BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

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BEHAVIOUR MANAGEMENT POLICY

The British Taekwondo Council recognises the importance of positive and effective behaviour management strategies in promoting children's, young people's welfare, learning and enjoyment in the martial art of Taekwondo.

The aims of our behaviour management policy are to help children/young people to:

- Develop a sense of caring and respect for one another.
- Build caring and cooperative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self discipline and self- esteem in an atmosphere of mutual respect and encouragement.

The BTC aims to provide a safe, supportive and encouraging environment in which Instructors and students will be engaged in developing the social, moral, cultural and sporting life of the students. In small training halls we need a common understanding of how we work together.

We aim to enable children to develop reasoned self-discipline and socially acceptable behaviour, demonstrating good manners, respect and helpfulness towards each other and all adults within the lesson. We aim to allow all children and young people who train to reach a high level of self-esteem and where they are happy, feel good and enjoy each other's company.

We aim to maintain high standards of discipline and orderliness around the training hall, encouraging children and young people to take a pride in their surroundings and the wider community if in a sports or community centre.

This section identifies those types of good behaviour which will be the bedrock of our taekwondo life together. The normal law of the land applies.

Standards of behaviour

Summary of required behaviours

All children and young people and adults alike will:

- Treat each other with respect, courtesy and understanding (e.g. use quiet, polite speech, if required assist those who have mobility problems, assist with training resource dependent upon experience, put needs of others before your own.

- Wear the appropriate dobok and be of neat and tidy appearance.

- Respect property belonging either to the club or to individuals; i.e.
    - Take care not to damage, mark or move property.
    - Do not borrow without permission, do not steal.
    - It is recommended that clothing and personal property be labeled as to avoid confusion.
    - Accidental damage must be reported immediately to the Instructor or any club official.

- Items should not be left in the training area and should not be allowed to block doorways or emergency exits (such items will removed to a safe place).

- Talk only quietly in changing rooms, toilets and wait for help if assistance of any kind is required, never run around the training hall, behave in an orderly manner, and never push.

- Students may bring mobile telephones to training but the must be turned off during the lesson.

- Eat and drink only in designated areas, never in the training area.

- Arrive on time for training, tardiness can disrupt the rest of the class.

- Follow instructions given by your instructor or club official at all times when in the training hall.

Further detail on behaviour in the training hall, sports, community centres

Training halls should be places of security, calm, happiness and effective learning. All members of the club should make a positive contribution and must treat each other with respect and honour their status with dignity regardless of age, gender, ethnic origin, cultural background, sexual orientation, religious or political affiliation.

There will be no shouting, no name-calling, and no unkindness. Each will keep to his or her own property and not steal or keep things from their rightful owner(s), or knowingly damage any property belonging to an individual or the club. Each will contribute to maintaining a healthy and hygienic environment.

Conduct in lessons

Children must:

- follow instructions
- keep uniform and belt neat and tidy
- speak only when it necessary to do so
- bring everything needed to all lessons, any medication, drink, or training aids
- adhere to rules that are specific to the training syllabus
- if unsure of any instruction raise hand and ask question

Rewards for being a model student include

- praise from other students, instructor and club officials
- student of the month award
- good marks towards next grading
- good behaviour award
- Best attendance award

Each training session every student will start afresh and the instructor must assume that they will behave appropriately. For repetition of unacceptable behaviour, the instructor should apply an appropriate level of sanction, bearing in mind the time interval between misdemeanors. In severe situations that include violence, willful damage to property, verbal abuse and direct challenge to the instructor's authority, bullying, removal from the lesson should be the last resort.

Instructors and Club officials and children will work together to establish a clear set of ground rules governing all behaviour in their club. These will be periodically reviewed so that new children starting at the club have a say in how the rules of the club operate. Parents are welcome to be involved in this procedure to encourage unity and consistency.

The club will ensure that all staff and parents will make every effort to set a positive example to children by behaving in a friendly and tolerant manor themselves, promoting an atmosphere were children and adults respect and value one another.

The following routines should be followed by all instructors when teaching children and young people. The word 'lesson' should be taken to include all training-based activities.

