BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

Version	Author	Date	Review Date
1	K Beddows	February 2014	February 2017
2	D Sutherill	February 2017	February 2020
3	D Sutherill	December 2019	December 2022
4	D Sutherill	October 2022	October 2025

SHARING INFORMATION

Why do we share information?

- To ensure the fullest possible picture of the child's or young persons circumstances
- To enable practitioners to assess the needs of the child, young person properly
- To co-ordinate and improve service provision to the child, young person and family
- To protect other adults and children and young people within your club

If you are unsure about sharing information, seek advice from your **Safeguarding Officer**

Some examples of information to be shared:
Over a period of time as an Instructor you get to know your students fairly well, their attitude, dress, temperament etc. If you see any changes that cause you concern such as

- Student seems e.g. hungry, inappropriately dressed, has hygiene concerns, dobok dirty
- Student's behaviour is concerning e.g. aggressive, withdrawn, unhappy, overly familiar, sexually inappropriate;
- Suspicion/evidence student has an injury e.g. awkward/protective movement, bruising, marks, cuts, burns;
- Things said by/about student that are concerning

Who should I share information with?
Low level issues should be shared with support team, welfare officer at your club, as soon as possible.

Serious issues about a child or young person should **only** be reported to the Lead Safeguarding Officer. This should be done **immediately**. The LSO will decide who else needs to have this information.
Details of these contacts are available in club packs.

If you think the student is in danger, then contact the appropriate authority immediately

Any allegation or disclosure involving a member of staff, a child's carer or a volunteer at

the club **must** be reported directly **and only** to the Lead Safeguarding Officer.

BTC Club Pack – Index Safeguarding Sharing.