviour and good practice; protecting everyone involved, and supporting people by helping to make it clear what is expected of them and others.

6. Principles

The key principles underpinning this policy are:

- The child is, and must always be, the paramount consideration.
- All children have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.

- All children have a right to participate in an enjoyable and safe environment.
- An adult has a moral and statutory duty for the care, custody and control of any person under the age of 18 under their supervision.
- To encourage parents and other members of the child's family to be involved in a relationship with GB Taekwondo's Programme.
- To ensure that coaches, parents and other adults who come in contact with children provide good role models of behaviour.
- All safeguarding concerns, allegations of abuse or poor practice will be taken seriously and responded to efficiently and appropriately.
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

All those involved in the management of children in taekwondo have a duty to ensure they are:

- Allowed access to the sport in a way that is appropriate for their age and ability.
- Coached and trained by appropriately qualified and vetted people.
- Not required to compete in too many competitions or attend too many training sessions, as to become a threat to their well-being.
- Not subjected to verbal or racial abuse from any source, especially from the field of play and spectator zone, including references to height, weight etc.
- Not subjected to bullying, threats or undue pressure from any source.
- Encouraged to achieve their full potential at all levels.
- Instructed on how to behave, both on and off the mat, and in accordance with the athlete code of behaviour.
- Afforded respect and value in a competing and training situation and any other taekwondo environment.

Please see appendix 2: Anti-bullying policy; appendix 3: Duty of Care; appendix 5: Abuse of Positions of Trust; appendix 15 and 16: Staff and Athlete Codes of Behaviour.

7. Designated Personnel

GB Taekwondo has designated personnel who you can speak to if you have concerns about poor practice or suspect that a child may be being abused or is at risk. Details are contained within the contacts page at the back of this policy.

8. What is child abuse?

The following content taken from the NSPCC Child Protection Awareness in Sport and Active Leisure material relates to specific types of abuse, however, it is important to note that children's welfare and others involved in sport can be at risk, i.e. through unacceptable behaviour or poor practice. See the following sections on "Duty of Care", "Position of Trust" and "Good and Poor Practice".

The term child abuse describes a range of ways in which people, often known and trusted by the child (e.g. a family member, family friend or someone involved with them through sports activities) harm children knowingly or by failing to act to prevent harm. Child abuse can be physical, emotional or sexual. Children may also be subject to neglect. In many cases there is a combination of types of abuse, or of abuse and neglect. Children may be abused by an adult or adults or another child or children (male or female).

Staff in GB Taekwondo are not expected to be experts at recognition of child abuse, however, they do have a responsibility to act if they have any concerns about the behaviour of someone (adult or child) and to follow the reporting procedures in this document.

See section 14: sharing concerns and reporting incidents.

Physical abuse

Physical abuse may involve:

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- A parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child.

This is not to say that whenever an injury is caused to a child, it must be a case of physical abuse. An adult or older child might inflict an injury by accident – for example, while playing football.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child causing severe and persistent adverse effects on the child's emotional development.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only because they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate.
- Imposing expectations that are inappropriate to the age or development of the child - eg, over-protecting the child, limiting their exploration and learning, preventing them from taking part in normal social interaction.
- Seeing or hearing the ill-treatment of someone else.
- Serious bullying (physical or verbal) which causes the child frequently to feel frightened or in danger.
- Exploitation or corruption.

Some level of emotional abuse is involved in all types of abuse and neglect but it may occur alone.

Sexual abuse

Sexual abuse occurs when someone exploits their power, authority or position and uses a child sexually to gratify their own needs. Sexual abuse can happen within and outside the family, and is usually by people known and trusted by a child.

Sexual abuse involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. Children of any age - between 0 and 18 - can experience sexual abuse. It can happen to both boys and girls. There is no typical

individual who commits sexual offences against children.

The activities may involve:

- Physical contact, including assault by penetration (eg, rape or oral sex) or non-penetrative acts (eg, masturbation, kissing, rubbing and touching outside clothing).
- Non-contact activities, such as involving children in looking at or producing sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (eg. via the internet, i.e. “sexting” - when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message).

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to seriously damage their health or development. In pregnancy, this can happen as a result of maternal substance misuse.

Neglect may involve persistently failing to:

- Provide adequate food, clothing and shelter, including excluding the child from home or abandoning them.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision, including the use of inadequate care-givers.
- Ensure access to appropriate medical care or treatment.
- Competing with known injury.
- Allowing an athlete to compete without the correct protective equipment.

It may also include neglecting or being unresponsive to a child's basic emotional needs.

Bullying

Bullying is any persistent behaviour by an individual or group (typically by peers) which intimidates or threatens or has a harmful and distressing impact on

another individual or group. By persistent, it happens over a period of time (an hour, a day, over weeks) and has a degree of repetition. Bullying behaviour may be any of the following:

- Verbal or social.
- Material or emotional.
- Physical or sexual.
- Discriminatory (eg. Homophobic, racist).
- Cyber (ie. via social media or mobile communication devices).

Some examples are:

- Name calling or making hurtful personal comments.
- The victim is ostracised or left out of peer group activities.
- Possessions are stolen or damaged or extortion takes place.
- Pressure to conform with unwanted situations.
- Harassment or aggression towards victim.
- Deliberately inflicting pain or injury.

