



CONTROLLED DOCUMENT

**BRITISH TAEKWON-DO COUNCIL**

**CHILD PROTECTION POLICY  
AND IMPLEMENTATION PROCEDURES**



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# INTRODUCTION

The Martial Art of Taekwon-Do can and does have a very powerful and positive influence on people - especially young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if Taekwon-Do is in the right hands - in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The reality is that abuse can take place in Taekwon-Do and in some cases instructors, coaches and other trusted adults in other sports have been convicted. Every adult has a legal and moral responsibility to protect young people in sport from abuse.

British Taekwon-Do Council is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with young people. Adopting best practice will help to safeguard these participants from potential abuse as well as protecting instructors, coaches and other adults in positions of responsibility from potential false allegations of abuse. The British Taekwon-Do Council Child Protection Policy and Implementation Procedures will allow young people to excel in a safe environment and transmit a reassuring signal to parents that will positively impact on recruitment.

This document is binding for the Martial Art as a whole and provides guidelines to everyone in the British Taekwon-Do Council, whether working in a professional or voluntary capacity.

It is recognised that child abuse is a very emotive and difficult subject; however everyone in the British Taekwon-Do Council has a duty of care towards young and vulnerable performers and can help to protect them from abuse.

British Taekwon-Do Council's approach to child protection is based on the principles recognised within UK and International legislation and Government guidance. The following has been taken into consideration:

- The Children Act 1989
- The Protection of Children Act 1999
- Working Together to Safeguard Children and Young People 1999
- The Human Rights Act 1998

## Acknowledgement

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## Acknowledgement to Rugby League

British Taekwon-Do Council would like to thank Rugby League for sharing their vision and good practice in the development of their Child Protection Policy. British Taekwon-Do Council acknowledges and thanks the NSFC Child Protection in Sport Unit and Sport England for their support and guidance. The Amateur Swimming Association (ASA), The Football Association and the Joint Angling Governing Bodies have been a valuable source of information and inspiration for other organisations for their work in this field.





# 1 POLICY STATEMENT

## 1.1 Responsibilities

All British Taekwon-Do Council Associations will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse;
- respect and promote the rights, wishes and feelings of young people;
- recruit, train and supervise its Instructors/employees and volunteers so as to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations;
- require Instructors and volunteers to adopt and abide by the Child Protection Policy and Implementation Procedures which incorporate the British Taekwon-Do Council Code of Ethics and Conduct;
- respond to any allegations appropriately.

## 1.2 Principles

The guidance given in the procedures is based on the following principles:

- this policy recognises and builds on the legal and statutory definitions of a child;
- the distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good practice in the delivery and management of the British Taekwon-Do Council, a young person is recognised as being under the age of 18 years (Children's Act 1989 definition);
- an adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision
- the child's welfare is paramount;
- all young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse;
- all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- all young people have a right to participate in the art/sport of British Taekwon-Do Council Associations in an enjoyable and safe climate;

- young students have a right to expect appropriate management, support, personal and social development with regard to their involvement in the art/sport of British Taekwon-Do Council Associations, whether they are participating in the amateur or professional art/sport;
- it is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. Although British Taekwon-Do Council Associations recognise the statutory responsibility of the Social Services department to ensure the welfare of young people and work with the local Area Child Protection Committee (ACPC) to comply with its procedures, child protection has a broader remit within the art/sport of British Taekwon-Do Council Associations. All those involved in the management of young students in British Taekwon-Do Council Associations have a duty to ensure that young performers are:

- allowed access to the art/sport in a way that is appropriate for their age and ability;
- coached and trained by appropriately qualified staff
- not required to participate in so many events, or to attend training sessions, as to become a threat to their well being;
- not subjected to verbal or racial abuse from any source, especially from the perimeter of the competition/training area, including references to height, weight etc.;
- not subjected to bullying or undue pressure from any source;
- encouraged to achieve their full potential at all levels;
- instructed on how to behave, both in and out of the dojang;



- afforded respect, confidentiality and privacy in a playing and training situation and any other British Taekwon-Do Council environment.

### 1.3 Incorporation

The British Taekwon-Do Council Child Protection Policy and Implementation Procedures shall be adopted in accordance with Appendix C by the following;

- The British Taekwon-Do Council and its Members.
- All other bodies involved in the sport of Taekwon-Do in the United Kingdom which provide the opportunity to work with children and young people up to the age of eighteen.

### 1.4 Assent

All individuals involved in the British Taekwon-Do Council in the United Kingdom at every level, including students, match officials, coaches, administrators, Association officials and spectators agree to abide by the British Taekwon-Do Council Code of Ethics and Conduct ("Code") (Appendix D) and all such individuals by participating or being involved in Taekwon-Do are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

### 1.5 Child Protection Regulation

The Child Protection Regulation (Appendix C) shall become a new bye law and/or become incorporated in the constitution of each of The British Taekwon-Do Council, its Members and all other bodies in the United Kingdom referred to in paragraph 1.3 above and shall provide a new disciplinary process under each bodies' respective Disciplinary Rules.



#### Important

Please note that the term "parents" is used throughout this document as a generic term to represent parents, carers and guardians.

Please note that the term "young person" also refers to students with disabilities and vulnerable adults.

The term "club" is used throughout this document as a generic term to represent any British Taekwon-Do Council Association in charge of students under the age of 18 years.

"Members" shall mean each of those clubs who are member clubs of the British Taekwon-Do Council Associations.





## 2 RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

### Introduction

Anyone may have the potential to abuse young people, therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with them. It is essential that the same procedures are used consistently for all posts whether staff are paid or voluntary, full-time or part-time. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

### 2.1 Pre-Recruitment checks

The following pre-recruitment checks should always be carried out:

### 2.2 Advertising

If any form of advertising is used to recruit staff, whether paid or voluntary, it should reflect the:

- aims of the club and where appropriate, the particular programme involved;
- key responsibilities of the role;
- level of experience or qualifications required (e.g. experience of working with young people is an advantage);
- the club's open and positive stance on child protection and equal opportunities.

### 2.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- a job description, including roles and responsibilities;
- a person specification (e.g. stating qualifications or experience required);
- an application form (Template Two).

### 2.2.3 Applications for all posts

All applicants, whether for paid or voluntary, full-time or part-time positions, should complete an application form. An application form which has been designed to elicit the necessary information is on Template One.

If an applicant has no experience of working with young people, training is strongly recommended.

A minimum of two written references should

be taken up and at least one should be associated with former work with young people only when the position has been offered to an applicant (Template Three).

### 2.2.4 Short listing

Independent short listing by the designated committee will be made for each post in accordance with the application form and the relevant person specification.

### 2.3 Interview, disclosure and induction

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations.

All those with significant access to young people will be required to complete a Criminal Records Bureau (CRB) Disclosure (Appendix E). All those with occasional access to young people, i.e. all club volunteers and employees who have not been required to complete a CRB Disclosure will be required to complete a self disclosure form (Template One). The CRB Disclosure and the self-disclosure form must be completed once every three years.

The successful applicant will only be allowed to take up his/her duties once their CRB check has been cleared by the British Taekwon-Do Council Child Protection Officer and the appointing British Taekwon-Do Council Agency has received two (2) satisfactory references.

All staff, paid or voluntary, will undergo a formal induction in which:

- their qualifications as a coach/official are substantiated;
- they complete a profile to identify training needs/aspirations;
- they are reminded that they have agreed to abide by the British Taekwon-Do Council Code of Ethics and Conduct (Appendix D), and they may face disciplinary action if there is an allegation that the Code has been broken;

1. Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication Employment Matters and the sports coach UK publication Investing in Coaches - A Guide to Local Coaching Development (both available from Coachwise Ltd. on 0113 231 1310).



- the expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise);
- child protection policy and implementation procedures are explained and training needs established;
- If practicable, the new recruit should be mentored by an experienced person.

## 2.4 Training

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

There will be a full range of Child Protection training opportunities within the British Taekwon-Do Council, details of which will be communicated throughout the art/sport and updated periodically.

## 2.5 Monitoring and appraisal

At regular intervals (or following a particular programme), all employees or volunteers should be given the opportunity to receive formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals. Association management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The Association management should also offer appropriate support through liaison with the British Taekwon-Do Council Child Protection Officer, to those who report concerns/complaints.

## 2.6 Complaints and disciplinary procedures

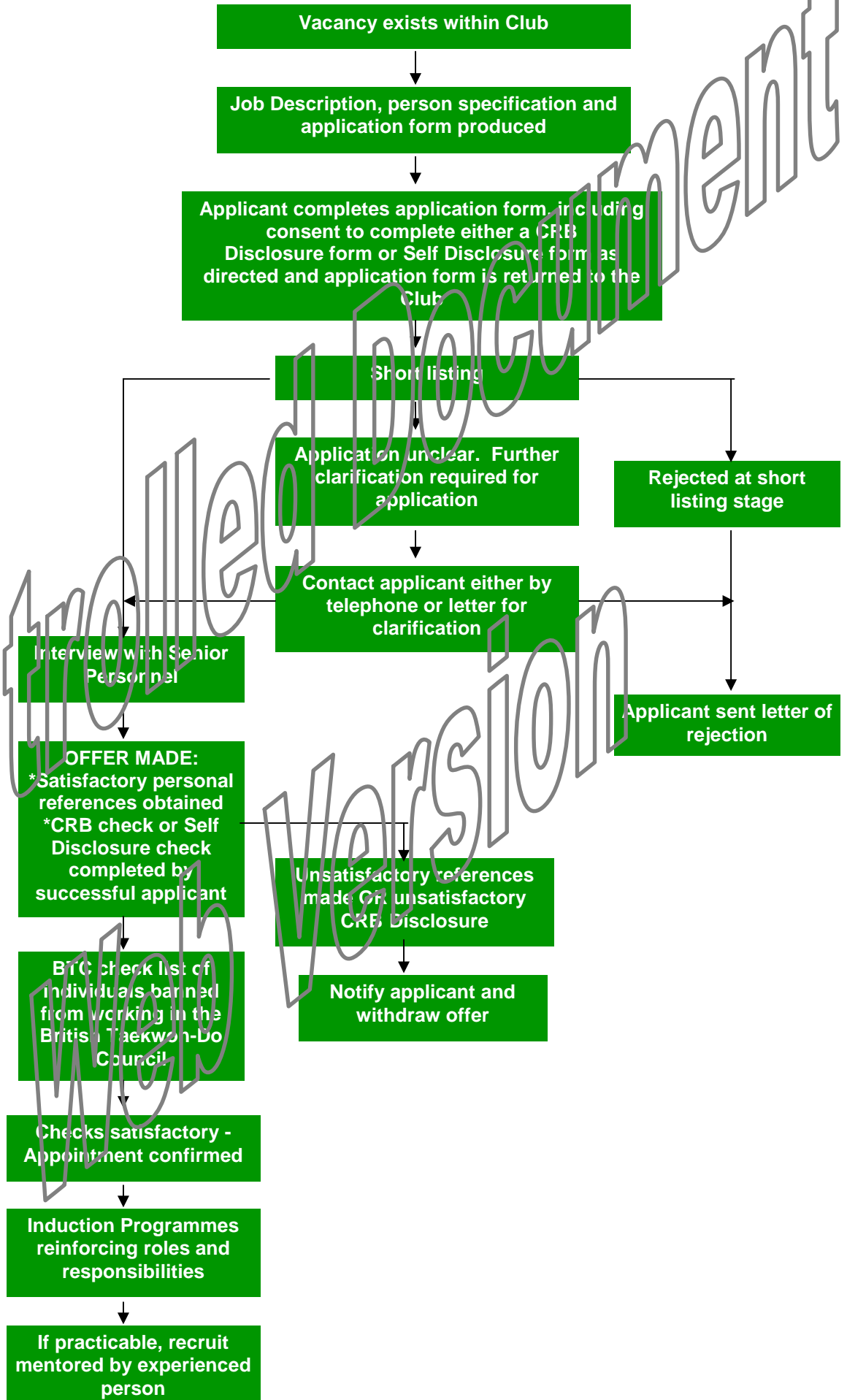
Clubs should ensure that parents and young people are aware of the complaints and disciplinary procedures detailed in this document.

