BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

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DISCIPLINARY POLICY & PROCEDURE

Disciplinary Policy

It is the policy of the BTC to help and encourage all instructors to achieve and maintain exemplary standards of conduct, attendance and performance. This policy applies to all instructors equally and its aim is to ensure consistent and fair treatment. BTC Officers will be trained and briefed with regard to their roles and responsibilities under this policy.

Disciplinary Procedure

Purpose
The disciplinary procedure describes the actions that will be adopted in order to secure even and proper application of the disciplinary policy.

Scope
All registered BTC instructors.

Definitions

BTC Executive Officers	These are salaried Officers that hold positions within the BTC
Instructor	A person who has completed a BTC Instructors Course

REFERENCES
BTC Constitution
BTC Code of Ethics
DBS Code of Practice
Data Protection Act 2018
BTC Child Protection Policy

PROCEDURE

In order to facilitate a thorough investigation into an incident instructors may be suspended from the BTC and in certain cases teaching without prejudice. Suspension in this context is not a disciplinary sanction but should be used only when the circumstances warrant it.

Before any disciplinary action is taken the BTC will establish the facts surrounding any complaints or incidents.

In all cases before any disciplinary action is taken the person will be interviewed and informed in writing of the allegations made against them. At any disciplinary hearing the person may be accompanied by any representative of their choice.

Depending up on the seriousness of the offence the BTC may invoke either of the levels of disciplinary sanction up to and including suspension from the BTC. Repetition of activities which are contrary to the discipline policy will lead to escalation through the levels of warning. Informal counselling may be appropriate if this option is used and it should be clear that such counselling has been offered and a record should be maintained. The formally recorded sanctions within the procedure are listed as follows:

a Informal Counselling
b Written reports warnings
c Final written reports warnings
d Suspension with or without notice
e Records of all warnings and counselling's issued must be kept as per procedure

If you are dissatisfied with the outcome of the disciplinary procedure you may appeal in writing stating the grounds of the appeal within seven days of receipt the confirmatory letter from the BTC.

Gross misconduct which may result in suspension includes but is not limited to;

a Negligence resulting in serious damage or injury to a student
b Assault or attempted assault on any person, child abuse of any kind
c Theft, deception or fraud against the Association or the BTC
d Malicious damage to property
e Wilful disregard to duties of reasonable instructions
f Harassment of a colleague, student or member of the public
g A criminal conviction which has a negative impact upon an instructors ability to do his/her job
h Refusal or failure to observe safety regulations
i Being under the influence of alcohol or illegal drugs whilst teaching

Before any disciplinary action is considered against a BTC instructor the appropriate Association will be informed, the Association representative may be present at the disciplinary meeting.