The following link to an online video by CEOP (Child Exploitation and Online Protection) "Exposed" deals with the subject of cyberbullying and sexting issues that teenagers commonly face.

http://www.youtube.com/watch?v=4ovR3FF_6us

The following link contains information on how to keep safe while online, and informs on the potential dangers of interactive services such as using chat, online games, email and mobiles.

<http://www.chatdanger.com/>

Bullying should always be taken seriously and where a victim feels they are being bullied then the situation should be investigated as such. It is not a recognised form of abuse but is the most common form of harm that children report.

Policy

GB Taekwondo has a zero-tolerance approach to bullying. Participants and staff are expected to interact

in a respectful way according to clearly communicated codes of behaviour.

As an organisation our staff, athletes, parents and spectators will:

- Aim to create a positive and safe environment for everyone, especially children.
- Not ignore bullying activity and always take action where it is reported.
- Listen to and take seriously the concerns of individuals, or their parents, taking part in the Programme or associated activities.
- Respond proportionately and effectively to incidents of bullying.
- Raise awareness amongst targeted groups (e.g. elite squads, coaches, parents) on the impact of bullying and consequences of being involved.

The **Anti-Bullying Code** for participants and staff are as follows:

1. It is everyone's responsibility to prevent bullying.
2. We will encourage our staff to be vigilant and observant at all times.
3. We will not tolerate bullying or harassment of any kind.
4. We will be accepting of others regardless of age, race, religion, culture, disability, ability, or appearance.
5. We will not ignore an incident of bullying.
6. We will use 'time out' if we feel angry or under pressure, or just need time to calm down.
7. We will be kind and respectful to others, even if they are not our friends and we will make new athletes feel welcome.
8. We will report any bullying incident to the Lead or Deputy Safeguarding Officer immediately.
9. We will try to remember that everyone matters, including ourselves.

For further guidance see Appendix 2: Anti-Bullying Policy.

What are the effects of child abuse?

The effects of cruelty to children are wide-ranging and profound. They vary according to the type of abuse and how long it has been endured but can include:

- Behavioural problems.
- Educational problems.
- Mental health problems.
- Relationship difficulties.
- Drug and alcohol problems.
- Suicide or other self-harm.
- Physical injury and, in extreme cases, death.

Fortunately, children who are abused can be helped.

It is vital that everyone who works or comes into contact with children responsibly acts if they have any concerns about the behaviour of someone (adult or child) and follows the reporting procedures in this document.

See section 14: sharing concerns and reporting incidents.

9. Duty of care

All staff are to demonstrate exemplary behaviour and are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and unavoidable harm.

All staff have a duty to keep children safe and to protect them from neglect, sexual abuse, physical abuse, emotional harm and bullying. Children have a right to be safe and treated with respect and dignity. It is therefore expected that staff take all reasonable steps to ensure the safety and well being of children involved within the GB Taekwondo programme.

Staff should understand the responsibilities as part of their employment or role and be aware that sanctions will be applied if these provisions are breached.

At all times, staff should act, and be seen to act, in a child's best interests.

See Appendix 3: Child Protection in Sport Unit "Duty of Care" briefing.

The Health and Safety Act, 1974 imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the staff duty of care towards children should not conflict. This "duty" can be

demonstrated through the use and implementation of these guidelines.

10. Position of trust

All staff are in a position of trust in relation to children in their care and appropriate boundaries should be upheld, especially with persons under 18. Staff are responsible to ensure that an unequal balance of power is not used for personal advantage or gratification.

Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

Although children 16 years and over can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult to pursue a relationship with a young person with whom they are in a position of trust. Sexual offences legislation already provides that any sexual activity involving children under 16 years is unlawful.

The power and influence that a member of staff such as a coach has over an athlete attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and one person is responsible for the other's success or failure to some extent, then the dependency will be increased. It is therefore vital for people to recognise the responsibility they must exercise in ensuring that they could not be considered to have abused their position of trust. In some cases an "abuse of trust" is a criminal offence.

GB Taekwondo will take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with a 16 or 17 year old.

See Appendix 5: Child Protection in Sport Unit "Abuse of Positions of Trust within Sport".

11. Good practice

The following are common sense examples of how to create a positive culture and climate:

- Ensuring this “Safeguarding children policy and procedures” is adopted and promoted.
- Athlete and Staff codes of behaviour are monitored and reviewed.
- Communications with children consent is applied and adhered to.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Maintaining a safe and appropriate distance with the child (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children 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 British Taekwondo (GB Taekwondo’s Governing Body) instructor course.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children’s rooms or invite children into their rooms.
- Being an excellent role model - this includes:
 - Not smoking or drinking alcohol in the company of children.
 - Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental and individual needs and capacity of children - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to make contact and administer emergency first aid and/or other medical treatment. It is important that this

information is held securely and readily available to staff in the event this needs to be referenced.

- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Make sure that parents are aware of GB Taekwondo’s transport guidance within if GB Taekwondo staff are required to transport children.

12. Poor Practice

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge of the Programme and the child’s parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a cadet camp:

- Avoid spending time alone with children away from others.
- Avoid taking or dropping off a child to an event or activity.

The following practices should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children that they can do for themselves.

If any of the following occur you should report immediately to the Safeguarding Personnel and record the incident, in accordance with section 14 “sharing concerns and reporting incidents”. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.

- If a child seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

13. Confidentiality

Staff may have access to material in order to undertake their responsibilities, that is confidential, including highly sensitive and private information about children. Information received is always to be treated in a discreet and confidential manner.