## 2.7 Applications from within the club

If an individual within the club wishes to move to a post with substantial access to young people, that individual must go through the application process described in 2.2.3.



## A. Recruitment and Selection of Staff and Volunteers





# 3 PROMOTING GOOD PRACTICE WITH YOUNG PEOPLE

## Introduction

Child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

An instructor, coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters the club having been subjected to child abuse outside of the Taekwon-Do environment, Taekwon-Do can play a crucial role in improving the young person's self esteem. In such instances the Association must work with the appropriate agencies to ensure the young person receives the required support.

### 3.1 Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within British Taekwon-Do Council Associations:

#### 3.1.1 Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets);
- treating all young people equally, and with respect and dignity;
- always putting the welfare of each young person first, before winning or achieving goals;
- maintaining a safe and appropriate distance with students (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them);
- building balanced relationships based on

mutual trust which empowers young people to share in the decision-making process;

- making Taekwon-Do fun, enjoyable and promoting fair play;
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the British Taekwon-Do Council Registered Instructor Training Programme. Care is needed, as it is difficult to maintain hand contact positions when the young person is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered;
- keeping up to date with the technical skills, qualifications and insurance in sport;
- if groups have to be supervised in the changing rooms, always ensure parents/instructors/coaches/officials work in pairs;
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (N.B. however, same gender abuse can also occur);
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms. If an adult is working in a supervisory capacity, they should only enter children's rooms when accompanied by another adult;
- being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet;
- giving enthusiastic and constructive feedback rather than negative criticism;
- recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will;





- securing parental consent in writing to act in loco parentis (Template Five), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;
- keeping a written record of any injury that occurs, along with the details of any treatment given (Template Six). Where staff witness an injury this must be reported to the parents at the first opportunity;
- requesting written parental consent if club officials are required to transport young people in their cars (Appendix H).

### Coaching Ratios

In accordance with the British Taekwon-Do Council Coach Education Programme's current guidelines, the suggested coaching ratios are as follows:

'When working with groups of children the ideal coaching ratio is one coach for every 8-12 students. One coach to 16 students is acceptable, but larger ratios mean you are in danger of losing control. Equally if there is an accident or an incident to a young person or member of staff, you should ensure that there are enough members of staff remaining to supervise the group.

### Changing rooms

Students should be supervised at all times in the changing rooms by two (2) members of staff. Adult staff should not change or shower at the same time using the same facility as students. If you are involved in a mixed gender team, separate facilities should be made available. If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home. If your club has students with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

Any staff, medical or otherwise, for example, a female physiotherapist working with a male team, must not be present in the changing rooms whilst students are getting showered or changed.

No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.

### Treatment of young people

- It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed;
- It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the young person should be invited to attend;
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present;
- It is important to maintain medical confidentiality and patient dignity at all times;
- Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate (Appendix H);
- It is recommended that all treatment procedures are explained fully to the young person and **verbal consent** is given before they are carried out.

### 3.1.2 Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge at the club or the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session (Appendix H):



- avoid spending excessive amounts of time alone with young people away from others;
- never take young people to your home where they will be alone with you.

### 3.1.3 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- share a room with a young person;
- allow or engage in any form of inappropriate touching;
- allow young people to use inappropriate language unchallenged;
- make sexually suggestive comments to a young person, even in fun;
- reduce a young person to tears as a form of **control**;
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for young people or disabled adults, that they can do for themselves;
- invite or allow young people to stay with you at your home unsupervised.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a player;
- if he/she seems distressed in any manner;
- if a player appears to be sexually aroused by your actions;
- if a player misunderstands or misinterprets something you have done.

### 3.3 Relationships of trust

***"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins."*** Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999)

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that an older member of staff has over someone attending a group or activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If you engage in an intimate or inappropriate relationship with a young person it is a breach of the British Taekwon-Do Council Code of Ethics and Conduct and as such will result in disciplinary action.

In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Amendment Act 2000 - UK wide).





### 3.4 Guidelines for use of photographic filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

It is advisable that all clubs adhere to the appropriate guidelines detailed in Appendix F.

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## 4 RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

### Introduction

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in British Taekwon-Do Council Associations, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

#### 4.1 Poor practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and may be causing concern to a young person. In the application of this Policy, poor practice includes any behaviour of a child protection nature which contravenes the British Taekwon-Do Council Code of Ethics and Conduct (Appendix D) infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in British Taekwon-Do Council and will be treated seriously and appropriate actions taken.

#### 4.2 Abuse

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

##### 4.2.1 Disabled People

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect

themselves, or adequately communicate that abuse has occurred<sup>1</sup>.

##### 4.2.2 Race and Racism

Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with young people, including those operating where ethnic minority communities are numerically small, should address institutional racism, defined in the McPherson Inquiry Report on the death of Stephen Lawrence as **'the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'**.

##### 4.2.3 Abuse and Neglect

Somebody may abuse or neglect a young person, by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

**Neglect** - where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give young people love, affection and attention. Neglect in sport could include a teacher or coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**Physical abuse** - where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a



1. Kerr, A (1999) Protecting Disabled Children and Adults in Sport and Recreation. Contact Disability Sport England (Tel: 020 7490 4919).





parent feigns the symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in British Taekwon-Do Council Associations may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body; where drugs are used to enhance performance or delay puberty.

**Sexual abuse** - where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse. In sport, coaching techniques, which involve physical contact with young people, could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

**Emotional abuse** - is the persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person. Emotional abuse in British Taekwon-Do Council Associations may occur if young people are subjected to constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) **Working Together**

**to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children.**

#### 4.2.4 Indicators of Abuse

Indications that a young person may be being abused include the following

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another young person;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- has difficulty in making friends;
- is prevented from socialising with other young people;
- displays variations in eating patterns including overeating or loss of appetite;
- loses weight for no apparent reason;
- becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parents will help to identify any concerns that a young person may be experiencing, e.g. family bereavement.

It is not the responsibility of those working in British Taekwon-Do Council Associations to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section 6)



### 4.3 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Nancy Duin defined bullying as **'repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons'** (Bullying, a Survival Guide, produced by BBC Education).

#### 4.3.1

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

#### 4.3.2

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools<sup>1</sup> research shows it can and does occur anywhere where there is inadequate supervision - on the way to and from school, at a sporting event, in the playground and changing rooms.

#### 4.3.3

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime<sup>2</sup>.

#### 4.3.4

The competitive nature of sport makes it an ideal environment for the bully. The bully in British Taekwon-Do Council Associations can be:

- a parent who pushes too hard;
- a coach who adopts a 'win-at-all costs' philosophy;
- a player who intimidates inappropriately;
- an Association official who places unfair pressure on a person
- a spectator who shouts abuse.

#### 4.3.5

Bullying can include:

- Physical: e.g. hitting, kicking and theft;
- Verbal: e.g. name-calling, constant teasing, and sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring;
- Sexual: e.g. unwanted physical contact or abusive comments.

#### 4.3.6

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club;
- a drop off in performance at school or standard of play;
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes or alcohol;
- a shortage of money or frequent loss of possessions.



1 Research by the University of Sheffield, reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week.

2 The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.





## 5 ASSOCIATION CHILD PROTECTION OFFICER

### Introduction

All Associations must identify a designated person to be titled the Child Protection Officer to handle child protection issues. Prior to appointment, this person will be required to undertake a Criminal Records Check. This person must have a formal role on the Association's management committee.

Once clearance has been received from the British Taekwon-Do Council Child Protection Officer, an identity card will be issued to validate the appointment. The Association's Child Protection Officer will require support from the Association, and designated training will be provided. An Association may appoint more than one Child Protection Officer if they so wish to cater for particular age groups and genders.

The role of the **Association Child Protection Officer** is crucial in ensuring that the British Taekwon-Do Council Child Protection Policy and Implementation Procedures work in practice.

The **Association Child Protection Officer** acts as the first point of contact for anyone in the Association (staff, volunteer, parents or children) who has a concern about a child and about poor practice/possible abuse by adults working with children.

The **Association Child Protection Officer** therefore needs to be perceived as being approachable and as having a child-focussed approach.

The **Association Child Protection Officer** does not need to be a child protection 'expert'. That is the role of the statutory agencies (Police and Social Services). Ideally, they should have a background in working with children such as teachers, childminders, social workers, Police child protection team officers, child health workers.

The **Association Child Protection Officer** needs to be supported by their Association management committee and should have a formal role on the committee. The committee should accept a child protection policy and procedures as per Appendix C. The Association should also produce a plan about how this will be put into practice and how they will review how it

is working.

Support and resources will be provided by the **British Taekwon-Do Council Child Protection Officer**.

### 5.1 Association Child Protection Officer Job Description

The following sections outline the core knowledge, skills and tasks for this role. Core knowledge is provided in the Association Child Protection Officer training module.

The **Association Child Protection Officer** should attend the sports coach UK 'Good Practice and Child Protection' course or an equivalent designated by the British Taekwon-Do Council Child Protection Officer prior to specific **Association Child Protection Officer** training.

#### Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees).
- Local arrangements for managing child protection and reporting procedures.
- Poor practice and abuse – behaviour that is harmful to children.
- British Taekwon-Do Council's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Association Child Protection Officer role.
- British Taekwon-Do Council's policy and procedures related to safeguarding children and young people.
- Core values and principles underpinning practice.
- Awareness of equity issues and child protection.

#### RECOMMENDED

- Basic knowledge of how abusers 'target' and 'groom' organisations to abuse children. Best practice in prevention.





