



# Child Protection Policy

## **Introduction**

The Traditional Tae Kwon-Do Federation (TTF) takes its commitment to the safety of children and young adults who attend either the Traditional Tae Kwon-Do Federation or its associate member classes and events very seriously. For the purpose of this policy this includes all students up to the age of 18 or adults with learning disabilities.

All children have a right to protection from all forms of abuse.

It is the Traditional Tae Kwon-Do Federation's mandate that all instructors, assistants, volunteers, helpers and anyone who is in contact with children are fully aware of the content of this policy and their responsibility to adhere to it.

This document will also be made available to parents, guardians or carers upon request.

The implementation of this policy is primarily for the protection of the children but also the instructors, assistants, volunteers, helpers and the Traditional Tae Kwon-Do Federation or associate members as an organisation.

This policy provides definitions, policy statements and guidance on a variety of topics. If anyone has any questions relating to the contents of this policy, or any other question about child safety, they should contact the Traditional Tae Kwon-Do Federation Child Protection Officer (CPO) or their associate member Child Protection Officer. The Traditional Tae Kwon-Do Federation Child Protection Officers details can be found at the back of this document.

## **Role of the Child Protection Officer (CPO)**

The Traditional Tae Kwon-Do Federation has appointed a dedicated child protection officer to:

- Report directly to the Traditional Tae Kwon-Do Federation chairman on all aspects of child protection.
- Formulate and distribute child protection policy to the Traditional Tae Kwon-Do Federation instructors.
- Provide advice and assistance to instructors on how to implement the policy and on other child protection matters.
- Collate and distribute instances of both good and bad practice so that the Traditional Tae Kwon-Do Federation members may benefit.
- Ensure that instructors are correctly implementing the policy.
- Maintain records on aspects pertaining to child protection.
- Keep all aspects of confidentiality as a priority.
- Undertake all action to escalate reports of abuse on behalf of instructors.

## **Definitions of Abuse & What To Look Out For**

**Neglect:** Where an adult fails to meet a child's essential physical needs such as adequate food, warmth, clothing, hygiene, etc.. It also includes failure to provide an adequately safe environment for the child such as leaving them alone and unsupervised, or exposing them to undue risk or extreme of temperature.

**Physical Abuse:** Where parents, adults or other children deliberately cause injury by such action as hitting, kicking, shaking, biting, burning, squeezing or using excessive force. It also includes giving a child inappropriate drugs, alcohol or poison, or attempts to suffocate or drown. Physical abuse can also be said to occur if the nature of training is inappropriate to the child's immature and growing body, or predisposes the child to an injury from fatigue or overuse. Training that is appropriate for an adult may not be right for a child.

**Emotional Abuse:** This includes persistent lack of attention or love, shouting, screaming, taunting, sarcasm or over-protection (leading to poor social skills). In our arena, it also includes making unrealistic demands for achievements, failing to respond to a child's efforts or progress. It also includes taunts, shouts or sarcasm when teaching that causes the child to lose self-confidence.

**Sexual Abuse:** Both boys and girls are at risk of being sexually abused. Sexual abuse includes making a child take part in full sexual intercourse, masturbation, oral sex, fondling or groping, exposure to pornographic material or making a child take part in producing pornographic videos or photography. It also includes suggestions that sexual favours can help (or refusal can hinder) progression within Tae Kwon-Do.

**Other Abuse:** Abuse of trust - where young people are indoctrinated with attitudes to training, drugs, alcohol and cheating, social, political or religious views that are unacceptable to the young person's family. All kinds of bullying - both verbal and physical, from other children or adults are a form of abuse. The Traditional Tae Kwon-Do Federation has rules on how to conduct oneself which should be adhered to at all times.

## Identifying Abuse

It is not the responsibility of the Traditional Tae Kwon-Do Federation members or instructors to decide that child abuse is occurring. It is our responsibility to follow through on any concerns. However, we do need to exercise care. It is possible to find these signs and symptoms in many completely healthy, unabused children.

### Possible Signs Include:

- Unexplained changes in the child's behaviour, attitude or commitment (becoming quiet and withdrawn or sudden outbursts of temper).
- Gossip amongst other students, helpers, etc..
- Bruises and injuries that cannot be easily explained (such as burns, belt marks, etc..).
- Self mutilation.
- Discomfort or pain.
- Reluctance to change or shower.
- Increasing problems with hygiene.
- Unexplained weight loss or gain.
- Constant hunger.
- Nervousness when approached or touched.
- Fear of particular people.