Confidential information should never be:

- Used to your own or others' advantage (to include partners, friends, relatives or other organisations).
- Used to intimidate, humiliate or embarrass children.
- Used casually in conversation.
- Shared with any person other than on a "need to know" basis.

In circumstances where children's identity does not need to be disclosed, the information should be used anonymously.

Circumstances in which staff may be expected to share information are, e.g. when abuse or poor practice is alleged or suspected, and in such cases have a duty to pass information on without delay to the Safeguarding Personnel. If in doubt about whether to share information, staff should seek advice from the Safeguarding Personnel.

The storage and processing of personal information about children is governed by the Data Protection Act 1988. Further information on sharing information is detailed below.

14. Sharing concerns and recording incidents

The following section is developed with reference to Great Britain Basketball Safeguard Policy.

There is a responsibility to act on any concerns by reporting these to the Safeguarding Personnel or the

appropriate authorities. If you have been unable to contact GB Taekwondo's Safeguarding Personnel please refer to the alternative contacts noted within.

Safeguarding is everyone's responsibility. The welfare of a child is of paramount importance.

The judgement about whether an incident is one of child abuse or poor practice may not be able to be made at the point of referral, but only after the collation of relevant information. If an allegation of poor practice is concerning the Safeguarding Personnel, or if the matter has been handled inadequately and concerns remain, it should be reported to the GB Taekwondo Chairman. **It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place.**

Two processes are outlined below: (1) what to do if you are worried about the behaviour of anyone in GB Taekwondo (2) what to do if you are worried a child is being abused outside of GB Taekwondo's environment (but concern is identified through the child's involvement in taekwondo).

You should be careful to report as much detail as possible but avoid hearsay or assumptions. The alleged perpetrator will need to be informed of the specific allegation to give them the opportunity to respond, but only after advice from statutory agencies.

Please see Appendix 4: Incident & Concerns Report Form.

Confidentiality

It is important that information provided to the Safeguard Personnel is not shared more broadly within the organisation and is highly sensitive. In order to ensure children are effectively safeguarded it is important that concerns are shared with appropriate people and agencies.

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

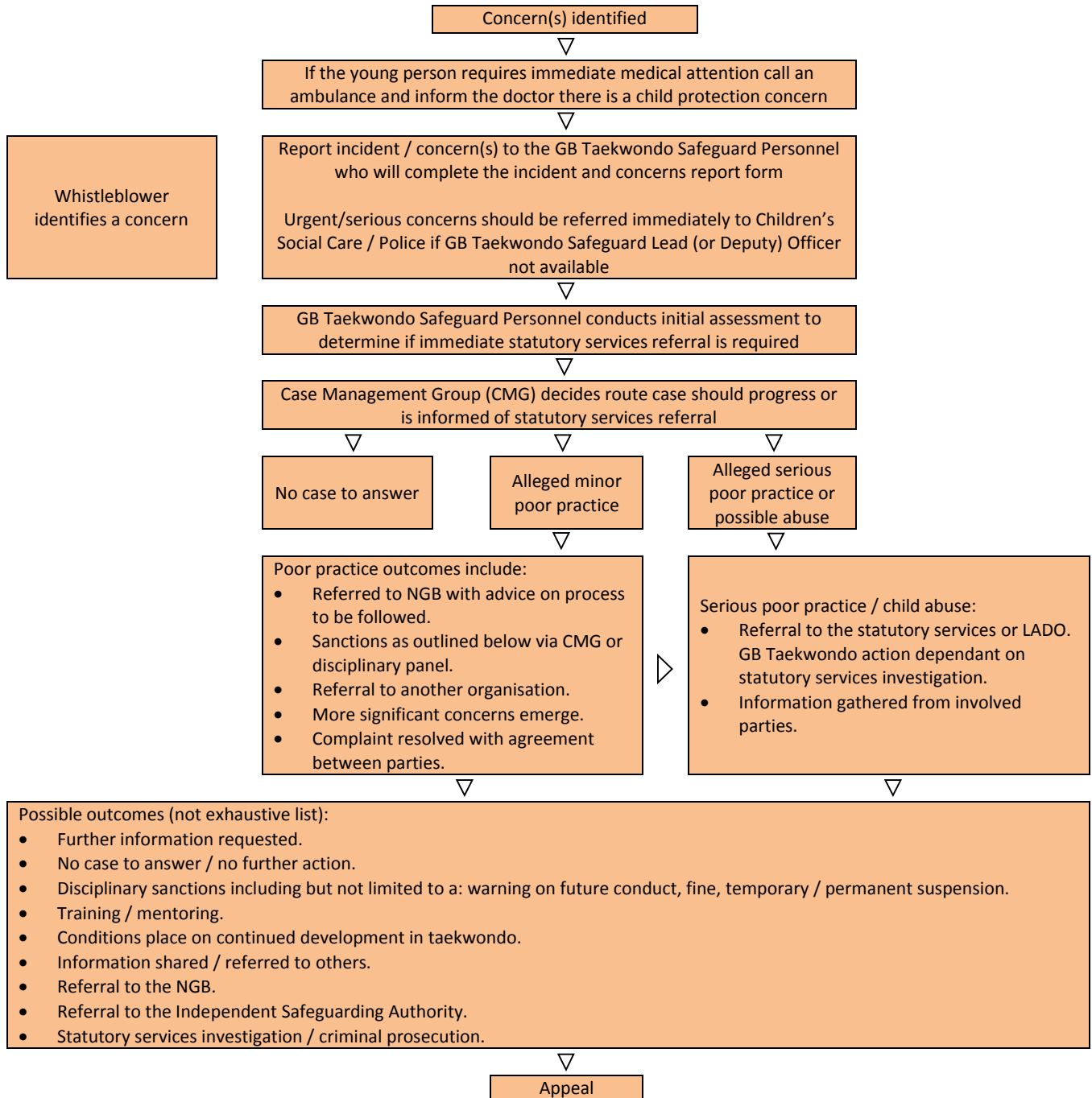
The sharing of information on children and about adults working and volunteering with them should be

considered in line with the following principles, taken from an information sharing guide produced by The Department for Children, School and Families (DCSF).