## Skills

- Basic administration – maintain records
- Basic advice and support provision
- Child focused approach
- Communication
- Ability to promote British Taekwon-Do Council's policy, procedures and resources
- Ability to provide information about local resources

## Tasks

- Assist British Taekwon-Do Council to fulfil its responsibilities to safeguard children and young people at club level.
- Assist British Taekwon-Do Council to implement its child protection plan at club level.
- The first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
- Be the first point of contact with the British Taekwon-Do Council Child Protection Officer.
- Implement British Taekwon-Do Council's reporting and recording procedures.
- Maintain contact details for local Social Services, the Police and know how to obtain Area Child Protection Committee guidelines.
- Promote British Taekwon-Do Council's best practice guidance/code of conduct and ethics within the club.
- Sit on the Association's management committee.
- Promote and ensure adherence to the British Taekwon-Do Council's child protection training plan.
- Promote and ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Facilitate Criminal Records Bureau Disclosure forms within the Association.



## 6 RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

### 6.1 How to respond to a disclosure from A Young Person



If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed a 'disclosure'), the person receiving information should:

- react calmly so as not to frighten or deter the young person;
- tell the young person he/she is not to blame and that he/she was right to tell;
- take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language;
- keep any questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- reassure the young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;
- seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0308 900 5000 or Childline on 0800 1111.

#### 6.1.2 Actions to avoid

The person receiving the disclosure should not:

- panic;
- allow their shock or distaste to show;
- do not ask questions other than to clarify that you have enough information to act;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- make promises or agree to keep secrets.

**N.B.** It may not be that all young students are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young player, record what has been observed in detail and follow the procedures to report these concerns, as detailed in 6.2 and 6.3.

### 6.2 Action to take regarding allegations within British Taekwon-Do Council

If a young person informs you directly that he/she is being abused within the British Taekwon-Do Council environment **OR** through your own observations or through a third party you become aware of possible abuse or poor practice within the British Taekwon-Do Council environment, you must **REACT IMMEDIATELY**.

#### 6.2.1 Poor Practice

- contact the Association Child Protection Officer. If, following consideration, the allegation is about poor practice (see definition at 4.1) then the Association Child Protection Officer will report it to the British Taekwon-Do Council Child Protection Officer. If the Association Child Protection Officer is unavailable or is the subject of the allegation, then the matter should be reported directly to the British Taekwon-Do Council Child Protection Officer;
- the British Taekwon-Do Council Child Protection Officer and/or one or more members of the British Taekwon-Do Council Child Protection Disciplinary Panel, will make the decision on how the allegation is to be dealt with, e.g. internally by the British Taekwon-Do Council Child Protection Disciplinary Panel, externally as a matter for Social Services and/or the Police or referral back to the Association Child Protection Officer. A decision will also be made with regard to suspending the individual concerned, pending the outcome of the internal or external enquiry;



- a Child Protection Disciplinary Hearing will be held which will include the Chair and two other members, with a designated Secretary in attendance.

There is no time limit to the submission of allegations or incidents of a Child Protection nature.

### Possible Outcomes of the British Taekwon-Do Council Child Protection Disciplinary Panel Hearing

- No case to answer
- Warrants advice/warning as to future conduct/sanctions.
- Further training and support needed.

### Appeals

The appeals procedure is available to anyone under investigation as part of natural justice. The British Taekwon-Do Council Child Protection Disciplinary Appeal Panel will exclude anyone sitting on the initial panel excluding the Secretary. The Panel should comprise of a Chair and two other members with the Secretary in attendance. Every organisation and player wishing to appeal against decisions by the British Taekwon-Do Council Child Protection Disciplinary Panel must do so in writing, to be received by the British Taekwon-Do Council Child Protection Officer within seven (7) days of the decision being made.

### Monitoring and Evaluation

To be conducted at the close of the case to see if changes need to be made to policies/procedures or lessons can be learnt.

### 6.2.2 Possible Abuse Situation

If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is being abused, you must **REACT IMMEDIATELY**.

- ensure the safety of the young person - if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue;



- if available contact the Association Child Protection Officer immediately who will follow the reporting procedures detailed below. If the Association Child Protection officer cannot be contacted or is the subject of the allegation, then the person that has the concerns about the young person's welfare should follow the reporting procedures.



### Reporting Procedures

- seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0800 800 5000 or ChildLine on 0800 1111;
- make a full and factual record of events utilising the Incident Referral Form (Template Four) and forward a copy of the recorded information, as directed by the Social Services and/or Police, and also to the British Taekwon-Do Council Child Protection Officer who will take appropriate action. Contact the Association Child Protection Officer as soon as possible, who should also receive a copy of the recorded information.

### Possible Outcomes

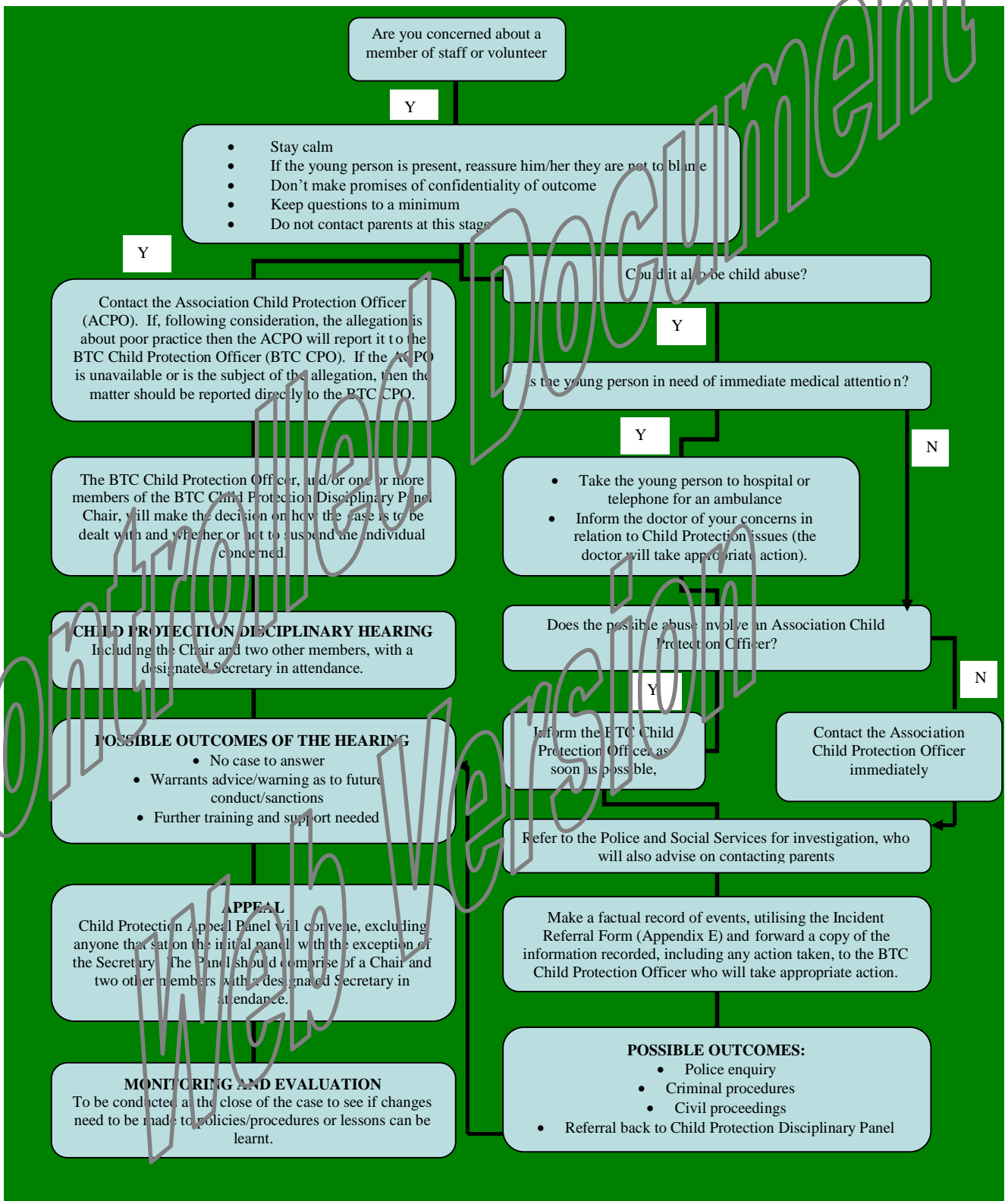
Where there is a complaint of abuse against a member of staff or volunteer, investigations may include:

- Police enquiry;
- Criminal proceedings;
- Civil proceedings;
- Referral back to Child Protection Disciplinary Panel.

The results of the Police and/or Social Services investigation may help to inform the British Taekwon-Do Council Child Protection Disciplinary Panel investigation, but not necessarily.

## Dealing with concerns, disclosure or allegations about staff or volunteers within British Taekwon-Do Council

Immediate action to take if a young person informs you directly that he/she is being abused within the British Taekwon-Do Council environment OR through your own observations or through a third party you become aware of possible abuse or poor practice within the British Taekwon-Do Council environment



## 6.3 Action to take regarding allegations outside British Taekwon-Do Council

If a young person informs you directly that he/she is being abused outside the British Taekwon-Do Council environment (i.e. at home or some other setting outside of British Taekwon-Do Council) **OR** through your own observations or through a third party you become aware of possible abuse outside the British Taekwon-Do Council environment (i.e. at home or some other setting outside of British Taekwon-Do Council), you must **REACT IMMEDIATELY**. (See Section 4.2.4 for Indicators of Abuse).

- ensure the safety of the young person - if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of concerns and ensure they are aware it is a child protection issue;
- if available, contact the Association Child Protection Officer immediately who will follow the reporting procedures detailed below. If the Association Child Protection Officer is **unavailable or cannot be contacted**, the person that has concerns about a young person's welfare should follow the reporting procedures.

### Reporting Procedures

- seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0800 300 5000 or Childline on 0800 1111.
- make a full and factual record of events utilising the Incident Referral Form (Template Four) and forward a copy of the recorded information, as directed by the Social Services and/or Police, and also to the British Taekwon-Do Council Child Protection Officer. Contact the Association Child Protection Officer as soon as possible who should also receive a copy of the recorded information;
- if the individual being accused is from within the British Taekwon-Do Council environment, The British Taekwon-Do Council Child Protection Officer will consider suspension of

the individual concerned following contact with Social Services or the Police. The case will be referred to the British Taekwon-Do Council Child Protection Disciplinary Panel following completion of the Police/Social Services investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the British Taekwon-Do Council Child Protection Officer.

## 6.4 Reinstatement and Aftermath

### 6.4.1 Reinstatement

- Irrespective of the findings of the Social Services or Police Enquiries, the British Taekwon-Do Council Child Protection Disciplinary Panel will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the British Taekwon-Do Council Child Protection Disciplinary Panel must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of young people should always remain paramount.

