

## **Five Pillars Taekwon-Do - Safeguarding Policy**

This document clarifies explaining good practice in regards to **SAFEGUARDING** in general, of children and young people (both defined as young people under the age of 18 years). In addition the guidelines and good practices, legal obligations in accordance with **UK Law** in this document are equally legal bound and relevant to all individuals of all ages and for vulnerable adults.

Five Pillars Taekwon-Do commitment to protecting all children and young people, our position as responsibility for setting and monitoring the boundaries of the working relationship with the children and young people in their care and should ensure that they maintain a professional relationship with them at all times.

This official document, outlines the **Empowerment Prevention Proportionality Protection Partnership Accountability** are fully detailed and explained throughout the **Five Pillars Taekwon-Do Safeguarding Policy**

### **Five Pillars Taekwon-Do Our Purpose & Principles of Safeguarding**

- **Promotion of the best practice and challenge inappropriate actions that are harmful to children**
- **Supporting and developing a safe sporting environment for children and young people, and protect them all from danger and harmful situations**
- **Children and young people have a right to enjoy sport, without interference of abuse, exploitation and poor practice**
- **Every children and young people should be supported and encouraged to develop their full potential**
- **Everybody has a responsibility to support the care and protection of children and young people**

Care must be taken that conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought particularly when working with children and young people.

- **Instructor will always adhere to the following**
  - Everyone should be treated with **respect**
  - Respect an individual's right to **personal privacy**
  - Refrain from showing **favouritism** to any individual
- Likes, crushes on Instructors, students do occur from time to time and these need to be handled very sensitively. Avoidance to encourage or joke about these incidents as they may unintentionally hurt the feelings of the child or young person and cause an adverse reaction in the form of an accusation (respectfully students must refrain and take care as their jokes, comments can at times cause the result of circumstances). It may give rise to gossip which a parent carer may decide to investigate.
- No matter how conscientious an Instructor may be in carrying out their duties, there will be occasions when their actions may be misconstrued. Where physical contact between an Instructor and any student is a necessary part of the coaching process, Instructor must ensure that no actions on their part could be misinterpreted. This is particularly important when the student is a child or a young person (and or vulnerable adults too)
- There may be occasions where a distress child or young person needs comfort and reassurance. Avoid physical comfort such as hugging or the like (as this can be misconstrued and the relationship not known understood)
- Administering First Aid to a child or young person should ensure wherever possible another adult person is present of that First Aid is carried out in view of others, as the necessary physical contact could again be misconstrued (anything requested outside of this ie in a private area must be noted that the person has asked requested and again this shall be fully recorded noted in a diary)

- Recognition that caution is required in all one to one situations and Instructor should not
  - Spend excessive amounts of time alone with children or young people away from others
  - Take children or young people alone in a car or journeys, however short or long
  - Take children or young people to their home
  
- If emergency situations arise where these are unavoidable, try to ensure that they only occur with the full consent of the child or young person's parent / carer.
  
- **Instructor will never**
  - Engage in rough physical, sexually provocative games or horseplay
  - Allow or engage in inappropriate touching of any form
  - Make sexually suggestive comments to a child or young person, even in fun
  - Allow children or young people in their care to use in appropriate language unchallenged (regardless if this is the persons cultural norm – not allowed in the public group presence)
  - Let any allegations a child or young person makes go unchallenged or unrecorded, **always act record note.**
  - Do things of a personal nature that children – young people can do themselves. However, it may sometimes be necessary for the Instructor to do things of a personal nature for children or young people particularly if they are very young or disabled. These should only be carried out with the full knowledge and consent of their parents / carers in an emergency situation which requires this type of help.
  
- **Whilst it is unlikely that as an Instructor to ever be involved in a reported incident of either bad practice or abuse, it is unwise to reply upon “good name” to protect or believe “it could never happen to me”**

## REPORTING INCIDENTS

**It is not up to the Instructor to take responsibility to decide whether or not child abuse is taking place.** There is however, a full responsibility to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child or young person.

The **Children's Service Department** of each **UK Local Authority** has a statutory duty under the **Children Act 1989** to ensure the welfare of a child. When a child safeguarding referral is made its staff has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the Police, Local Authority other Public Governing bodies.

### What to do if there are CONCERNS

**1** There is always a commitment to work in partnership with parents parent(s) or carer(s) where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example if a child seems withdrawn, they may have experienced bereavement in the family or other circumstances. **However**, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible to the situation appropriately.

**2** Where such concerns exist, discuss them first with your child safeguarding officer before approaching the carer of parent always the first point of contact is **The Safeguarding Officer is Head Instructor Mr Malik Ayman, can be contacted on 07957 146 746 or by email on malikayman@fivepillarstk.org.uk**

**3** If your child Safeguarding officer is not available, the person discovering or being informed of the abuse should immediately contact the Children's Services Department (main Local Authority contact numbers provided in **Important Contact Numbers** list further down) or the Police. If you are unsure about what to do, you can also obtain advice by telephoning the **NSPCC Freephone**

**Helpline** (main contact number provided in **Important Contact Numbers** list further down)

In these circumstances the Children's Services Department or the Police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following (and more if possible), clearly to make both a decision and action to follow on:

### **Recording and Information to Government Bodies**

Information when passed on the Children's Services Department, Police or NSPCC or any government body must be as helpful as possible, hence the necessity for making a detailed record of the facts as clearly and concisely.

Information should include:

- The nature of the allegation
- A description of any visible bruising or other injuries
- The child's account of the incident, if he or she can give them of what has exactly happened taken place and how any bruising or other injuries occurred
- Any times, dates, location or any other relevant information
- A clear distinction between what is **FACT, OPINION, or HEARSAY**
- Reporting the matter to either the Police or Children's Services Department should not however be delayed by attempts to obtain more information
- Wherever possible, referrals telephoned to the Children Service's Department should be confirmed in writing within 24 hours. A record should also be made of the names and designation of the Children's Services member of staff or Police Officer to whom the concerns were passed, together with the **time, date, and method of communication (from mobile phone number, landline, computer, email etc)** in the case of any follow up is needed

### **Important Contact Numbers**

- NSPCC Freephone Helpline 0800 800 500
- Enfield Council Child Services Department  
M.A.S.H. Multi Agency Safeguarding Hub 020 8379 5555  
Out of office hours 020 8379 1000
- Barnet Council Child Services Department  
M.A.S.H. Multi Agency Safeguarding Hub 020 8359 4066  
Out of office hours 020 8359 2000
- Haringey Council Child Services Department  
020 8489 4470  
Out of office hours 020 8489 0000