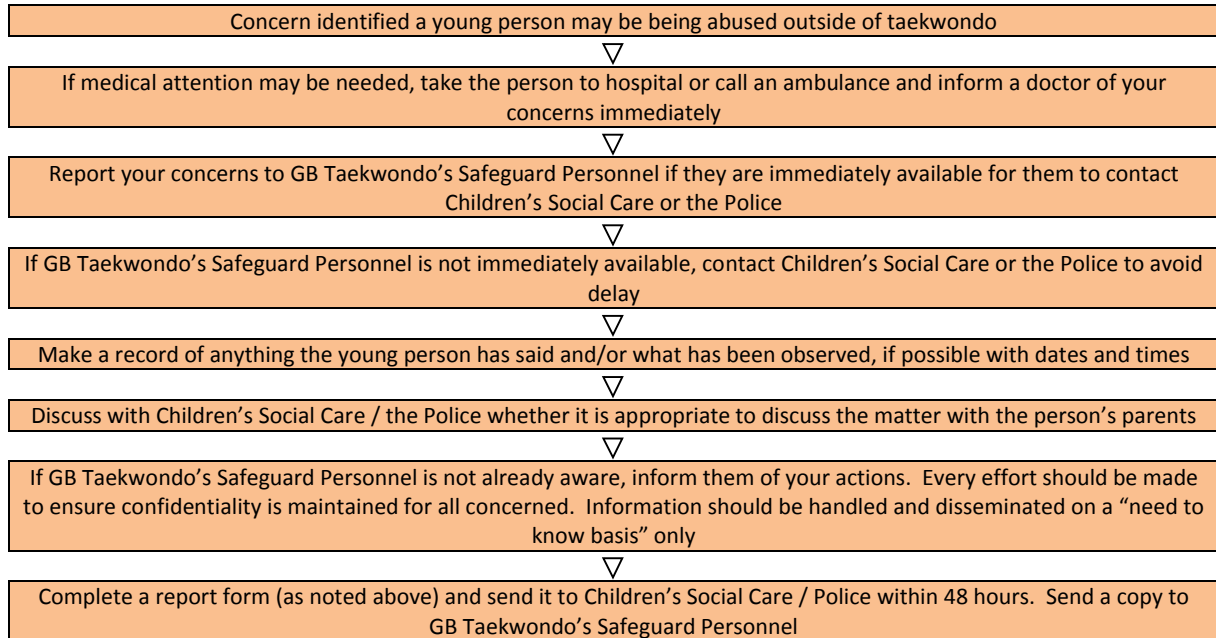
For more information on information sharing visit www.nspcc.org.uk/inform

- **Data protection** is not a barrier to sharing information, however it does provide a framework to ensure information is shared appropriately.
- **Be open and honest** with the person from the outset about the sharing of information, i.e. why, what, how and with whom.
- **Seek advice** if you are ever unsure, without disclosing the identity of the person where possible.
- **Share with consent** where appropriate. Where possible respect the wishes of those who do not consent to share information.
- **Consider safety and well being.** The decision of information sharing should be based not only on the safety and well being of the person in question but others whom may be affected by their actions.
- **Necessary, proportionate, relevant, accurate, timely and secure.** Ensure the information shared is necessary for the purpose for which you are sharing it, is shared only with those who need to have it, it is accurate and shared securely.
- **Keep a record of decisions** and the reasons for it.

(1) What to do if you are worried about the behaviour of anyone in GB Taekwondo:



(2) **What to do if you are worried a child is being abused outside of the taekwondo environment (but concern is identified through the child's involvement in GB taekwondo):**



How to respond to a disclosure from a child

If you witness or become concerned about someone's behaviour, or someone tells you they or another person is being or has been abused you should:

- make immediate time to listen and not put a child off even if the time is not convenient.
- find a place of privacy.
- react calmly so you do not frighten the child or deter the disclosure.
- listen carefully.
- take what they say seriously.
- keep questions to an absolute minimum, and for clarification only.
- tell them they are not to blame and that they are right to tell.
- reassure them and explain you have to share what they have said.
- make a record of everything said and any actions taken as soon as possible using the incident report form.

Actions to avoid

The person receiving the disclosure should not:

- panic or allow their shock to show.
- ask questions other than to clarify that you have enough information to act.
- speculate or make assumptions.
- make promises or agree to keep secrets.
- make negative comments about the alleged abuser
- approach the alleged abuser.
- discuss the allegations with anyone who does not have a need to know.
- assume this is the only child involved; there may be others.
- take sole responsibility.
- delay in reporting the concerns.

If you have difficulty understanding the child's communication method, reassure them that you will find someone who can help as quickly as possible. If you involve, i.e. an interpreter, they will need the child's permission to relate what has been said.