### 6.4.2 Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory<sup>1</sup> may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

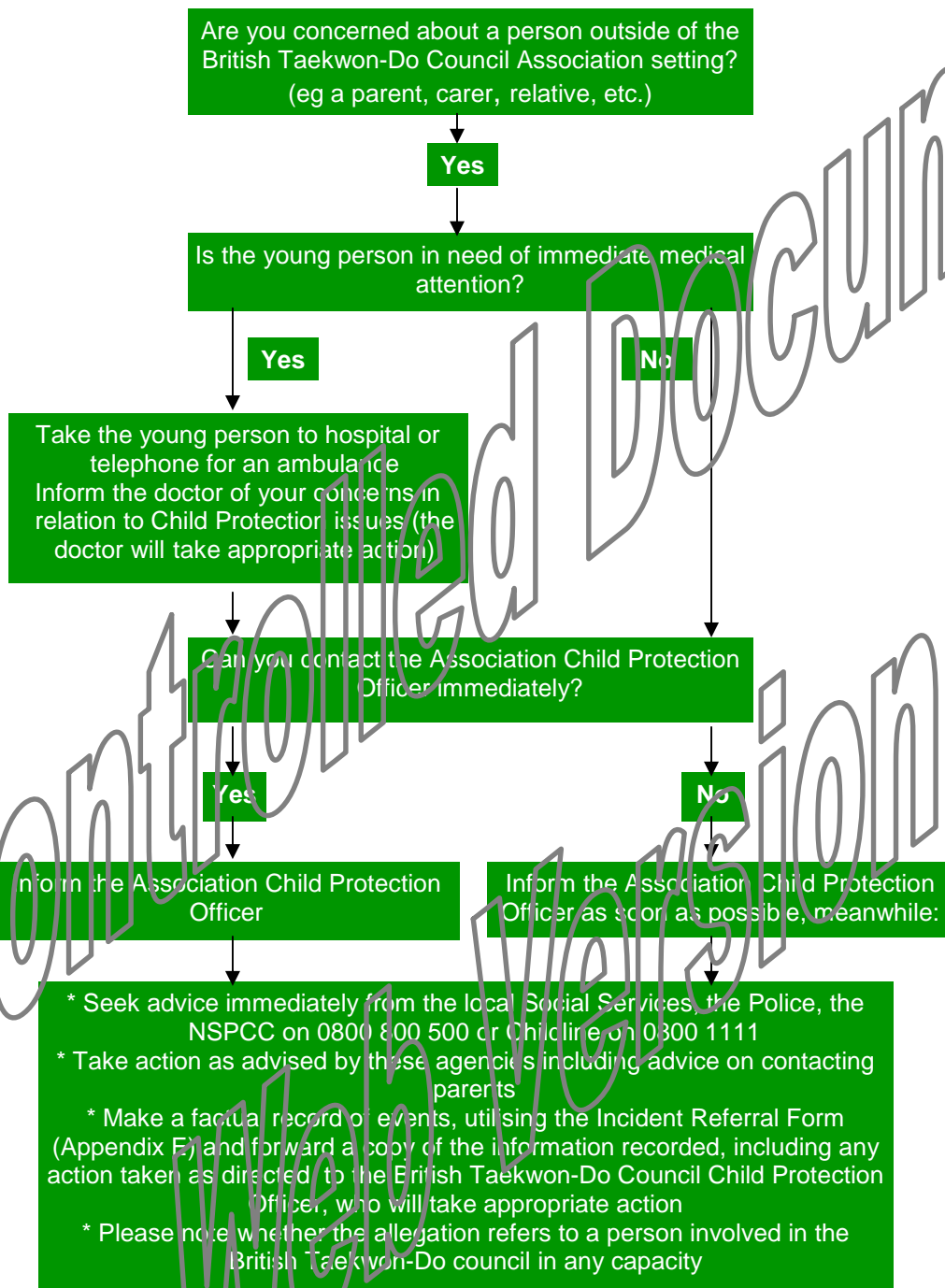


1. The British Association of Counselling Directory is available from The British Association of Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: [bac@bac.co.uk](mailto:bac@bac.co.uk) or meet: <http://www.bac.co.uk>



## Dealing with concerns, disclosure or allegations outside the British Taekwon-Do Council Associations' settings

Immediate action to take if a young person informs you directly that he/she is being abused outside the British Taekwon-Do Council Association's settings (i.e. at home or some other setting outside of British Taekwon-Do Council Association) OR through your own observations or through a third party you become aware of possible abuse outside the British Taekwon-Do Council Association's settings (i.e. at home or some other setting outside of British Taekwon-Do Council Association)



**IF YOU CANNOT CONTACT THE ASSOCIATION CHILD PROTECTION OFFICER OR THE BRITISH TAEKWON-DO COUNCIL CHILD PROTECTION OFFICER, UNDER NO CIRCUMSTANCES SHOULD YOU DELAY PASSING ON YOUR CONCERNS TO SOCIAL SERVICES OR THE POLICE**

## 6.5 Records and Information

Information passed to the Social Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the Incident Referral Form at Template Four.

Information required at the referral stage:

### Child

- Age / gender / name / disabilities / address / parental responsibility / culture / agencies already working with the family / relationship between young person and accused.

### Accused

- Name / address / position in sport - employee / volunteer / paid / level of coach;
- Any other allegations;
- Marital status;
- Age;
- Previous incidents.

### Primary evidence

Core information about the alleged incident.

- Facts from the person making the allegation including dates/times/verbal/witness details;
- Records with dates;
- Has anyone else been informed or is anyone else already involved in the investigation.

Reporting the matter to the Police or Social Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Social Services member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.



A copy of this information should also be sent direct to the British Taekwon-Do Council Child Protection Officer and a copy should be retained by the Association Child Protection Officer and stored in a secure place.

## 6.6 The Role of Social Services

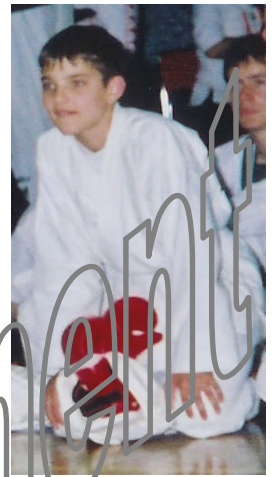
Social Services have a statutory duty under The Children Act 1989, to ensure the welfare of children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the Social Services staff has a legal responsibility to make enquiries where a child who lives or is found in their area is considered to be at risk of, or actually suffering from, significant harm. This may involve talking to the young person and family, and gathering information from other people who know the young person. Enquiries may be carried out jointly with the Police where a crime has been alleged. If action needs to be taken urgently and out of office hours, then the Police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

## 6.7 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a 'need to know' basis' only. This includes the following people:

- the Association Child Protection Officer;
- the parents of the person who is alleged to have been abused (**only following advice from Social Services**);
- the person making the allegation; Social Services/Police;
- the British Taekwon-Do Council Child Protection Officer, the British Taekwon-Do Council Child Protection Disciplinary Panel and members;
- the alleged abuser (and parents if the alleged abuser is a young person) **only following advice from Social Services**.





Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## 6.8 Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed in 6.2.2 and 6.3. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## 6.9 Action if Bullying is suspected

The same procedure should be followed as set out in Section 6.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

### 6.9.1 Action to Help the Victim and Prevent Bullying in Sport:

- take all signs of bullying very seriously;
- encourage all children to speak and share their concerns. <sup>1</sup>Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment;
- investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately;
- reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else;
- keep records of what is said (what happened, by whom, when);
- report any concerns to the Association Child Protection Officer or the school (wherever the bullying is occurring).

### 6.9.2 Action Towards the Bully(ies):

- talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s);
- inform the bully(ies) parents;
- insist on the return of borrowed items and that the bully(ies) compensate the victim;
- provide support for the coach of the victim;
- impose sanctions as necessary;
- encourage and support the bully(ies) to change behaviour;
- hold meetings with the families to report on progress;
- inform all organisation members of action taken;
- keep a written record of action taken.

1. It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.





# APPENDIX A ESSENTIAL CONTACTS

Please complete the table with local details for quick referral:

## National contacts

### The NSPCC

National Centre, 42 Curtain Road, London EC2A 3NH. Website: <http://www.sportprotects.org.uk>

Tel: 020 7825 2500, Free phone 24 hour helpline: 0808 800 5000



### Child Protection in Sport Unit

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester LE4 1 EZ. Tel:

0116 234 7278/7280, Fax: 0116 234 0464, [Email: cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) Website:

<http://www.sportprotects.org.uk>

### Childline UK

Freepost 1111, London N1 OBR.

Tel: 0800 11 11

### Northern Ireland Childline

74 Duke Street, Londonderry. Tel: 0504 311555

### Sports Coach UK

114 Cardigan Road, Headingley, Leeds LS6 3BJ. Tel:

0113 274 4802



### Criminal Records Bureau

PO Box 91, Liverpool, L69 2UH. Tel: 0870 9090811, Website: <http://www.crb.gov.uk>

## Local contacts - to be inserted as appropriate

### Area Child Protection Committee

(please note the Area Child Protection Committee, which can be contacted via your local authority, will be able to provide details of all local contacts re: Child Protection)

### Local Social Services

(including out of office hours contact)

N.B. In an emergency, the Samaritans will hold the Social Services Duty Officer's contact number

### Local Police child protection teams

In an emergency contact via 999.

### British Taekwon-Do Council Child Protection Officer

Kevin Beddows. The British Taekwon-Do Council, 130 Barrows Green Lane, Widnes, Cheshire.

WA8 3JJ Tel No 0151 424 9466. [Email: kevin@calbeddows.freeserve.co.uk](mailto:kevin@calbeddows.freeserve.co.uk)



## APPENDIX B

# THE PROTECTION OF CHILDREN ACT 1999

*'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'* John Hutton, Minister of State, July 2000.

### The Main Provisions of the Act

The Act makes four principal changes to the Law:

- it places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created Protection of Children Act List and also provides a right of appeal to a new Tribunal against the inclusion on the Protection of Children Act List (and also inclusion on List 99). It also extends the scheme to health care services provided to children;
- it amends 218 of the Education Reform Act 1988 to enable the Department for Education and Employment to identify people who are put on List 99 because they are not fit and proper persons to work with children;
- it amends Part V of the Police Act 1997 to enable the Criminal Records Bureau to disclose information about people who are included on the Protection of Children Act List or List 99 along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children;
- it requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the Protection of Children Act List and the relevant part of List 99, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- to enable organisations (other than childcare organisations as defined within the Act) to refer names to the Protection of Children Act List;
- to permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the Protection of Children Act List;
- to allow organisations to access the new Protection of Children Act List and List 99 without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act, unless they meet the definition of a **child care organisation**, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

# APPENDIX C

## CHILD PROTECTION REGULATION

### Requirement for Governing Bodies

Paragraphs 1 to 3 of the following regulation are to be included, under a child protection heading, in each of the bye-laws and/or constitution of The British Taekwon-Do Council, its Members and all other bodies involved in British Taekwon-Do Council in the United Kingdom which provide the opportunity to work with children and young people (collectively referred to as "The Governing Bodies" and individually as "The Governing Body") to ensure the same is binding throughout the art/sport.