1. Students should ensure that they have the appropriate uniform.
2. Bags must be put on the floor, out of the training area.
3. When an instructor or high Dan grade enters a lesson, the students in that lesson should stand to attention and bow when told to do so by senior person present.
4. Students should not talk or move about during the course of a lesson, unless it is part of a task set by the instructor.
5. At the start of each lesson, every student should be in full uniform, unless other approved circumstances exist.
6. Kick mitts and pads are to be used only for the work and subject they are intended for and not to be played with.
7. Licence books are not to be defaced and every precaution should be taken to keep them in good condition as they are your records of achievement.
8. Outside coats and mobile phones or any other articles not required during the lesson should be left in a safe place.
9. Eating or drinking is not allowed during training sessions, unless instructed to do so by the instructor.

10. Students are not permitted to leave the lesson other than in exceptional circumstances, to do so raise your hand and ask permission.
11. No student should disrupt the training of others in the class. Such disruption will be viewed as a most serious breach of the club's regulations.
12. When leaving the training hall, children and young people must exit in an orderly fashion so as to ensure that the room is left in as clean and organised state as possible. Instructor / Welfare officer/club official should be at the door checking each child as they leave and ensuring their safety and wellbeing

Parents are expected to:

- Be aware of the club's student Discipline Policy and actively support it, discussing any problems with the instructor, or the club welfare officer.

Instuctors / Club Officials are expected to:

- set high standards of social behaviour, be polite, well disciplined and clean and tidy
- listen to children, making it clear through their response that children's comments and reactions matter
- seek every opportunity to explain and reinforce the code of acceptable behaviour, dealing fairly and firmly with those who do not maintain the high standards expected of them.

Competitions at other venues

All of the aims and responsibilities set out above apply when children are involved in any Taekwondo, sporting or social activity. All children are ambassadors for their club when on these journeys and expectations of behaviour and discipline are as high as those within their own club.

Discipline and Sanctions

Main aim

The main aim of the Discipline Policy is to maintain the highest levels of acceptable behaviour without having to resort to sanctions. The discipline applied as a result of misbehaviour will be fair, firm and appropriate so that children are left in no doubt that only the best is expected of them.

Acceptable behaviour

Children's behaviour is acceptable when they carry out their training sessions in accordance with the agreed policy and show respect and tolerance for others.

Discipline

We take every opportunity to teach and encourage children to behave as disciplined members of the Taekwondo community. When children do not behave appropriately, they are disciplined or punished according to need. The club will take a dual strategy approach to children who display significant behaviour problems. First, there is a structure of accepted behaviour and it will be expected that all children at the club work within it. If not, then the agreed club sanctions will apply. Secondly, all instructors and club officials acknowledge that it is their responsibility to manage the behaviour of children in their care and that a range of strategies will be deployed to support the child in overcoming their behaviour difficulties.

In the training hall

All at the club have agreed to expected standards of behaviour. These are clearly displayed in all club membership packs and instructors should remind children of them regularly. The aim is to provide a good and purposeful learning environment for the vast majority of children who wish to learn. A breach of these rules is met with an immediate response. If children misbehave in the training hall, they will be reprimanded, away from other children as not to cause them any unnecessary distress or embarrassment

Competitions at other venues

The agreed rules apply to all children. Club Officials will deal firmly and fairly with misbehaviour wherever it occurs in the club or on visits elsewhere, since all venues are regarded as extensions of the club and the children should act as ambassadors of our good name. Incidents of serious misbehaviour on visits outside of the club (ie Taekwondo away days and trips) will always be reported to parents.

The Club Officials

Any incidents reported to the Instructor or Club Officials are considered to be serious. The Instructor and welfare officer will interview the children and discuss the matter with them and decide what sanctions if any will be applied or if parents should be informed. If parents are told, they will be invited to discuss the incident with Instructor/Welfare Officer to find an agreed approach to improvement.

Exclusion

In very serious cases it may be necessary to consider excluding a child. The exclusion will either be for a set period, or permanently, with parents' right of appeal to the club.

Bullying

The act of bullying is 'to threaten or persecute another person' and 'to make them do something they do not want to do'.

Most people have been bullied at some time in their lives, and clubs may have a problem with bullying at one time or another. Name-calling is the most common form of bullying. Boys usually bully boys, while both boys and girls bully girls. Boys experience more physical violence and threats than girls, although physical attacks on girls by girls are becoming more common. Girls tend to use more indirect methods that are harder to detect. Girls are more likely to be targeted by bullies.

Bullies are obviously not going to hurt someone under the nose of an adult, so they wait and watch for opportunities when club officials are not looking, or when the victim is on their own. It can occur in virtually any part of the lesson and even outside the training hall/premises, but it is most likely to happen, in changing rooms/toilets. A 'culture of silence' persists – the majority of children do not tell anyone in authority about bullying. About 30% of victims do not tell anyone. Most victims who tell parents or instructors experience a positive outcome. About 75%-80% of pupils in surveys said they would not join in or would like to help a bullied child. Fewer said they would actually help.