- Children who are always alone, unaccompanied or prevent from socialising with other children.
- Inappropriate sexual awareness.
- Reluctance to go home.

### **What To Do If You Suspect Abuse:**

The following is a list of the things that should be done if you suspect abuse or if a child tells you of abuse:

- Take everything that is said seriously.
- Maintain confidentiality at all times.
- Listen and be reassuring but make it clear that you can not keep secrets and you will have to talk to another person who can help.
- Record what has been said to you as accurately as possible, using the exact words spoken by the child. Write it down as soon as you can.
- DO NOT ask the child to repeat or elaborate. Keep questions to a minimum, but find out if they have told anyone else. Note: The law is strict and a child abuse case can be dismissed if it appears that the child has been led or words/ideas have been suggested.
- Ensure that you are clear about all the facts of the allegation including names, age, address, etc.. of the child in question.
- Contact the Child Protection Officer identified at the back of this document or your associate member Child Protection Officer and communicate all information at your disposal.

Once the Child Protection Officer has been contacted, they assume responsibility for the situation, allowing the 'trusted' adult to return to a normal instructor/student relationship.

On no account should the instructor attempt to make contact with parents, relatives or other agencies. This is so that all communications come through one person. The instructor should strive to maintain a normal but watchful role, recording and reporting any new developments to the Child Protection Officer immediately.

If requested by Police or Social Services, details of the adult making a referral will be passed to them so they can make direct contact.

### **Discipline**

Instructors have a need and right to maintain discipline within their class. However, any disciplinary measures must not compromise the dignity, self-confidence, safety and self-esteem of the child.

### **Requirements for Instructors**

The items in this section are mandatory. All instructors must carry them out.

- Instructors are responsible for ensuring that all assistants, volunteers and helpers have read and understood this policy and are putting into practice the child protection needs and all less than 16 years

of age have had the child protection induction pack.

- Instructors are responsible for ensuring all assistants, volunteers and helpers have an up to date (within the last 3 years) enhanced DBS (formerly CRB) form.
- Instructors must have an adequate First Aid kit and trained person available at all classes.
- Instructors must consider safety precautions and/or procedures appropriate to their training venue. These must be communicated regularly to all students. Items to be considered include:
  - Safety accesses and egress from the venue.
  - Fire alarms, exits, muster points.
  - Hazards in the training hall (equipment, trips, electrical, etc..).

### **Guidance for Instructors & Assistants**

- Although the legal age of consent is 16, the Traditional Kwon-Do Federation does not permit instructors to enter into relationships with students under the age of 18. To do so is perceived as an abuse of the student/instructor trust.
- Always be publicly open when working with children. Always invite parents to stay and watch training. Try to avoid situations where you and an individual child are together unobserved.
- It is sometimes necessary for instructors to adjust children's stances, hand position or belt manually. However, you should be aware that some parents are becoming increasingly sensitive to this. You should first encourage the children to correct themselves.
- If, for reasons of safety, you have to accompany a child to the changing rooms or toilet, it is good practice to check the room and then wait outside for the child to finish.
- Children must always be treated with kindness and respect. Adults must always display high standards when dealing with children.
- It is not acceptable for any person in a position of authority to transport children to or from any event such as a competition or grading. Parents have sole responsibility for providing or arranging transport. Instructors may not suggest or endorse individuals to carry out this role.
- Always brief children and their parents, guardians or carers about the training environment and any safety issues. This should include what you consider to be parental responsibility such as picking up and dropping off, toilets and changing room's etc.
- Instructors and assistants should make sure that the content of classes is appropriate to the age group under tuition.
- Never engage in rough physical or sexually provocative games, make suggestive comments (even in fun) or do things of a personal nature that the child can do for themselves.
- You must take all accusations or allegations seriously.
- If you believe that there has been a misunderstanding or the potential for a misunderstanding, you should report it to the Child Protection Officer as soon as possible to avoid future problems.

## Guidance to Parents

- Parents need to understand that, although all reasonably practical measures will be taken to ensure the safety and protection of their children, the ultimate responsibility remains with the.
- Parents should always, where possible, remain on hand during training to supervise changing rooms and toilet visits.
- However, if parents have any concerns, even outside of the Traditional Taekwondo Federation environment, they are welcome to seek advice from the Child Protection Officer.

### **TTF Child Protection Officer:**

The current Traditional Tae Kwon-Do Federation Child Protection Officer (CPO) is:

**Mr Daljit Kumar** who can be contacted on 07788 148 287 or at [childprotection@ttf-tkd.co.uk](mailto:childprotection@ttf-tkd.co.uk)