BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

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1	K Beddows	February 2014	February 2017
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OPERATIONAL PRACTICE REPORTING

General Guidelines

Through the BTC's commitment to safeguarding the welfare of children all Instructors/Club Welfare Officer must immediately report any concerns they may have to their Association Safeguarding Officer

The appropriate Incident Referral Form should be completed by Welfare Officer/Instructors with immediate effect.

If a member of the public makes an Instructor/Club Welfare Officer aware of any suspicion which falls outside of the above scope, the individual must be encouraged to contact the Police or Social Services. In these circumstances, Instructors / Welfare Officers must complete the appropriate Incident Referral Form and comply with the reporting procedure.

All Instructors / Welfare Officers are required to report any suspicion or concern as soon as possible. Time is of the essence.

If an Instructor / Welfare Officer is made aware of an incident during training sessions or at any Taekwondo event, and the suspect has left the premises, Instructors / Welfare Officers should, where possible, record and report their concern by completing the appropriate Incident Referral Form and comply with the reporting procedure.

If a member of the public reports a suspicion to an Instructor / Welfare Officer whilst the suspect is still on the premises the individual should be encouraged to contact the Police or Social Services about their concerns.

In an emergency situation contact the Police, Social Services or Association Safeguarding Officer for advice. Instructors / Welfare Officers must follow this up when it is safe to do so by completing the appropriate Incident Referral Form and comply with the reporting procedure.

In all instances, the reporting of suspicions or incidents must be kept confidential. All reports will contain sensitive data and are subject to the Data Protection Act.

All the above procedures must be logged with date and time on the Association / Clubs relevant records and were relevant timescales depending on severity must be set against the incident for follow up.

If the timescales expire then it is the duty of the reporting person to follow up the referral to find if there is any conclusion to the incident.