BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

Version	Author	Date	Review Date
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ASSEESSING THE RISK AND RELEVANCE OF A CRIMINAL RECORD

Risk or hazard	Who might be harmed	What is already being done
Risk of harm to young or vulnerable people (physical/ sexual/emotional)	Young or vulnerable people using the club facilities	Parents/guardians reminded of responsibilities to supervise. Coaches or others with supervision responsibility fully vetted and trained in safeguarding. Member code of conduct in place. Whistleblowing policies and procedures in place and displayed throughout club environment. Safeguarding policies and procedures in place and made known to those using the club facilities. Mobile phone/camera/recording policy in place and publicised within the club environment. Disciplinary codes in place.
. Risk of harm to individual	Johnny	Information about the conviction shared on a need-to-know basis only. Member code of conduct in place. Data protection training for relevant staff/volunteers. Disciplinary codes in place.
Risk to reputation	Club, NGB and associates	Transparent policies and procedures about accepting membership of people with past convictions. Strong culture of safety and safeguarding engrained across the sport. Code of conduct (including appropriate behaviour on social media) signed up to by all members and coaches. Information shared in accordance with the Information Sharing guidance. Media policy and procedures in place (including draft responses to media interest). F
Financial loss/withdrawal of sponsorship	Club, NGB, members	Sponsors aware of all policies relating to safeguarding and risk assessment of members with past convictions

Once the risks have been identified, along with the safeguards that are already in place that help to minimise the risks, the club will need to gather information that can help them to determine the likelihood of risk occurring and, if it does occur, the impact it would have. At this stage, the club will need to decide whether an interim suspension should be put in place if there is a concern that the individual may pose a safeguarding risk. Following this, the club can identify whether any additional safeguards can be put in place, who is responsible for doing so, and when.

4.2 **The risk assessment interview** Once you have gathered your relevant sources of information and assessed the risks associated with the membership, you will need to conduct your criminal record risk assessment interview with the member concerned. It is only once your full risk assessment has been completed that a final decision should be taken. The assessment and final decision should be made by a minimum of two people. Where there are child protection considerations, it is recommended that a Care Management group reviews the risk assessment(s) in order to make recommendations or decisions. Please contact the BTC if you have any questions about this. You should conduct any interview with the member with sensitivity and empathy, as discussing past cautions or convictions might be a great source of anxiety and embarrassment for them. Think carefully about the questions to ask, and keep the discussion focused on the individual and his or her feelings and attitudes. If possible, it is best not to conduct the meeting alone. Instead, invite a colleague to provide support and take notes. It is also important to remember that it is not your responsibility to decide whether the court's decision or police course of action was the right or fair one. The purpose of the interview is to help you to gather the necessary information to assess whether the individual may pose a risk. While you may have already gathered some relevant information prior to the risk assessment interview, the information provided by the member during the interview may prompt further information-gathering to aid your decision-making.

4.3 Assessing the criminal record Once you have spoken to the member concerned and gathered relevant sources of information to inform your assessment, you will then need to consider the following criteria:

• **Nature of offence(s)** What type of offence or offences did the individual commit i.e. theft, fraud, violence or other offences against the person, possession of drugs, supply of drugs, sexual offences, public order or other offences? Did the offender commit one type of offence or a range of different offences?

• **Relevance** NGBs should consider whether the offence(s) are relevant to the requirements of membership. Serious violent, sexual and supply of drugs offences are generally thought to be relevant when considering suitability of applicants to have unsupervised access to children. However, other offences may well be relevant to safeguarding upon full consideration of the circumstances. You can refer to the BTC guidance and training for support with assessments of risk to children.

For vulnerable adults, the relevant categories are generally considered to be violent and sexual offences. Offences of dishonesty, including fraud, may be more relevant in relation to them because older people may have money and valuables. However, even here one should distinguish between offences. An offence of shoplifting, for instance, might not be a particular cause for concern, though an offence of theft from an individual very likely would be.