Whereas paragraphs 4 to 12 are to be included in each of the Disciplinary Rules and Procedures of the Governing Bodies.

### Child Protection

- 1 The [name of The Association], agrees to adopt the British Taekwon-Do Council Child Protection Policy and Implementation Procedures.
- 2 All individuals involved in British Taekwon-Do Council through [name of The Association] at every level, including instructors, officials, coaches, administrators, students, or spectators agree to abide by the British Taekwon-Do Council Code of Ethics and Conduct ("Code") and all such individuals by participating or being involved in British Taekwon-Do Council through [name of The Association] in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Taekwon-Do Council Child Protection Policy generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [name of The Association] including without limitation, all clubs, shall be responsible for the implementation of the Child Protection Policy and the Implementation Procedures in relation to their individual members.
- 4 Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the art/sport into disrepute.
- 5 In these Regulations the expression 'Offence' shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
- 6 Upon receipt by [name of The Association] of:
  - 6.1 notification that an individual has been charged with an Offence; or
  - 6.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 6.3 any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a child or children then the governing body shall have the power to order that the individual be suspended from all or any specific British Taekwon-Do Council activity for such period and on such terms and conditions as it thinks fit.
- 7 In reaching its determination as to whether an order under Regulation 6 should be made, The Governing Body shall give consideration, inter alia, to the following factors:
  - 7.1 whether a child is or children are or may be at risk of harm;
  - 7.2 whether the matters are of a serious nature;
  - 7.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Governing Body or any other authority or body to proceed unimpeded.

- 8 The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Governing Body or any Offence is decided or brought to an end.
- 9 Where an order is imposed on an individual under Regulation 6 above, the Governing Body shall bring and conclude any proceedings under the Rules of The Governing Body against the person relating to the matters as soon as reasonably practicable.
- 10 Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of The Governing Body and it shall have the power to order the suspension of the person from all or any specific British Taekwon-Do Council activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
- 11 For the purpose of these Regulations, The Governing Body shall act through the British Taekwon-Do Council Child Protection Disciplinary Panels.
- 12 Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

### **Requirement for Constituent members in the United Kingdom**

All constituent members of The Governing Bodies including, without limitation, each and every Association and club ("Constituent Members") must include the following wording under a Child Protection heading within their rules:

**"The (name of Constituent Member) agrees to adopt the British Taekwon-Do Council Child Protection Policy and Implementation Procedures. All individual members are deemed to have read understood and assented to the British Taekwon-Do Council Code of Ethics and Conduct ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."**

All Constituent Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of coaches, officials and other individuals on a full-time, part time or volunteer basis:

**"(name) have read and understood the British Taekwon-Do Council Code of Ethics and Conduct ("Code") and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code"**

## **APPENDIX D**

# **BRITISH TAEKWON-DO COUNCIL CODE OF ETHICS & CONDUCT**

This Code applies to all those involved in the Martial Art/Sport of Taekwon-Do at every level, including Instructors, officials, coaches, administrators, students, or spectators. All such individuals have a responsibility to act according to the highest standards of integrity, and to ensure that the reputation of British Taekwon-Do Council is beyond reproach. Allegations of a child protection nature relating to the breaking of this Code must follow the reporting procedures as contained in regulation 7.0 (Appendix C). All other allegations not within the ambit of the British Taekwon-Do Council Child Protection Policy should be addressed by the internal rules of the Constituent Member concerned.

Those involved in Taekwon-Do must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the art/sport. In particular, to be aware of the special needs of young people, their wellbeing, including difficulties or possible abuse experienced from within the art/sport or from other sources.

The sport has a duty to ensure that every child and young person involved in Taekwon-Do is able to participate in an enjoyable and safe environment and be protected from abuse.

The Martial Art/sport of Taekwon-Do is committed to maintaining the highest possible standards of behaviour and conduct at all British Taekwon-Do Council events.

### **Equity**

The Martial Art/Sport of Taekwon-Do is opposed to discrimination of any form and will promote measures to prevent discrimination in whatever form, from being expressed.

All those involved in British Taekwon-Do Council must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

The following codes of conduct must be adhered to at all times so that Martial Art of Taekwon-Do can be enjoyed by all.

# Coaches

## Introduction

This code is a British Taekwon-Do Council Instructor Education Programme policy within which an accredited British Taekwon-Do Council Instructor **MUST WORK**. It should be used in conjunction with **ALL** other British Taekwon-Do Council/Coaching policies, procedures or recognised standards.

Through this code, Instructors accept their responsibility to sports performers and their parents and families, to coaching and to British Taekwon-Do Council Associated Governing Bodies, employers and all other colleagues.

## Humanity

The Instructor must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

## Relationships

The good British Taekwon-Do Council Instructor is concerned with:

- the safety, well being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual;
- encouraging independence through guiding performers to accept responsibility for their own behaviour and performance within training and competition;
- ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between Instructor and student is necessary within coaching practice;
- ensuring students and relevant people are aware of their qualifications and experience, respecting the rights of students to choose to consent or decline to participate within coaching or playing situations;
- refraining from public criticism of other coaches, or officials - the definition of public in this instance means criticism expressed in any branch of the media or in a lecture or seminar.

## Integrity

The good British Taekwon-Do Council Instructor:

- abides by the rules of British Taekwon-Do Council;
- follows fair play and ethical guidelines;
- ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of students;
- promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances;
- Instructors must accurately present and evidence, upon request, details of their training qualifications and services;
- Instructors claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner;
- all Instructors must declare, to the appropriate body, any criminal convictions.

## Confidentiality

The Instructor and student must reach agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- evaluation for selection purposes;
- recommendations for employment;
- in matters of disciplinary within the Martial Art of Taekwon-Do;
- in matters of disciplinary action by a sports organisation against one of its members;
- legal and medical requirements;
- recommendations to parents/family where the health and safety of students might be at risk;
- in pursuit of action to protect children and young persons from abuse.

## Personal Standards

British Taekwon-Do Council Instructors within the coaching/competing environment must not attempt to exert undue influences and pressures in order to obtain personal benefit or reward.

Instructors must display high personal standards that project a favourable image of British Taekwon-Do Council including:

- good personal appearance that projects an image of health, cleanliness and functional efficiency;
- Instructors should never smoke when in the teaching environment.
- Instructors should refrain from drinking alcohol to the extent that it is:
  - obvious they have been drinking;
  - affects their coaching competence;
  - compromising performer's safety.

## Competence

All Instructors must be appropriately qualified as per the requirements of the British Taekwon-Do Council's Instructor Course.

Instructors should regularly seek ways of increasing their personal and professional development.

Instructors must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work.

Instructors must be able to recognise and accept when to refer or recommend students to other Instructors or Associations. It is the Instructor's responsibility as far as possible to:

- a) verify the competence of the student
- b) verify the competence and integrity of any other persons or structure to whom they refer the student.

## Safety

Within the limits of their control Instructors have a responsibility to:

- establish a safe working environment;
- ensure as far as possible the safety of the students with whom they work;
- protect children from harm and abuse;
- fully prepare their students for the activities and make them aware of their personal responsibility in terms of safety;
- ensure all activities undertaken are suitable for the experience and ability of the students and in keeping with the approved practices as determined by the National Governing Body/ British Taekwon-Do Council Instructor Course Programme;
- Communicate and co-ordinate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

## Complaints Procedure

Any individual or organisation wishing to make a complaint against a British Taekwon-Do Council Instructor, within the context of this code should follow the procedure below:

- report the matter to the employer of the sports coach and to the relevant British Taekwon-Do Council Governing Body responsible for that area of the art/sport.

**N.B. (Employer in this instance refers to the organisation that commissioned the coach to do the coaching whether this engagement is paid or unpaid)**

- complaints that refer to the protection of children should be dealt with in accordance with the procedures laid down in the British Taekwon-Do Council Child Protection Policy.

**The British Taekwon-Do Council Coach Education Programme's Code of Ethics and Conduct closely follows the model produced by sports coach UK.**



## Students

- Treat everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Know and abide by the Laws, rules and spirit of the Martial Art of Taekwon-Do.
- Avoid all forms of gamesmanship.
- Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents.
- Accept the decisions of the officials without question or complaint (let your Instructor or coach ask the necessary questions) and avoid words or actions which may mislead an Official.
- Respect officials at all times.
- Exercise self-control at all times and do not use illegal or dangerous tactics.
- Give maximum effort and strive for the best possible performance during an event.
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays.
- Abide by the instructions of the Instructor and officials provided they do not contradict the spirit of this code.
- Treat your team-mates and opponents, Instructors, coaches, officials with respect and consideration at all times - treat them, as you yourself would like to be treated.
- Do not attempt to improve individual performance by the use of banned substances or banned techniques.
- Do not use foul, sexist or racist language at any time.
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- Be a good sport, applaud all good performance, whether by your team or by the opponent.
- Remember that the aim of your Martial Art / sport is to have fun, improve your skills and feel good.
- At the end of play applaud and thank your opponents and the officials.

## Spectators

- Remember the students are taking part for their enjoyment not yours. They are not professional or international gladiators.
- All spectators, on no account, must enter the tournament competition area of play unless authorised otherwise.
- Be on your best behaviour. Do not use foul, sexist or racist language or harass students, coaches or officials.
- Verbal abuse of students or officials is not acceptable in any shape or form
- Show respect for opponents and officials. Without them there would be no competition.
- Acknowledge good performance and fair play by opponents as well as by your own team.
- Condemn the use of violence in all forms.
- Do not ridicule students who make mistakes
- Do not over-emphasise the importance of winning

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## Parents

- Teach your child to treat everyone equally and sensitively regardless of their gender, ethnic origin or cultural background.
- Do not force an unwilling child to take part in the Martial Art of Taekwon-Do.
- Encourage your child always to play by rules and to respect the Instructor and fellow students and officials.
- Young people are involved in organised sport for their enjoyment - not yours.
- Never ridicule or shout at your child for making a mistake or losing a bout.
- Teach your child that effort and teamwork are as important as victory, so that the result of each competition is accepted without undue disappointment.
- Support all efforts to remove verbal, physical and racist abuse from Taekwon-Do.
- Turn defeat into victory by helping young people towards skill improvement and good sportsmanship.
- Remember that young people learn best by example.
- Do not question publicly the judgement of officials and never their honesty.
- Recognise the value and importance of volunteer coaches and administrators - they give their time, energy and resources to provide recreational activities for your child.
- Insist on fair and disciplined play - do not tolerate foul play, cheating, foul, sexist or racist language.
- As a spectator you must never enter the competition area.

