

Keeping Taekwondo Safe

As a martial arts instructor you have a responsibility to maintain the highest standards of behaviour and conduct. This is especially the case when you are responsible for children as you have a legal duty of care to safeguard them while they are in your care. This leaflet will remind you of the issues you need to consider to fulfil this duty appropriately. This leaflet is a guide and must be read in conjunction with your NGB comprehensive Safeguarding Policy if you are part of an NGB.

Think back to your first experience of Taekwondo within a School/Academy or community setting. For many children and young people this experience is often the one that stays with them and determines their future in Taekwondo. For this reason the role of the instructor, leader and all volunteers in Taekwondo is of the highest priority.

Being a role model

To the children and young people in your School/Academy you are their role model. What you do, how you behave and the standards you set are all being noticed. Volunteers and new instructors/leaders will also look to you for guidance on appropriate behaviour.

Be professional at all times and ensure your focus is placed on creating the best environment for your junior participants. This will help to keep children safe from harm and build your credibility as a respected instructor.

School/Academy standards

All organisations working with children and young people are responsible for their health, safety and wellbeing while in their care. Taekwondo Schools/Academies have a duty of care to their junior members.

All School/Academies regardless of whether they have achieved School/Academy mark should have a policy and procedures for dealing with Safeguarding/child protection issues. It is your responsibility as an instructor to ensure you have read and understood these procedures.



**A GUIDE
FOR
INSTRUCTORS**

As an instructor you must take personal responsibility for keeping up to date with current practices within martial arts. This includes having knowledge of relevant National Governing Body (NGB) School/ Academy policies and procedures, including:

Safeguarding Policy

- When and how to report a concern, allegation or disclosure about poor practice or possible abuse
- Know your School/Academy Welfare Officer
- Understand your responsibilities. It is your responsibility to REPORT concerns not investigate them. This is the case even if the concern is about something going on outside of the School/Academy environment – if you are concerned about a child's welfare you have a duty to pass this information on.

Instructors' Code of Conduct

- This fits into being a good role model and keeping children safe from harm. Ensure you consistently demonstrate professionalism and maintain high standards of behaviour. Always maintain appropriate boundaries with children you are teaching and follow your School/Academy codes of conduct.
- You should comply with your NGB requirements, if you are part of one, in addition to those your School/Academy may have developed.

Equity Policy

- Everyone should be respected and treated appropriately according to their needs. Any kind of discriminatory language or behaviour is completely inappropriate and should always be challenged. Check with your School/Academy for further details of their Equity Policy.

Health and Safety Policy (H&S)

- Your School/Academy may have a H&S policy which you should ensure you read and understand. The H&S of children and young people in martial arts should always be paramount and you must be clear about supervision ratios and how arrangements for children being collected after sessions.
- As an instructor you should keep registers of the juniors attending your sessions. Registers should include the child's emergency contact details, medical information, and any other relevant data. This information should be stored under data protection legislation.
- You should have a risk assessment for the activity and venue where possible.
- You should know how to respond to and report an accident or near miss.

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Qualifications

All instructors and leaders must hold an up to date and nationally recognised instructing qualification that is relevant to the level of martial arts being delivered. Guidance on Continuous Professional Development (CPD) training and qualifications can be sourced direct from your NGB.

All instructors must have valid insurance cover. Personal insurance can be provided through your NGB.

As an instructor, you may wish to use video as a legitimate instructing aid. This can only be done with the permission of the parent/ carer and must be in writing. Videos should be deleted after use or storage must meet the requirements under the Data Protection Act. The same applies to the use of photographs.

Training

All instructors, leaders, and volunteers must attend a Safeguarding Children course.

DBS/PVG Check

Everyone in your School/Academy who conducts regulated activity with children and young people must be appropriately screened, including an enhanced DBS/PVG check. Instructors, leaders and volunteers should have an enhanced check which should be carried out at least every 3 years. If you need advice on gaining a DBS/PVG check contact your NGB or visit www.gov.uk/dbis.

Useful Contacts:



The UK's only free, confidential service, available 24/7 to support children, no matter what their worry. Children can contact ChildLine on 0800 1111 or online at childline.org.uk.

Childline

(0800 1111)

Free 24 hour national helpline for children

www.childline.org.uk



NSPCC Helpline

(0808 800 5000)

For those with a hearing difficulty there is a text phone telephone number 0800 056 0566

If you're worried about a child, even if you're unsure, you can contact the NSPCC helpline on 0808 800 5000. Professional counsellors are available 24/7 to offer help, advice and support. Support for professionals who are worried about children in the workplace can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285

Child Protection in Sport Unit

(0116 366 5590)

England, Wales and Northern Ireland

www.thecpsu.org.uk

Children 1st: Safeguarding in Sport

(0141 418 5674)

Scotland

www.safeguardingsport.org.uk

British Taekwondo Council

Lead Safeguarding Officer Mr Kevin Beddows

0151 4249466

Local Contacts:

