KHEGAI TAEKWONDO CLUB

Safeguarding and Child Protection Policy

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1. Policy Statement

Khegai Taekwondo Club is committed to creating a safe, positive, inclusive and supportive environment in which all children and young people can enjoy Taekwondo, develop their skills and reach their potential without fear of abuse, neglect, bullying, discrimination or harm.

The welfare and safety of every child is our priority.

We believe that every child has the right to participate in sport in an environment where they are respected, listened to and protected.

We do not tolerate abuse, inappropriate behaviour, intimidation, bullying or any form of harm towards children.

Safeguarding is everyone's responsibility. Any concern about the welfare or safety of a child must be taken seriously and acted upon.

This policy applies to all activities organised by Khegai Taekwondo Club, including regular training sessions, gradings, competitions, events and other club activities involving children.

2. Purpose of this Policy

The purpose of this policy is to:

- Protect children and young people participating in club activities.
- Establish clear responsibilities for safeguarding.
- Explain how to recognise and respond to possible abuse or neglect.
- Provide a clear procedure for reporting safeguarding concerns.
- Prevent bullying, inappropriate behaviour and unsafe practices.
- Promote respectful relationships between instructors, children and parents.
- Ensure safeguarding concerns are recorded and handled appropriately.

3. Who This Policy Applies To

This policy applies to:

- The club owner and instructors.

● Assistant instructors and volunteers.
● Children and young people participating in classes.
● Parents and legal guardians.
● Anyone involved in delivering or supporting club activities.

Everyone involved in the club is expected to follow this policy and report any concerns about a child's safety or wellbeing.

4. Types of Abuse and Possible Warning Signs

Abuse can happen in different environments, including at home, in the community, online or within sporting activities.

The main forms of abuse include:

Physical abuse

Deliberately causing physical injury or harm to a child. This may include hitting, shaking, kicking, punching or using physical force inappropriately.

Emotional abuse

Behaviour that causes emotional harm, such as humiliation, threats, intimidation, rejection, constant criticism or making a child feel worthless.

Sexual abuse

Forcing or encouraging a child to take part in sexual activities, whether or not the child understands what is happening. This includes inappropriate touching, sexual comments, exploitation and online sexual abuse.

Neglect

Failing to meet a child's basic physical or emotional needs, including failing to provide appropriate care, supervision, protection or medical attention.

Bullying and discriminatory behaviour

Bullying can be physical, verbal, emotional, sexual, racist, discriminatory or online. Possible

warning signs include the following:

● Unexplained injuries or bruises.
● Sudden changes in behaviour or confidence.
● Becoming withdrawn, anxious or frightened.
● Reluctance to attend training.
● Unusual fear of a particular person.
● Aggressive or disruptive behaviour.
● Unexplained changes in attendance.
● A child expressing that they feel unsafe.
● Signs of self-harm or distress.

These signs do not automatically mean abuse has occurred, but they should never be

ignored. 2

5. Roles and Responsibilities

5.1 Club Owner and Designated Safeguarding Lead

The club owner is responsible for ensuring that safeguarding arrangements are in place and that concerns are handled appropriately.

The Designated Safeguarding Lead (DSL) will:

- Act as the main contact for safeguarding concerns.
- Receive and respond to reports of suspected abuse or poor practice.
- Ensure concerns are recorded accurately and securely.
- Contact appropriate external safeguarding services when necessary.
- Maintain confidentiality and restrict access to safeguarding records.
- Ensure parents and children know how to raise concerns.
- Review this policy regularly.
- Promote a safe and respectful training environment.

The club must identify and communicate its named safeguarding contact to parents before classes begin.

5.2 Instructors and Assistants

Anyone helping to deliver club activities must:

- Follow this policy and the club's code of conduct.
- Treat every child with dignity and respect.
- Maintain appropriate professional boundaries.
- Avoid inappropriate physical contact or language.
- Report safeguarding concerns immediately.
- Never ignore suspected abuse or inappropriate behaviour.
- Support children who raise concerns.

5.3 Parents and Guardians

Parents and guardians are expected to:

- Support the club's safeguarding arrangements.
- Treat instructors, children and other families respectfully.
- Report concerns about a child's welfare.
- Provide accurate emergency and relevant health information.
- Ensure children understand the club's expected behaviour.

5.4 Children and Young People

Children should be encouraged to:

- Treat others with respect.
- Follow reasonable class rules.

- Tell an instructor, parent or trusted adult if something makes them feel uncomfortable or unsafe.
- Report bullying or inappropriate behaviour.
- Respect the rights and personal boundaries of others.

Children have the right to say no to inappropriate contact and to be listened to when they express concerns.

6. Safe Practice During Taekwondo Classes

Taekwondo involves physical movement, partner exercises and supervised martial arts techniques. Physical contact may sometimes be necessary for safe instruction.

To protect children:

- Physical contact must always be appropriate, necessary and related to instruction or safety.
- Instructors should explain any physical correction before making contact and seek the child's agreement where appropriate.
- Children must never be touched in a sexual, intimidating or humiliating way.
- Physical punishment, excessive force and inappropriate discipline are prohibited.
- Training must be suitable for the child's age, experience and ability.
- Sparring must be appropriately supervised, with suitable protective equipment and safety rules.
- Children must not be pressured into activities they are not ready or comfortable to perform.
- Changing areas and toilets must be treated as private spaces.
- Instructors must maintain appropriate professional boundaries.

Where possible, instruction and assistance should take place in an observable environment rather than an isolated or closed space.

Any physical contact that causes concern must be reported and reviewed.

7. Supervision and Child Safety

The club will take reasonable steps to provide safe supervision during training and other activities.

This includes:

- Maintaining appropriate supervision throughout sessions.
- Keeping training areas safe and suitable for children's activities.
- Maintaining attendance records.
- Ensuring children are accounted for during club activities.
- Establishing clear arrangements for arrival and collection.
- Responding appropriately if a child is missing or not collected.
- Ensuring children are not left alone with an adult in inappropriate circumstances.
- Following venue emergency and evacuation arrangements.

Children must not be left unsupervised during club activities.

Any assistant or volunteer involved in supervising children must have their suitability and responsibilities considered before being given access to children.

8. Responding to a Child Who Discloses Abuse or Raises a Concern

If a child tells an instructor or another club representative that they have experienced abuse or feel unsafe, the person receiving the information must:

1. Listen carefully and remain calm.
2. Take the child seriously.
3. Allow the child to speak in their own words.
4. Reassure the child that they have done the right thing by speaking up.
5. Explain that the information cannot be kept completely secret because it may be necessary to share it to protect them.
6. Avoid leading questions or investigating the allegation.
7. Never promise an outcome that cannot be guaranteed.
8. Record the child's words as accurately as possible.
9. Report the concern promptly to the Designated Safeguarding Lead, unless the concern involves that person.
10. Take immediate steps to protect the child if there is an immediate safety risk.

If a child is in immediate danger or requires urgent medical assistance, emergency services must be contacted.

The child must not be pressured to repeat their account unnecessarily.

9. Reporting Safeguarding Concerns

All safeguarding concerns must be taken seriously, whether they relate to:

- Suspected physical, emotional or sexual abuse.
- Neglect.
- Inappropriate behaviour by an instructor, assistant, volunteer or another child.
- Bullying, harassment or discrimination.
- Inappropriate physical contact.
- Online abuse or exploitation.
- Concerns about a child's safety outside the club.

Reporting procedure

1. The concern is reported to the Designated Safeguarding Lead.
2. The immediate safety of the child is considered.
3. The concern is recorded using a safeguarding concern report.
4. The DSL assesses the information and determines the appropriate next steps.
5. Where necessary, advice or assistance is sought from the relevant local authority's children's safeguarding service or the police.
6. Appropriate action is taken to protect the child and prevent further harm.

7. Records are updated with decisions, actions and outcomes.

If the concern involves the DSL or club owner, it must not be referred back to that person. The person raising the concern should contact the relevant local authority's children's safeguarding service or the police directly.

Where there is immediate danger, call 999. For non-emergency police assistance, call 101.

Parents or guardians will normally be informed where appropriate. However, they should not be contacted first if doing so could place the child at further risk or interfere with safeguarding action.

10. Confidentiality and Record Keeping

All safeguarding concerns must be handled sensitively and confidentially.

Khegai Taekwondo Club will:

- Keep accurate and factual records of concerns and actions.
- Record dates, times, people involved and any action taken.
- Distinguish between facts, observations and opinions.
- Store safeguarding records separately from ordinary student registration records.
- Restrict access to authorised people who need the information for safeguarding purposes.
- Share information only when necessary and appropriate to protect a child or meet a legal obligation.

Safeguarding records will be stored securely in a separate, restricted digital folder. Information will not be discussed with other parents, children or people who have no legitimate reason to know it. Confidentiality must never prevent action being taken to protect a child.

11. Anti-Bullying Policy

Khegai Taekwondo Club believes every child has the right to participate without being bullied.

Bullying is deliberate behaviour that intimidates, humiliates, threatens or causes distress to another person.

Bullying may include:

- Physical bullying, including pushing, kicking or hitting.
- Verbal bullying, including name-calling and threats.
- Emotional bullying, including exclusion and intimidation.
- Racist or discriminatory behaviour.
- Sexual harassment or inappropriate comments.
- Cyberbullying through messages, social media or other technology.

Bullying is unacceptable and will be taken seriously.

How the club will respond

When bullying is reported or witnessed:

1. The incident will be taken seriously and assessed.

2. The children involved will be listened to.
3. Appropriate action will be taken to ensure the affected child is safe.
4. The incident will be recorded where appropriate.
5. Parents or guardians will be informed where appropriate.
6. External advice or support will be sought if necessary.
7. Agreed actions will be monitored to prevent further incidents.

The club will support the child affected by bullying and will also work with the child responsible for the behaviour to help them understand and change their actions.

Depending on the seriousness or repetition of the behaviour, consequences may include a warning, meeting with parents, suspension or exclusion from the club.

Where bullying involves suspected abuse or an adult's inappropriate behaviour towards a child, the safeguarding procedure will be followed.

12. Photography, Video and Online Communication

The club recognises that photographs and videos may be used for club publicity and promotional activities.

All photography and video recording must follow the club's separate Photography and Video Policy.

Parental permission must be obtained before identifiable photographs or videos of children are used for publicity.

Children's wishes must also be respected.

The club will maintain appropriate professional boundaries when communicating with children and will use parents or guardians as the normal point of contact.

Inappropriate private communication with children is not permitted.

13. Safer Recruitment and Suitability

Anyone involved in supervising or working with children must be suitable for their role.

Khegai Taekwondo Club will consider:

- Relevant qualifications and experience.
- Safeguarding and child protection training.
- Appropriate DBS checks where legally eligible and required.
- References and suitability evidence where appropriate.
- The responsibilities and level of access given to assistants or volunteers.

Having a DBS certificate does not replace the responsibility to maintain appropriate behaviour and professional boundaries.

14. External Support and Escalation

Where a safeguarding concern cannot be dealt with safely within the club, or where a child may be at risk of harm, appropriate external organisations will be contacted.

These may include:

- Children's Social Care: 0345 045 5203 (office hours); 01733 234 724 (out of hours).
- Cambridgeshire County Council Local Authority Designated Officer (LADO): 01223 727 967. email: LADO@cambridgeshire.gov.uk.
- The local authority's children's social care or safeguarding team.
- The police.
- Relevant safeguarding bodies within the sport.
- The NSPCC for safeguarding advice.

If a child is in immediate danger, emergency services must be contacted by calling

999. Children can also contact Childline on 0800 1111.

The club will cooperate with appropriate safeguarding authorities and provide relevant

information when required.

15. Policy Review

This policy will be reviewed at least annually and sooner if:

- Safeguarding legislation or guidance changes.
- The club's activities or staffing arrangements change.
- A serious safeguarding incident occurs.
- An improvement is identified through experience or external advice.

The effectiveness of the policy will be assessed through feedback from children, parents and those involved in delivering club activities.

All relevant individuals will be made aware of any significant changes.

Policy Approval

Club: Khegai Taekwondo Club

Club Owner: Anastasia Khegai

Designated Safeguarding Lead: Club Owner / Head Instructor – Khegai Taekwondo Club

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Signature: *Anastasia Khegai*

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