Records and information

Information passed to the Children's Social Care or the Police must be as helpful and comprehensive as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information.

Referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care 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.

Case Management Group (CMG)

This comprises a minimum of three people, including GB Taekwondo Safeguard Personnel and a member of the GB Taekwondo senior management team or Board determined by the nature of the case. The CMG may call upon professional input as felt necessary.

Reports of alleged misconduct or information which raise concern about an individual's suitability to work with children, arising from referrals from any source will be managed by the CMG on a case by case basis as to whether misconduct has occurred or concerns require disciplinary action and in line with the routes in the flowcharts within. The CMG will appoint a disciplinary panel when deemed necessary.

The CMG will decide if it is appropriate and/or possible to protect the identity of the complainant, although it should be noted that in some cases this may not be apparent or necessary. If a complainant is particularly concerned about their name being disclosed this should be discussed when making the referral. Where possible, those who have provided information will be informed about the progress and conclusion of the investigation.

Management of investigation

If it is decided the behaviour does not by itself call into question suitability for the particular role, no further action will be taken by the CMG other than to formally advise the person of the receipt of a report and the decision made.

In some cases the CMG may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient will have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The CMG also reserve the right on receiving a second report, to take into account the facts of prior submissions.

If the report raises a question about a person's suitability within taekwondo, the CMG will proceed as outlined below:

- The person subject to the allegation will be advised of the receipt of a report and the CMG's knowledge of any related disciplinary hearings or legal and / or employment proceedings. The CMG will inform whether it has decided to temporarily suspend the person subject to the allegation pending further inquiries and the CMG will inform the NGB as necessary.
- Once inquiries are complete the person subject to the allegation will be provided with copies of all reports made to the CMG.
- The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.

Internal investigations will be informed by and pending the outcome of statutory investigations.

Timescale

Complaints are to be managed without delay. The CMG will endeavour to conclude poor practice complaints

within 1 month of receipt. However in some cases information may be needed from external agencies that may have their own processes, which may delay the procedures of the CMG. The CMG will update the complainant on the status of their complaint.

Suspension

If a case is judged to be potentially serious poor practice or abuse, the CMG may decide to take the neutral act of temporarily suspending the individual pending further investigations (this decision will be made on the basis of actual or potential deemed risk to the children).

Following a Children's Social Care or Police investigation, GB Taekwondo will assess the available information to decide whether the individual can be reinstated to their role in taekwondo. This may be a difficult decision; particularly where there is insufficient evidence for the Police to act or obtain a conviction. In such cases, the CMG or Disciplinary Panel must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the person poses a risk. The CMG may decide that an individual should undertake certain actions such as further training or completing a new DBS disclosure, with failure to comply resulting in suspension.

Appeals

Anyone wishing to appeal against decisions by the CMG must do so in writing, to be received within 7 days of the original decision being made.

Support to deal with the aftermath of abuse

Consideration will be given to the kind of support that children, and parents may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Support to staff will be managed by the internal reference document "support during and following incident, complaint or claim".

A list of useful contacts is contained at the end of this policy.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, GB Taekwondo should follow the procedures as detailed above and report the matter to the Social Services or the Police. This is because other children, either within or outside the Programme, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

15. Communications with children

Programme athletes

Communications should preferably be managed during training or feedback sessions in a face to face situation, however where this is not possible, text and/or email messages should be used in accordance with the guidance below but not out of normal operating working hours/days.

Please refer to appendix 14: consent, communications with children.

Consent must be obtained prior to sending children text or email messages 15 years of age or under. Whilst parental consent is not required for children aged 16 and over, written consent must be obtained from these individuals themselves, and it is advised that their parents are also informed of the intention to send their children text and email messages.

This guidance will ensure the child, parent and staff all understand and endeavour to comply with the same guidelines.

- Children's mobile phone numbers, email addresses and other personal contact information should be stored in a locked secure cabinet or electronic

system that is password protected and access is to be limited to staff use only.

- Mobile phone numbers and email addresses must not be shared with anyone else and should only be used for the purpose of the text or email message, and must never be given out – think “Data Protection”! Refer to GB Taekwondo's policy on Data Protection if in doubt.
- Messages must make it clear to the child (who is receiving the message) who has sent them.
- Wherever possible, only use text and email messages as a one-way communication channel.
- Children should not be given the opportunity to text or email back, and be made aware that if or when they choose or need to, i.e. to text or email the coach (eg to confirm attendance or advise on a travel delay) they should ensure that the content of messages relates only to matters relevant on the sports activity.

Examples of content of messages should:

- Relate solely to sports activity with GB Taekwondo.
- Reflect the professional relationship, i.e. between the coach and athlete, and the coach's position of trust.
- Never contain any offensive, abusive or inappropriate language, and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

Text and email messages must never be used for any other reason or in any other way. Consideration will be given to initiating GB Taekwondo's disciplinary procedures should any breach of this guidance arise, including consultation with or referral to statutory agencies if indications of illegal activity come to light.

You should not share personal contact details with children. If they wish to contact you on personal matters or “out of office routine communication lines” they should do so in person, in an “open public space” or arrange to speak to you through the Safeguarding Personnel.

Non GB Taekwondo programme athletes

Any personal direct communication with athletes external to the GB Taekwondo programme under the age of 18 years must be through the parent.

