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 2021
4	D Sutherill	October 2022	October 2025

MINOR ACCIDENT/ INCIDENT PROCEDURE

Minor Accidents/Incident are where the person concerned did not require hospital/ secondary treatment or police assistance is not required.

Alert the official First Aid provider to the situation (if necessary)

Ensure that all other participants are adequately supervised.

Attend to the accident/incident. Note: please be aware of good practice in safeguarding and avoid wherever possible being in a one on one situation with a child and under no circumstances offer a child a lift home in your car.

Complete the Accident/Incident Report Form at the scene of the accident/incident ensuring that all sections are filled in and signed.

Keep the original of the Accident/Incident Report Form at the club. In addition to this a copy of the form should be sent to the association head office within 48 hours of the accident or incident occurring. The Association Health and Safety Officer will forward a copy to the BTC Insurance Officer if required.

If the accident/incident involves a child/young person, ensure the parent/carer is advised of the details as soon as possible or at the end of the activity/training session. If relevant, contact the Association and BTC Child Protection Officers as described in the BTC Child Protection Policy using the Incident Referral Report Form.