Victims may present a variety of symptoms to health professionals, including fits, faints, vomiting, limb pain, paralysis, hyperventilation, visual symptoms, headaches, stomach aches and bed wetting (in younger children). Excuses to miss training, torn clothes, bruises, moodiness and a change in eating habits are other signs of bullying. Bullying clearly has a damaging effect on children. More than one in five severely bullied children will attempt to take their own life. In many cases the effects of bullying are not visible.

Sadly, children are never at a loss to find ways of hurting others. They often pick on something that is different about their victim or is in some way highlighted or stands out. For instance, they might tease someone about their weight, height, freckly face, hair colour, teeth and other physical features; the fact that they wear glasses or a hearing aid, or have a disability or speech impediment or other problems such as dyslexia or dyspraxia,; they might pick on individuals because of their family, friends, race, gender, religion or the different customs they practice or the fact that they go to church; they might make fun of them because they work hard, achieve good standards, and are more popular with other children; they could be unkind to them because they are shy or new to the club and so on.

Mobile, Internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide, but their popularity provides increasing opportunities for misuse through cyber bullying. A recent study claimed that up to 34% of 12-15 year olds have experienced some sort of cyber bullying. It is crucial that children, who are particularly skilful at adapting to new technology, use their mobile telephones and the Internet safely and positively, and that they are aware of the consequences of misuse. All club staff, parents and young people have to be constantly vigilant and work together to prevent this form of bullying and tackle it wherever it appears.

The advent of cyber bullying adds new dimensions to the problem of bullying. Unlike other forms of bullying, cyber bullying can follow children into their private spaces such as their homes: there is no safe haven for the person being bullied. Cyber bullies can communicate their messages to a wide audience with remarkable speed and can often remain unseen and unidentifiable.

The latest guidance from the government includes practical tips on preventing cyber bullies such as: not responding to malicious texts or emails; saving evidence of cyber bullying; reporting incidents; keeping passwords safe; and not giving out personal details such as mobile phone numbers over the Internet.

Principles

In view of the seriousness of bullying as described above and its prevalence, the following must apply:

- All complaints and allegations must be taken seriously and investigated thoroughly
- Good behaviour must be reinforced by talking to the individual(s) concerned and a warning given that any repetition of bullying will result in punishment
- Reconciliation must be attempted, to include an acknowledgement of the hurt caused and an apology offered
- Serious cases require that the parents are informed
- The subsequent behaviour of the individual(s) concerned is to be carefully monitored
- Records must be kept of all significant incidents.

General principles may also be applied from the NGB Safeguarding Children Policy.

Policy on Bullying

It is the aim of the Club Behaviour Policy to help create a positive, supportive atmosphere, which is based on shared values and a sense of community.

The rules by which we conduct our affairs are derived from this aim and it is important that all instructors / club officials and children clearly understand them. It is equally important that all instructors / club officials should act as effective role models in their relationships with children and with each other.

Bullying affects everyone, not just the bullies and the person being bullied. It affects those who witness it and less aggressive children can be drawn in by group pressure.

Bullying of whatever kind is unacceptable and must not be regarded as acceptable, or a necessary part of growing up. It must be clearly understood by everyone that it is wrong and will not be tolerated in the club, or on the way to and from the club.

Instructors / Club Officials should be alert to signs of bullying and harassment, must take seriously any complaint of bullying and deal with it firmly, fairly and promptly.
Bullying can take many forms, including:

- Physical – hit, kick or manhandle
- Verbal – teasing/name-calling/insults relating to physical/social appearance, disability, gender, ethnic origin or personality
- Psychological – spreading rumours, excluding from activities/discussions/groups of friends
- Extortion – threats to obtain money or property
- Damage/Theft – to/of belongings.

As a club we seek to:

- Support children who are being bullied
- Help bullies to change their behavior
- Meet those concerned individually and find out the facts of any incident
- Use peer group pressure to actively discourage bullying
- Break up bully groups where it seems necessary
- Inform parents immediately if the incident involves violence
- Involve parents at an early stage if an incident is serious or repeated
- Help children develop positive strategies and assertiveness
- Record incidents of bullying in the incident book so that they can be monitored
- Involve and discuss with children agreed club rules and behaviour
- Involve other agencies if necessary.

It is everyone's responsibility to try to prevent bullying from happening.