Contacting children directly is a breach of this safeguarding policy and procedures and you could be at risk of allegation.

16. Social media

Social networking sites such as Facebook and Twitter as well as photo and video-sharing sites such as Flickr and You Tube are a relatively new and exciting way of communicating with friends, family and the world at large. As their popularity grows, so too does the ease of accessing these sites and whilst comments, photos and videos can be uploaded simply and instantly from a laptop or other device, so too can that information be abused if sufficient safeguards are not in place.

GB Taekwondo's policy on social media outlines good practice for athletes and staff to adopt when using social media sites and how to avoid posting improper or inappropriate content. **This is important whether postings are made on behalf of GB Taekwondo or done in private.**

See Appendix 6: Social Media guidelines.

17. Physical contact

Physical contact during taekwondo should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques.
- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of the sport.

For example, a coach should seek to explain the nature and reason for the physical contact to a child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Touching children, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised.

Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

18. Changing Rooms

In order that GB Taekwondo staff and volunteers can effectively maintain their "duty of care" for children and that they come to no harm whilst using facilities it is essential that every reasonable effort and modification is made to ensure participants' modesty, privacy and dignity is maintained, and that changing and showering is managed appropriately within the sporting environment.

It is important that participants are made aware of their obligation to follow a code of behaviour and acceptable behaviour in changing rooms and showering facilities – a peer on peer, mutual respect, for modesty, dignity and privacy is paramount.

Children have the right to dignity, privacy and respect for modesty when they are getting changed or using showers. Changing for sport, and showering, can cause anxiety for some children and young people and it can influence their feelings towards sports participation and determine whether it is an enjoyable and positive experience or not. The concern caused by changing and showering can influence a participant's taking part and lead to a variety of avoidance strategies.

There are a number of key principles that can be applied when considering the management of changing rooms and showers. There will be restrictions upon and/or practicalities that cannot be managed effectively when attending away competitions, venues and locations. This may be out of your control, so plan ahead, ask what facilities are available and let the participants know the restrictions and how privacy, dignity and modesty may be compromised – therefore

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the participants have some choice and can prepare for themselves how they will manage this situation.

Changing and showering should be organised or timetabled to ensure that:

- Participants and staff are comfortable with the arrangements.
- Males and females will always change and shower separately.
- Staff always maintain professional boundaries and should never change or shower with participants (U18).
- Cultural sensitivity of participants can be catered for as required.

Staff should only enter the changing rooms:

- When necessary and if supervision of participants is required.
- In the event of a disturbance, injury or illness.
- In pairs, and of the same gender as the participants, and only if they have been appropriately vetted and suitably trained.
- Once they have announced their intention to do so.

For further more comprehensive guidance see Appendix 7: Changing Room and Showering – Best Practice Guidelines (author: Sheila Medici, Jan 2013)

19. Transport

Where it is necessary to transport children, the following good practice and legal requirements should always be adhered in the interests of safeguarding all the persons involved in transportation.

The transport consent form should be completed by the parent of any athlete under 18 years of age who will be transported by GB Taekwondo as part of their activities with the programme.

*See Appendix 8: Medical & Transport consent form
See Appendix 9: Driver Code of Conduct & Responsibilities*

Wherever possible and practicable it is advisable that transport arrangements for all children, during the working day or any official duty, are **undertaken in vehicles other than staff private vehicles**, and with at

least one adult (in addition to the driver) acting as an escort.

Wherever possible, if children are transported in private vehicles, they should be in the back seat of the car for health and safety reasons.

On the occasions where staff are expected or asked to transport children as part of their duties in their own vehicles it is expected that the vehicle:

- Is roadworthy.
- Is appropriately insured for the intended use.
- Maximum capacity is not exceeded.

Staff must:

- Hold a valid and appropriate driving licence (held for at least two years).
- Have at least 1 year's previous driving experience.
- Have basic first aid training.
- Possess a D1 licence (minibus driving licence - in place since 1st January 1998), if required to drive a mini-bus*.
- Be in good health and physically capable of driving safely. If necessary, medical advice should be obtained.
- Ensure all passengers are wearing a seatbelt.

* Drivers of a minibus must be over 21 years of age and have held a licence for 2 years.

GB Taekwondo do **not** endorse the use of young athletes to mutually transport each other, neither does it endorse that young athletes drive each other to or from the Academy or its activities.

Recruitment

All staff, or if a driver is contracted or employed by GB Taekwondo to transport children, must be subject to stringent safe recruitment procedures, as outlined within this policy document and set out in Appendix 9.

20. Medical

Staff must be suitably trained and qualified before administering first aid and/or any agreed medication.

GB Taekwondo coaching staff working with children are first aid trained and qualified with St John's Ambulance in first aid at work (3 day course) or first aid at work (1 day course), in addition to key GB Taekwondo office personnel. The ratio of first aid qualified coaches and staff is to manage necessary cover across all our training and office facilities and additionally whilst travelling.

When administering first aid, wherever possible, staff should ensure another adult is aware of the action being taken, and parents should always be informed when first aid has been administered. Staff should explain to the child what is happening and record and report any administration of first aid or medication.

Where children need medication regularly, a health care plan should have been established, in conjunction with the parent and team doctor, to ensure the safety and protection of children and those working with them. Dependant on the age and understanding of the child wherever possible they should be encouraged to self administer medication or treatment, i.e. use of inhalers, and this needs to be with someone with the child.