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## Competition Officials

- Must treat everyone equally and sensitively, regardless of their disability, gender, ethnic origin, cultural background, sexual orientation, religion, age or political affiliation.
- Be consistent, objective, impartial and courteous when applying the rules of the art/sport.
- The British Taekwon-Do Council does not advise that officials travel alone with young people (under the age of 18) to games. We advise you always have another adult with you at all times.
- Compliment all teams on good performance when the opportunity arises.
- Use common sense to ensure that the spirit of the art/sport is not lost.
- Encourage everyone to participate within the rules and the spirit of the art/sport.
- Show patience and understanding towards students who may be learning the art/sport.
- Make every effort to prepare fully for an event, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the competitors, and be alert and close enough to take correct decisions from credible locations on the competition area.
- Not be afraid to take decisions. Umpires and referees should be fair and firm and must resist any possible influence from protests on the part of students, team officials or spectators.
- Show respect towards students and team officials.
- Be honest and completely impartial at all times, irrespective of the teams, students or team officials involved in the event.
- Decline to be appointed to an event if not completely physically or mentally fit to referee that event (because of illness, injury, or for family or other reasons).
- Inform the person or body directly responsible if unable to referee an event for any reason.
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive.
- Always have regard to the best interests of the art, including where publicly expressing an opinion on the art or any particular aspect of it, including others involved in the art.
- Not tolerate foul, sexist or racist language from students and/or officials.
- The powers of a referee must be used with wise judgement and care. Authority and a firm approach must be combined with respect.
- A referee should have regard to protecting the students by enforcing the laws of the art.
- A referee should show due respect when speaking with the students, even in the event of infringements.
- In reports, a referee should set out the true facts and not attempt to justify any decisions.
- It is necessary for the referee's authority to be protected, not only for the sake of the art/sport, but also in the interest of fellow referees and umpires. This protection should, however, not influence the over-riding regard for protection of the students.
- A referee should refrain from publicly expressing any criticism of fellow referees and umpires.
- A referee should assist with the development of less experienced referees and umpires.
- An umpire should give their total support to the referee, but without undue interference or insistence.

## Association Officials

- Must treat everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- Do not manipulate the rules in order to benefit yourself personally or your Association.
- Encourage all students and coaches to abide by the rules and spirit of the art/sport.
- Do not use foul, sexist or racist language.
- Use your official position to take action against spectators who harass, abuse or use foul sexist or racist language towards students, officials or coaches.
- Ensure that proper supervision is provided by suitably qualified coaches and officials who are capable of promoting good sporting behaviour and good technical skills.
- Ensure all equipment and facilities meet safety standards.
- Respect the rights of other Associations.
- Show respect to officials, coaches, students and others involved in the art/sport.
- Do not endeavour to influence the result of an event by any actions that are not strictly within the rules of the art/sport.
- Remember sport is enjoyed for its own sake - play down the importance of awards.
- Always have regard to the best interests of Taekwon-Do, including where publicly expressing an opinion of the art/sport and any particular aspect of it, including others involved in the art/sport.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Accept the decisions of the Chief Referee without protest.
- Avoid words or actions, which may mislead a Chief Referee.

# APPENDIX E DEALING WITH DISCLOSURE APPLICATION FORMS

## Introduction

The Criminal Records Bureau (CRB) is an executive agency of the Home Office and has been set up to help organisations make safer recruitment decisions by providing wider access to criminal record information. The CRB will therefore assist the British Taekwon-Do Council in implementing the Child Protection Policy, through a new service called Disclosure, by identifying individuals who may be unsuitable for working with children under the age of 18 and/or vulnerable adults.

Under the British Taekwon-Do Council Child Protection and Implementation Procedures therefore, all staff and volunteers throughout the sport of British Taekwon-Do Council who have substantial access to young people under 18 years of age and/or vulnerable adults, must apply for disclosure. This process, which is a **mandatory requirement** will be facilitated on behalf of the art/sport, both amateur and professional, by the British Taekwon-Do Council, who are a registered body with the Criminal Records Bureau.

The designated personnel required to complete these forms will be detailed in this document, however, with the onset of Association Child Protection Officers who will conduct a risk assessment, there may be individuals who's roles are not currently categorised and may be required to apply.

The disclosure form must be completed by the individual, who must obtain a form from the Association Child Protection Officer or other designated personnel (N.B. Blank forms awaiting distribution must be stored in a locked, secure cabinet). The individual must then complete the form in conjunction with the Association Child Protection Officer or other designated personnel, who must verify the applicants proof of identity. For the purposes of this document this individual will be referred to as the Association Child Protection Officer (ACPO). It should be noted that such personnel will themselves have gone through the disclosure process and will have been issued with an identity card by the British Taekwon-Do Council.

The Association Child Protection Officer will then forward the form on to the British Taekwon-Do Council who will countersign the application prior to forwarding to the Criminal Records Bureau. The British Taekwon-Do Council and the applicant will then receive a copy of the disclosure.

***It must be stressed that the offences the British Taekwon-Do Council will be concerned with will relate strictly to the suitability of working with children and/or vulnerable adults. Where offences do appear, all applications will be treated on their own merits.***

Please read this document carefully. If you have any questions about completing Section X of the Disclosure application form, please contact the British Taekwon-Do Council on 0151 424 9466 or look on [http:// www.disclosure.gov.uk](http://www.disclosure.gov.uk).

The process of applying for disclosure **must be repeated every three years.**

## Types of Disclosure

### The Standard Disclosure

These are primarily for positions that involve working with children or regular contact with vulnerable adults. They will also be issued in other circumstances such as for those providing health services and for those entering certain professions such as accountancy. These are some of the excepted professions, offices and employments referred to in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Standard Disclosures contain details of all convictions on record (including 'spent' convictions - i.e. those that happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation Act 1974) plus details of any cautions, reprimands or warnings. For positions involving 'working with children' also gives information contained on government department lists of people considered unsuitable to work with children. These lists are currently held by the DfES and DH.

## The Enhanced Disclosure

These are for posts involving greater contact with children or vulnerable adults such as a social worker or doctor. Such work might involve regularly caring for, training, supervising or being in sole charge of such people. Enhanced Disclosures will also be issued in respect of other positions such as those seeking judicial appointments, and certain statutory licensing purposes.

All Enhanced Disclosures involve an extra level of checking with local Police force records

in addition to checks with the Police National Computer (PNC) and the government department lists held by the DfES and DH, where appropriate. Local Police information can be contained on the both copies of the Disclosure. It is up to the Chief Constable of the Police force to decide what, if any, information is disclosed. An example of information contained on both Disclosures could be details of a child protection case conference. Chief Constables can decide that some information is relevant to the position but do not wish the prospective employee to see sight of this information. This could be details of suspected criminal activity were an arrest has not taken place but is anticipated. If this type of local information is available it will be indicated on the top of the Disclosure that further information is being sent by the Police. This information will be sent separately to the British Taekwon-Do Council only.

## Examples of positions that require a Criminal Records Bureau Check

The list below provides examples of positions within a British Taekwon-Do Council environment that would require a Criminal Records Bureau Check. The codes and descriptions are provided by the Criminal Records Bureau and have been selected as those that are applicable to British Taekwon-Do Council. Under Code 03, positions have been identified, however it should be noted that this list is not exhaustive, and if a CCPO feels that persons within their club are liable for checking, they should discuss the same with the British Taekwon-Do Council Child Protection Officer. The British Taekwon-Do Council Child Protection Officer may also issue directives from time to time regarding positions to be subjected to a CRB check.

With regard to the remaining codes, positions have not yet been identified; however positions within British Taekwon-Do Council may be identified under these headings in the future.

### CODE

**03 DESCRIPTION:** A position whose normal duties include caring for, training, supervising or being in sole charge of children.

#### LEVEL OF RECORD CHECK: Enhanced POSITIONS:

- Coaches (All levels), • Child Protection Officers, • Welfare Officers and all Residential Camp Staff, • Development and Performance staff, • Students conducting British Taekwon-Do Council development activity, • First Aiders, Physiotherapists, Doctors, Dentists, • Team Managers (Including Support Staff), • Assistant Managers, • Match Officials

• **When contracting in external services, please ensure the employees have been checked to Standard level**

**04 DESCRIPTION:** A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.

**05 DESCRIPTION:** A position whose normal duties include caring for children under the age of 16 in the course of the children's employment.

**09 DESCRIPTION:** Work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18.

**10 DESCRIPTION:** For the purpose of the ROA 1974 (Exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults.

## APPENDIX F PHOTOGRAPHS/IMAGES AND ONLINE USAGE

***The following general advice has been issued to all sports by the Child Protection in Sport Unit (CPSU).***

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites. Photographs can be used as a means of identifying children when they are accompanied with personal information - this is X who likes music - this information can make a child vulnerable to an individual who may wish to 'groom' that child for abuse. Secondly the content of the photo can be used or adopted for inappropriate use and there is evidence of this adapted material finding its way onto child pornography sites.

Sporting organisations and clubs need to develop a policy in relation to the use of images of students on their website. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent their sport. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of students, the most important factor is the potential of inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps the potential for misuse of images can be reduced.

The CPSU would advise sporting bodies to

- consider using models or illustrations if you are promoting an activity;
- avoid the use of the first name and surname of individuals in a photograph. This reduces the risk in inappropriate, unsolicited attention from people outside the sport.

**Easy rules to remember are:**

- if the player is named, avoid using their photograph;
- if the photograph is used, avoid naming the player;
- ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this;
- ask for player's permission to use their image. This ensures that they are aware of the way the image of themselves is to be used to representing the sport. A Students Permission Form is one way of achieving this;
- only use images of students in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastic and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child, and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up. Age is also something that should be considered and this may affect what would be appropriate;
- create a recognised procedure for reporting the use of inappropriate images to reduce the risks to students.

**First steps and things to think about**

Establish the type of images that appropriately represent the sport for the Web medium.

Think about the level of consideration you give to the use of images of students in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children young people used in the website.

**A Photograph and Recorded Images Form is available on Template Seven.**



## **APPENDIX G**

### **PHOTOGRAPHIC/FILMING EQUIPMENT AT EVENTS**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to child protection.

- provide a clear brief about what is considered appropriate in terms of content and behaviour;
- issue the photographer with identification which must be worn at all times;
- inform students and parents that a photographer will be in attendance at an event and ensure the consent to both the taking and publication of films or photographs;
- do not allow unsupervised access to students of one-to-one photo sessions at events;
- do not approve/allow photo sessions outside the events or at a player's home.
- if parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- spectators should be asked to register at an event if they wish to use photographic equipment;
- students and parents should be informed that if they have concerns they can report these to the organiser;
- concerns regarding inappropriate or intrusive photography should be reported and recorded in the same manner as any other Child Protection concern.

#### **How to deal with someone who is using photographic or filming equipment and has not sought permission**

There will be occasions, from time to time, when someone that you do not recognise will be taking photographs or filming participants and/or spectators at a British Taekwon-Do Council event. If this situation arises, you should have the confidence and courage to challenge the individual/s to ensure and maintain the safety of the event.