Accident/Incident report books are situ in the office and gym, alongside first aid equipment. Any reports should be retained confidentially by the team doctor or appropriate medical administrator.

Any accidents/incidents recorded outside of GB premises should be completed using Appendix 10.

*Please see Appendix 8: Medical & Travel Consent Form.
Please see Appendix 10: Accident/Incident Report Form.*

Note: Medical information confirming children should remain confidential.

21. Whistleblowing

GB Taekwondo is committed to the highest standards of quality, openness, probity and accountability, including when dealing with safeguarding and child protection concerns. This policy encourages employees and workers to reveal and raise concerns over misconduct or malpractice within GB Taekwondo enabling them to do so without fear of reprisal or victimisation even if it turns out the concerns (and regardless of the nature of

the concern) were unfounded. It applies not only to employees but to contractors providing services and trainees on vocational and work experience schemes.

If you have a concern about a dangerous practice, fraud or other illegal or unethical conduct at work which relates to the safeguarding of children, raise it first with the Safeguarding Personnel. This can be done verbally or in writing.

Please see Appendix 4: Incident & Concerns Form.

GB Taekwondo will, as far as possible, respect confidentially and treat disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. We would expect the individual who has raised the disclosure to co-operate fully with any investigation that involves other regulatory bodies such as the Police, Social Services, Health and Safety Executive etc.

It is a disciplinary matter to victimise a whistleblower and for someone to maliciously make a false allegation.

Please see Appendix 11: Whistle blowing Policy.

22. Use of photography and film images

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children and disabled sportspeople in vulnerable positions.

Participation in activities at GB Taekwondo will only permit photography at youth level by designated photographers. In this context, photography includes the taking of still photographs, filmed and moving images and video recordings by whatever means.

Videoring as a coaching aid: there is no intention to prevent the academy employees and GB Taekwondo contractors such as the EIS using video equipment as a legitimate coaching aid. However, performers and their parents should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

The images permission form must be signed by parents, and the children at the commencement of each season/activity or on initial enrolment.

See Appendix 12: Images consent form.

See Appendix 13: Images consent letter to parent/carer.

Note: images of a child subject to a care order must never be used without the specific approval of the appropriate Children's Services Directorate.

23. Safer recruitment and selection process

The recruitment and selection process for positions working with children is rigorous and incorporates a number of pre-employment checks. This is to ensure GB Taekwondo safeguard those with whom we work and only engage those with the right skills, abilities, experience and qualifications required for the particular position.

GB Taekwondo requires that persons applying for positions that involve supervising or being in sole charge of children require an enhanced criminal record check. This includes checking whether someone is included in the barred list of individuals who are unsuitable for working with children. GB Taekwondo can withdraw a job offer if the results show anything that would make the applicant unsuitable.

For further information please visit:

<https://www.gov.uk/disclosure-barring-service-check>

If the post an applicant has applied for involves working with, or alongside children and/or vulnerable adults, GB Taekwondo will ensure they are suitable for such work and are not disqualified from taking up the post. Therefore, in addition to interviews and taking up references etc., we operate pre-employment checks.

Applicants do not have to consent to these checks, however, if consent is withheld, GB Taekwondo are unable to proceed an Application.

Criminal Record Check

<https://www.gov.uk/disclosure-barring-service-check>

The nature of a post working with children allows us to ask questions about an applicant's entire criminal record because it is exempted from the Rehabilitation of Offenders Act. With some exceptions, having a criminal record will not necessarily bar an individual from working with us (see policy on the recruitment of ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s).

The applicant will be asked to supply written information on any convictions, cautions, reprimands or final warnings, both spent and unspent, before the interview stage. This information will also be sought via an enhanced criminal record check should an application be successful.

A "Safer Recruitment and Selection Processes" document is available on GB Taekwondo's website under the "Caring for you" section.

Proof of Identity

An applicant will be asked to supply documents to confirm their identity for criminal record check purposes and to comply with the Asylum & Immigration Act, e.g. passport, driving licence, P60. Wherever possible, one item of photographic identification must be produced. The applicant will be informed when and how to supply these documents.

References

As part of our selection procedures, it is necessary for applicants to provide details of at least two previous employers, one of which must be a current or most recent employer. If the applicant has not worked for a while then one of the referees must be a professional person who can comment on their suitability for the post.

If the role for which the applicant is applying involves training, supervising, working closely with and/or being in sole charge of children, then one of the referees must be from a most recent post working with children.

Induction

All employees and volunteers should receive an induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding children procedures are explained and training needs are identified.
- They should sign up to the GB Taekwondo's Safeguarding Children policy and to all GB Taekwondo policies and procedures, some of which form the conditions of employment contract, i.e. leave of absence, sickness leave etc.

Supervision and management

After a probationary period, wherever possible, staff and volunteers who work with children should be given regular one to one supervision to cover the work they have done and how they are behaving towards the children with whom they work, and the impact on them and on the children. This is a good time to identify any issues that may arise. Subject to satisfactory probationary period individuals should have an annual appraisal and part of this should formally include the structure of an ongoing culture of vigilance and an opportunity to discuss training needs. It is important to note that whilst these are both opportune times to deal with any such matters as noted above, in the event of any concern, issues should be addressed immediately where there is concern about behaviour or attitudes to children.