You should:

- approach the individual;
- challenge the individual as to who they are and why they are using photographic or filming equipment without permission;
- make them aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- make them aware that if they are seen to be doing anything untoward, they will be reported to the Police.

**An Event Registration Form is available on Template Eight.**

## **APPENDIX H TRANSPORT Collection**

An Association should develop and publicise policies regarding the collection of young people from sports activities. The policies should reflect the age, location, time and nature of the activity.

An Association should provide a timetable of activities at the beginning of a season and notify parents of any changes to this timetable in writing.

Parental consent should be sought if Association officials are required to transport young people in their cars.

### **Late collection**

These can present clubs/coaches with difficult situations and the Association should develop guidelines for dealing with this and issue these to parents. This should cover the Association policy for dealing with late collections and a contact number for parents during an activity that can be used to inform the Association of late collection. Parents should also be asked to provide an alternative contact name/number.

Parents should be informed it is not the responsibility of the Association to transport young people in the event of them being detained.

### **All staff/volunteers in an Association should be informed they should:**

- attempt to contact the parent in the event of late collection;
- check the club contact number for any information regarding the young person;
- contact the alternative contact name/number;
- wait with the young person at the sport facility with wherever possible other staff/ volunteers or parents;
- remind parents of the policy relating to late collection.

### **Staff/volunteers should not:**

- take the child home or to any other location;
- ask the child to wait in a vehicle or sport facility with you alone
- send the child home with another person without parental permission.

# **APPENDIX I**

## **TRAVEL CHECKLISTS**

### **Checklist for an away fixture**

#### **Communication with parents**

- Pick up times
- Destination and venues
- Competition details
- Kit
- Other requirements

#### **Transport**

- Journey times and stopping points
- Supervision
- Suitability, accessibility
- Drivers checked
- Insurance
- Seat belts

#### **Supervision and staffing**

- Ratio of staff to athletes (minimum of 1:10 for students aged 11 or over)
- Male/female (if mixed set group then one male and one female member of staff)
- Specialist carers
- Responsibilities

#### **Emergency procedures**

- First aid
- Specific medical details
- Reporting procedures
- Home contact details
- Player information

#### **Insurance**

- Liability
- Adequate cover

#### **Costs**

- Fares
- Meals and refreshments

## **Checklist for day trips or overnight stays**

### **Purpose of the Trip**

- Competition, training, social, combination

### **Planning**

- When
- Where
- Who
- Risk assessment of the activity

### **Communication with parents**

- Pick up times
- Destination and venue
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Code of Ethics and Conduct

### **Accommodation**

- What type
- Catering special diets, allergies
- Suitability for group, accessibility
- Room lists

### **Transport**

- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

### **Supervision and staffing**

- Ratio of staff to athletes (minimum of 1:10 for students aged 11 or over)
- Male/female (if mixed sex group then one male and one female member of staff)
- Specialist carers
- Responsibilities

## **Emergency procedures**

- First aid
- Specific medical details, allergies
- Reporting procedures
- Home contact details

## **Insurance**

- Liability
- Accident

## **Costs**

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

## **Arrival**

- Check rooms, meal times, phones,
- Valuables
- Check sporting venue
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules, curfews

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## **Checklist for travel abroad and/or hosting**

### **Purpose of trip**

- Competition, training, social, combination

### **Communication with parents**

- Pick up times
- Destination and venue
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent from
- Code of Ethics and Conduct

### **Accommodation**

- What type
- Catering, special diets, allergies
- Suitability for group, accessibility
- Room lists

### **Hosting or being hosted**

- Hosts vetted
- Hosts aware of special requirements
- Transport arrangements
- Telephone contact
- Local map and information

### **Transport**

- Journey time and stopping points
- Supervision
- Suitability and access
- Drivers checked
- Insurance

### **Supervision/staffing**

- Ratio of staff to athletes (minimum of 1:10 for students aged 11 or over)
- Male/female (if mixed set group then one male and one female member of staff)
- Specialist carers
- Responsibilities

## **Emergency procedures**

- First aid
- Special medical information
- Medications
- E111 form (EU visits)

## **Insurance Liability**

- Accident
- Travel
- Medical

## **Costs**

- For trip
- Payment schedule deposit, staged payments
- Extra meals, refreshments
- Spending money
- Security

## **Documentation**

- Travel tickets
- Passports, visas
- Check non EU nationals

## **Preparing athletes**

- Local culture, language
- Food and drink
- Currency
- Telephones
- Maps of area

## **Arrival**

- Check rooms, meal times, phones, valuables
- Check sporting venue
- Collect money, valuables
- Information on medications
- Arrange group meeting(s)
- Confirm care and child protection procedures with group/staff
- Rules, curfews

## APPENDIX J REFERENCES

### **Avon and Somerset Constabulary (1999)**

Child-Safe protecting young people in sport and organised groups.

### **Crouch, M (1995 [Revised 1998])**

Protecting children - a guide for sports people.

### **DH Department of Health (July 2000)**

The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children.

### **Home Office (1999)**

Caring for young people and the vulnerable? Guidance for preventing the abuse of trust. Home Office Sentencing and Offences Unit.

### **Kerr, A (1999)**

Protecting disabled children and adults in sport and recreation. Disability Sport England. Tel: 020 7490 4919.

### **National Society for the Prevention of Cruelty to Children (1999)**

EduCare child protection awareness programme (1-4).

### **NSPCC (2002)**

SportsCheck - A step by step guide for sports organisations to safeguard children.

### **Sports Coach UK (1997)**

Guidance for national governing bodies on child protection procedures

### **Sports Coach UK (1999)**

Are your young people safe? Is your coaching sound? A guide to good coaching practice.

### **Surrey Area Child Protection Committee (1998)**

Manual of child protection procedures.

### **Travel Checklists courtesy of SafeSportAway: A Guide to Good Planning (2001)**

Josie Grange and Rosemary Gordon. Available from the CPSU for £5.75 inclusive of P&P.

### **British Taekwon-Do Council Child Protection Officer**

Kevin Beddows. The British Taekwon-Do Council, 130 Barrows Green Lane, Widnes, Cheshire, WA8 3JJ Tel No 0151 424 9466, [email:](mailto:kevin@kaltbeddows.freemove.co.uk)

[kevin@kaltbeddows.freemove.co.uk](mailto:kevin@kaltbeddows.freemove.co.uk)



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**SELF DISCLOSURE FORM**

To be completed by all individuals in British Taekwon-Do Council Associations who have not been require CRB Disclosure form. **You have the right of access to information held on you and other rights under Protection Act 1984.**

**Part A**

Surname and title (Mr/Mrs/Ms/Miss): .....

Any first name, surname or maiden name previous known by: .....

First name(s): .....

Known as: .....

Present address: .....

Postcode: .....

Telephone number(s): .....

E-mail address: .....

**POSTCODE MUST BE COMPLETED**

Date of birth: .....

N.I. Number: .....

Gender: M / F

|   |  |  |
|---|--|--|
| Current Club(s) (refers to Taekwon-Do or other sports clubs): |  |  |
| Position(s) held (Instructor/Assistant Instructor/Helper):    |  |  |
| Start date(s):  |  |  |

Coach qualification and ID Number: .....

Course date: .....

Details of other qualifications held: .....

|  |  |  |
|--|--|--|
| Previous Clubs (Taekwon-Do or other sports clubs):       |  |  |
| Positions held (Instructor/Assistant Instructor/Helper): |  |  |
| Start date:  |  |  |
| Leave date:  |  |  |

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents:

Signature of Association Secretary or Association Child Protection Officer: .....

Print name: .....

Date: .....

**Part B**

**Self Disclosure (for completion by the individual named in Part A)**

**Have you ever been convicted of any criminal offences? YES / NO**

If YES, please supply details of any criminal convictions:

.....  
.....  
.....  
.....

**NOTE:** You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

**Are you a person known to any Social Services department as being an actual or potential risk to children? YES / NO**

If YES, please supply details: .....

.....  
.....  
.....

**Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse? YES / NO**

If YES, please supply details: .....

.....

**IMPORTANT**

**I have read and understood the information leaflet regarding the British Taekwon-Do Council's Child Protection List.**

**I hereby consent to agents of the art/sport of Taekwon-Do undertaking Police and/or Social Services checks against me.**

**I understand that the information contained on this form, the results of Police and Social Services checks and information supplied by third parties, will be included on the British Taekwon-Do Council's Child Protection List, may be notified to my Association and may be supplied by the art/sport of Taekwon-Do to other persons or organisations who have an interest in child protection issues.**

**I agree to abide by the British Taekwon-Do Council's Code of Conduct and Ethics.**

Signed by the above named individual: .....

Date: .....

Print name: .....

**This form (Part A and Part B) should be returned DIRECT to:**

The British Taekwon-Do Council Child Protection Officer, 130 Barrows Green Lane, Widnes, Cheshire. WA8 3JJ Tel No 0151 424 9466

**APPLICATION FORM**

**Confidential**

Position applied for: .....

Surname: .....

First name(s): .....

Known as: .....

Address: .....

.....

Postcode: .....

Telephone Number(s): .....

**CURRENT/MOST RECENT EMPLOYMENT**

Employer: .....

Position: .....

Dates of employment: .....

Duties of employment: .....

.....

.....

**PREVIOUS EMPLOYMENT**

Employer: .....

Position: .....

Dates of employment: .....

Duties of employment: .....

.....

.....

Employer: .....

Position: .....

Dates of employment: .....

Duties of employment: .....

.....

.....

Employer: .....

Position: .....

Dates of employment: .....

Duties of employment: .....

.....

.....



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**QUALIFICATIONS**

Academic/school (not essential for those applying to voluntary posts to complete):

.....  
.....  
.....  
.....

Coaching Qualifications/Experience:

.....  
.....  
.....

Previous experience of working with young children in a voluntary or professional capacity:

.....  
.....  
.....  
.....

Reason for applying:

.....  
.....  
.....

**DATA PROTECTION NOTICE**

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete. By signing this form, I provide my explicit consent to The British Taekwon-Do Council and/or ..... (Association) processing personal data in connection with all matters relating to my application for employment/appointment. Details contained on this form will be limited to those only directly involved in the selection process. All records relating to recruitment are retained by The British Taekwon-Do Council and/or ..... (Association representative), in order to fulfil legal responsibilities under Data Protection legislation.

**I agree to abide by The British Taekwon-Do Council and/or ..... (Association) Code of Conduct and Ethics.**

Signed: .....

Date: .....

**PLEASE NOTE APPLICANTS MUST ALSO COMPLETE A CRB DISCLOSURE APPLICATION FORM OR SELF DISCLOSURE FORM AS DIRECTED.**

**IT IS THE POLICY OF THIS ORGANISATION TO OBTAIN TWO REFERENCES FROM SUCCESSFUL CANDIDATES.**

**REFERENCE FORM**

**Confidential**



The following applicant ..... has been offered the position of ..... subject to receipt of satisfactory references and CRB Disclosure. The post involves substantial access to children.

As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

All information will be treated with due confidentiality and in accordance with relevant legislation and guidance. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this applicant and in what capacity? .....  
 .....  
 .....

What attributes does this applicant have that would make them suited to this work? .....  
 .....  
 .....

Based on your knowledge of the applicant, please indicate their ability across the following criteria (please circle):

|                            |      |              |      |           |
|----------------------------|------|--------------|------|-----------|
| <b>Responsibility</b>      | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Maturity</b>            | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Self motivation</b>     | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Can motivate others</b> | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Energy</b>              | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Trustworthiness</b>     | POOR | SATISFACTORY | GOOD | EXCELLENT |
| <b>Reliability</b>         | POOR | SATISFACTORY | GOOD | EXCELLENT |

If you have any concern about the applicant's suitability to work with young people, please detail:

.....  
 .....  
 .....

Signed: .....

Date: .....

Print name: .....

Position: .....

Organisation: .....

**Please return to:** The British Taekwon-Do Council Child Protection Officer, 130 Barrows Green Lane, Widnes, Cheshire. WA8 3JJ Tel No 0151 424 9466

**INCIDENT REFERRAL FORM**



Association or Club: .....

Your name: .....

Your position: .....

Child's name: .....

Child's address: .....

.....

Child's date of birth: .....

Child's disability (if any): .....

Child's ethnic origin:

|   |  |  |  |
|---|--|--|--|
| <b>White</b>                            | British <input type="checkbox"/>                 | Irish <input type="checkbox"/>                 |  |
| <b>Mixed</b>                            | White & Black Caribbean <input type="checkbox"/> | White & Black African <input type="checkbox"/> | White & Asian <input type="checkbox"/> |
| <b>Asian or Asian British</b>           | Indian <input type="checkbox"/>                  | Pakistani <input type="checkbox"/>             | Bangladeshi <input type="checkbox"/>   |
| <b>Black or Black British</b>           | Caribbean <input type="checkbox"/>               | African <input type="checkbox"/>               |  |
| <b>Chinese</b> <input type="checkbox"/> |  |  |  |
| <b>Other</b> <input type="checkbox"/>   |  |  |  |

Parents/Guardians names and address: .....

.....

Date and time of any incident: .....

.....

Your observations: .....

.....

.....

.....

.....

Exactly what the child said and what you said (remember, do not lead the child – record actual details. Continue on separate sheet if necessary): .....

.....

.....

.....

.....

.....

Action taken so far: .....

.....

.....

.....

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**External agencies contacted (date & time):**

**Police:** YES / NO

If YES, which: .....

Name and contact number: .....

Details of advice received: .....

.....

**Social Services:** YES / NO

If YES, which: .....

Name and contact number: .....

Details of advice received: .....

.....

**The British Taekwon-Do Council:** YES / NO

If YES, name and contact number: .....

Details of advice received: .....

.....

**Local Authority:** YES / NO

If YES, which: .....

Name and contact number: .....

Details of advice received: .....

.....

**Other:** (eg NSPCC)

Which: .....

Name and contact number: .....

Details of advice received: .....

.....

Signature: .....

Print name: .....

Date: .....

**Remember to maintain confidentiality on a need-to-know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB:** A copy of this form should be sent to Social Services following a telephone report and to The British Taekwon-Do Council Child Protection Officer, 130 Barrows Green Lane, Widnes, Cheshire, WA8 3JJ. Tel No 0151 424 9466



**PARENTAL CONSENT FOR TAEKWON-DO ACTIVITIES**



Association or Club: .....

1. **Details of Taekwon-Do activity:** .....

.....

From (Date/Time): .....

To (Date/Time): .....

I agree to (name of child) ..... taking part in this activity. I agree to (name of child) .....’s participation in the activities described. I acknowledge the need for (name of child) ..... to behave responsibly.

**2. Medical information about your child:**

a. Any conditions requiring medical treatment, including medication? YES / NO

If YES, please give brief details: .....

.....

.....

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary: .....

.....

.....

**For residential visits only:**

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES / NO

If YES, please give brief details: .....

.....

d. Is your son/daughter allergic to any medication? YES / NO

If YES, please specify: .....

.....

e. When did your son/daughter last have a tetanus injection? .....

**I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the commencement of the activity.**

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**3. Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

**Emergency contact:** .....

Contact telephone number (inc national codes):

Work: .....

Work mobile: .....

Home: .....

Home mobile: .....

Home address: .....

.....

.....

**Alternative emergency contact:** .....

Contact telephone number (inc national codes):

Work: .....

Work mobile: .....

Home: .....

Home mobile: .....

Home address: .....

.....

.....

**Name of family doctor:** .....

Telephone number: .....

Address: .....

.....

.....

Signed: .....

Your name (in capitals): .....

Date: .....

**THIS FORM, OR A COPY, MUST BE TAKEN BY THE PERSON IN CHARGE TO THE ACTIVITY.  
A COPY SHOULD BE RETAINED BY THE SECRETARY OF THE ASSOCIATION.**



**ACCIDENT REPORT FORM**



Association or Club: .....

1. Site where incident/accident took place: .....

2. Name of person in charge of session/competition: .....

3. Name of injured person: .....

4. Address of injured person: .....

5. Date and time of incident/accident: .....

6. Nature of incident/accident: .....

7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, eg training, getting changed, etc.: .....

8. Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s): .....

9. Were any of the following contacted?

**Police:** YES / NO

**Ambulance:** YES / NO

**Parent:** YES / NO

10. What happened to the injured person following the incident/accident? (Eg, went home, went to hospital, carried on with session): .....

11. All of the above facts are a true and accurate record of the incident/accident:

Signed: .....

Your name (in capitals): .....

Date: .....

**This form should be retained by the Club and submitted to the BTC on request.**

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**PHOTOGRAPH AND RECORDED IMAGES USAGE FORM**

**FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**



**THIS SIDE TO BE COMPLETED BY THE ASSOCIATION/CLUB**

This side of the form should be completed by the Association/Club and then signed by the legal guardian (usually parent/carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the Association/Club you will need to complete a separate form for each young person.

..... (Association/Club) recognises the need to ensure the welfare and safety of all young people in Taekwon-Do. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers and the young person.

..... (Association/Club) will follow the guidance for the use of images of young people, a copy of which is in The British Taekwon-Do Council Child Protection Policy and Implementation Procedures.

..... (Association/Club) will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of ..... (Association/Club).

**If you become aware that these images are being used inappropriately you should inform** ..... (Association/Club) **immediately.**

The information will be available on the website: <http://.....> for the period ..... to ....., after which it will be removed.

If at any time either the parent/carer or the young person wishes the data to be removed from the website, seven days' notice must be given to the Secretary, after which the data will be removed.

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**FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

**THIS SIDE TO BE COMPLETED BY THE PARENT/CARER AND YOUNG PERSON**

I, ..... (insert parent/carer full name) consent to ..... (Association/Club) photographing or videoing ..... (name of child/young person) under the stated rules and conditions and I confirm that I am legally entitled to give consent.

I also confirm that ..... (name of child/young person) is not under a court order.

Signed: .....

Date: .....

I, ..... (name of child/young person) consent to ..... (Association/Club) photographing or videoing my involvement in Taekwon-Do under the stated rules and conditions

Signed: .....

Date: .....

Please return this form to: .....

.....  
.....  
.....  
.....

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**EVENT REGISTRATION FORM**

**THIS FORM SHOULD BE COMPLETED BY ANYONE TAKING PHOTOGRAPHS OR RECORDING AT AN EVENT**



**FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

**THIS SIDE TO BE COMPLETED BY THE PARENT/CARER AND YOUNG PERSON**

Name: .....

Address: .....  
.....  
.....

Telephone: .....

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

**Please complete this registration form and return it to the event organiser.**

**EVENT REGISTRATION FORM**

**THIS FORM SHOULD BE COMPLETED BY ANYONE TAKING PHOTOGRAPHS OR RECORDING AT AN EVENT**



**FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES**

**THIS SIDE TO BE COMPLETED BY THE PARENT/CARER AND YOUNG PERSON**

Name: .....

Address: .....  
.....  
.....

Telephone: .....

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

**Please complete this registration form and return it to the event organiser.**

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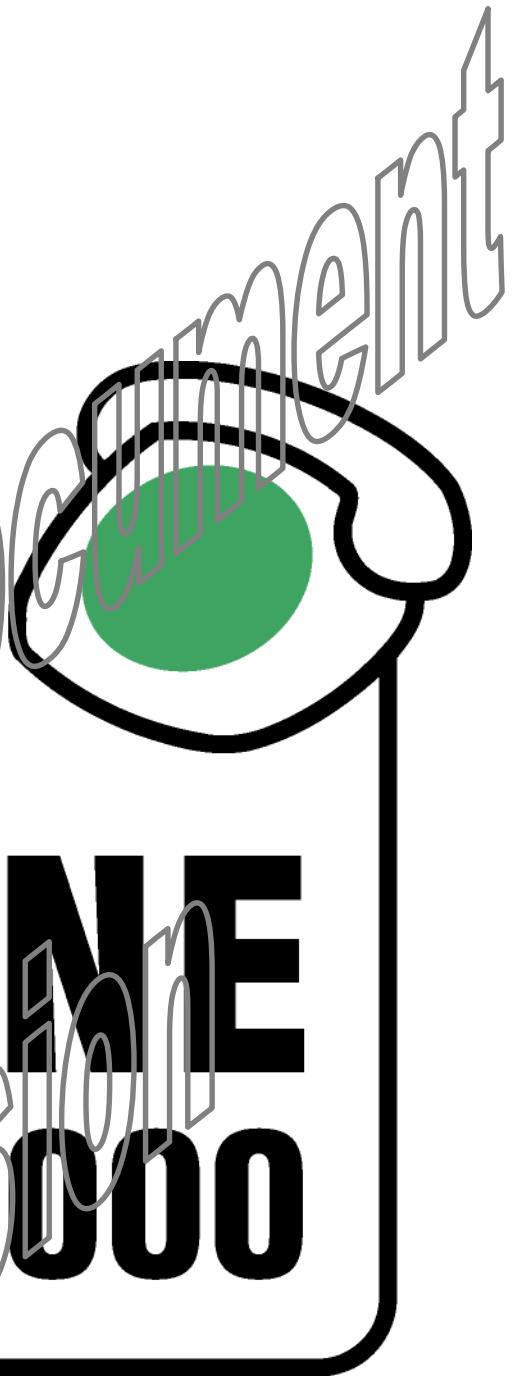
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**NSPCC**

**CHILD PROTECTION**

**HELPLINE**

**0808 800 5000**



*Web Version*

*Government*

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