GB Taekwondo requires:

- Coaching staff (or other staff on an individual case by case basis) to attend British Taekwondo's or sportcoach UK safeguarding course focused on best practice and safeguarding children awareness training, to ensure their practice is exemplary and to facilitate the development of a positive and proactive attitude towards best practice and

organisation wide implementation and embedding of a safeguarding culture.

- Coaching staff (or other staff on an individual case by case basis) to attend appropriate safeguarding training workshops, from time to time, as identified by GB Taekwondo, HR or your Line Manager.
- All personnel to undertake the EduCare online Learning Programme "NSPCC Child Protection Awareness in Sport and Active Leisure" and receive advisory information outlining best practice and informing them about what to do if they have concerns about the behaviour of an adult towards a child. This will be in way of receiving and understanding this policy which will be received by all staff in their induction.
- Relevant personnel to gain national first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.

24. Contacts

If you have concerns for the welfare of a child please let us know. Safeguarding is everyone's responsibility".

Safeguarding and Helpline Contacts

GB Taekwondo Safeguard Personnel:

Shelley Stout

Mobile: 07525 767 403

Email: safeguarding@gbtaekwondo.co.uk

GB Taekwondo Chairman:

Jeremy Beard

Mobile: 07767 886 849

Email: jeremy.beard@gbtaekwondo.co.uk

British Taekwondo Safeguarding Officer (Governing Body for Taekwondo):

Liz Behnke: safeguarding@britishtaekwondo.org

BTCB web: <http://www.britishtaekwondo.org.uk/>

In case of an emergency situation, please contact:

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Police:
Tel: 999

NSPCC Child Protection Helpline:
Tel: 0808 800 5000

A free 24-hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse.

NSPCC Textphone (for people who are deaf or hard of hearing):
Tel: 0800 056 0566
Email: help@nspcc.org.uk

NSPCC Asian Child Protection Helpline:
Tel: 0800 096 7719
(Mon–Fri 11am–7pm)

NSPCC Cymru/Wales Child Protection Helpline:
Tel: 0808 100 2524
(Mon–Fri 10am–6pm)

ChildLine:
Tel: 0800 1111
A free 24-hour helpline for children in distress or danger.

Manchester Adults and Children's Social Care
Tel: 0161 234 5001
Fax: 0161 255 8266
Email: mcsreply*manchester.gov.uk
Web: http://www.manchester.gov.uk/a_to_z/service/1052/adult_and_older_people-social_care

Other useful contacts/support groups

Respond:
Tel: 020 7383 0700 / 0808 808 0700 (Helpline)
Fax: 020 7387 1222
Web: <http://www.respond.org.uk/>

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

British Association for Counselling and Psychotherapy:
Tel: 01455 883 300
Web: <http://www.itsgoodtotalk.org.uk/>

The Association exists to serve its members and the psychological therapies, as well as increasing awareness. It publishes directories and other information to enable those seeking counselling and training to make an informed choice.

Survivors Network:
Tel: 020 8519 2122
Web: <http://www.mind.org.uk/>

The Survivors Network Website provides over 70 pages of information on recovery, self management techniques/tools and self help strategies, mental health issues, health and well being, education articles, information on different treatment approaches (alternative and traditional), indirect support, research, training, news, events, volunteering and networking opportunities, all of which can be used to support an individual's recovery from mental distress, and be accessed and used by mental health professionals, academics, supporters and allies.

Suzy Lamplugh Trust:
Tel: 020 7091 0014
Web: <http://www.suzylamplugh.org/>

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Victim Support:
Switchboard: 020 7268 0200
Web: <http://www.victimsupport.com/>

Victim Support provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Women's Aid Federation of England and Wales:
Tel: 0117 944 4411
Web: <http://www.womensaid.org.uk/>

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Women's Aid is a national domestic violence charity. It also runs a domestic violence helpline 08457 023 468.

Samaritans:

Tel: 08457 90 90 90 (24 hours, 365 days a year)

Web: www.samaritans.org

Samaritans is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide throughout the United Kingdom and Ireland, often through their telephone helpline.

The National Association for people Abused in Childhood:

Tel: freephone support line 0800 085 3330

Web: www.napac.org.uk

25. Appendices

1. *Staff and Volunteer Safeguarding Children Policy and Procedure declaration*
2. *Anti-Bullying Policy*
3. *Child Protection in Sport Unit (CPSU) "Duty of Care" briefing.*
4. *Incident & Concerns Form*
5. *Child Protection in Sport Unit (CPSU) "Abuse Of positions of Trust within Sport"*
6. *Social Network and Personal Internet Presence Policy*

7. *Changing Room and Showering – Best Practice Guidelines (author: Sheila Medici, Jan 2013)*
8. *Medical Emergency Treatment & Travel consent form*
9. *Transport Guidance & Driver code of conduct and responsibilities*
10. *Accident/Incident report form*
11. *Whistleblowing Policy*
12. *Images consent form*
13. *Images consent letter*
14. *Consent, communications with children*
15. *Staff Codes of Behaviour*
16. *Athlete Codes of Behaviour*

26. Other GB Taekwondo related policies/procedures

Please visit the "about us" section of our website for further information on safeguarding, equality and diversity, and recruitment.

This policy and procedures are reviewed in line with: legislation; an evaluation of the effectiveness of the policy; changes due to our ongoing commitment and to attain the progressive CPSU safeguarding and funding requirements. This policy and procedures will be updated every two years (or sooner).

Policy & Procedures revised (sjs): March 2015 / Sept 2015 to note change of email address for manchester adults and children's social care.