



UNITY
TAEKWONDO
ACADEMY

SAFEGUARDING & CHILD PROTECTION POLICY

Unity Taekwondo Academy

This document outlines the Safeguarding Policy of Unity Taekwondo Academy (hereinafter known as the “Academy”) and must be implemented and adhered to by all members of affiliated clubs and associations.

The Academy has a duty of care to safeguard all people involved in the martial arts it teaches. The aim of this Policy, therefore, is not only to promote good practice and set out safeguarding standards, but also to enable all Academy instructors and volunteers to make informed and confident responses to specific child protection and safeguarding issues. All Academy Committee members hold a current DBS check and the Academy also has two Safeguarding Officers – one for Portsmouth and one for Southampton.

At all times the Academy must be aware that:

- The welfare of its students is paramount;
- All members, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to care and protection from abuse;
- All suspicions and allegations of bullying/abuse will be taken seriously and responded to swiftly and appropriately; and,
- All instructors and volunteers have a responsibility to report any concerns to the appropriate contact.

All Academy instructors and volunteers must:

- Act as an excellent role model;
- Not smoke, vape or drink alcohol in the company of minor students within the setting of the Academy, and only at social events if a parent/guardian is present;
- Recognise any signs that a child may be unhappy or uncomfortable;
- Avoid excessive training and pushing students to train against their will;
- Give enthusiastic and constructive feedback;
- Always maintain an open and honest environment;
- Treat all students equally, with respect and dignity;
- Maintain a safe and appropriate distance from students, but especially minor students;
- Always consult the student and gain their consent if physical support is necessary for them to learn correctly, i.e. helping to position their hands or legs correctly for poomsae;
- Foster balanced relationships built on mutual trust and empowerment;
- Promote fair play;
- Keep up-to-date with technical skills, qualifications and insurance;
- If mixed teams are taken away for the night, at least one male and one female Academy member who hold a current DBS certificate must be present;
- Secure written consent to act *in loco parentis* if emergency first aid/other medical treatment is required;
- Keep a written record of any injuries as well as details of any treatment given;
- Request written consent of a parent/guardian if the Academy is required to transport a student under the age of 18 by car.

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Behaviour and actions that must be avoided except in the case of emergency are set out below.

Members of the Academy (Committee members and students) must NEVER:

- Engage in rough physical or sexually provocative games, including horseplay;
- Share a room with a minor who is not related to them;
- Permit or engage in any form of inappropriate or non-consensual touching;
- Permit students to use inappropriate language unchallenged;
- Make sexually suggestive comments to or about students;
- Cause a student to cry or become emotional on purpose;
- Allow any allegations of harassment, bullying or unprofessional conduct to go unchallenged, unrecorded or unsatisfactorily resolved;
- Aid a student with a personal task without their consent or that of their parent or guardian.

This may include but is not limited to:

- Helping a minor student to redress after visiting the bathroom
 - Helping a student to put on protective equipment for sparring (i.e. groin guards)
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- Invite or allow any Academy member or related person to stay with you at your home without appropriate supervision;
 - Engage in an intimate relationship with a minor or vulnerable adult;
 - Enter a student's changing area unless accompanied by either the parent of the student (if the student is under the age of 18) or another Academy instructor/volunteer, and ONLY if there is an immediate concern for the student's welfare;
 - Where an overnight stay is required as part of a tournament or competition, enter the room of a student unless there is an immediate concern for their welfare, and only then with another competent adult.

The above is of primary importance in cases where a student is a minor (under the age of 18), does not have the capacity to consent, or is considered as a vulnerable individual. In such cases, parents/guardians/carers of affected students must be informed or consulted in ANY case of doubt or uncertainty. In the case of an immediate concern or if a student is injured or falls sick and needs to be taken for emergency treatment straight away while participating in Academy activities, then a member of the Academy Committee and/or the student's parent/guardian (if under the age of 18) must be made aware as soon as is practicably possible.

The Academy recognises that there are certain incidents that must always be reported/recorded and, in the case of minor or vulnerable adult students, notification provided to the parents/guardian/carer or emergency contact of the student. This is vital when:

- A is accidentally hurt
- A seems distressed in any manner
- A appears to be sexually aroused by your actions
- A misunderstands or misinterprets something you have done
- There is an allegation or suspicion of bullying/abuse

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Any suspicion of bullying or abuse within the Academy should be reported immediately to the Safeguarding Officer and/or Senior Instructor who will then liaise with the Chief Instructor. If one or several of the three aforementioned Committee members are the subject of the report, then any suspicions must be communicated to another Committee member to ensure that the accused party will not be involved in any investigation.

It is not the responsibility of anyone at the Academy to decide whether or not bullying or abuse has taken place. There is, however, a responsibility to act upon any concerns of bullying or abuse. The Academy will fully support and protect anyone who reports their concerns that bullying/abuse may be occurring or have taken place.

The Academy will:

- Take all signs of bullying or abuse very seriously;
- Encourage all students to speak up and voice their concerns;
- Investigate all allegations and keep any victims/reporters safe;
- Speak with all parties involved to gather full information;
- Reassure any victim;
- Seek to gain an apology from the bully and impose sanctions if necessary;
- Keep a record of any allegations made and any actions taken;
- Depending upon the severity of the allegation, the relevant external authorities may be contacted.

In the case of any complaints or allegations regarding a member of the Academy staff or Committee, an investigation will take place. This will be conducted in the first instance by the Chief Instructor and the Safeguarding Officer. If the allegation regards the Safeguarding Officer, then it will be investigated by the Chief Instructor. If the allegation regards the Chief Instructor, then it will be investigated by the Academy Committee, which includes the Safeguarding Officer.

The confidentiality of our students is paramount, and any information will solely be disseminated on a need-to-know basis. Alongside the Chief Instructor, the Safeguarding Officer and the individual making the allegation or complaint, the only other individuals involved in the investigation are the alleged victim themselves, (and their parents or carers in the case of a minor student) and the individual subject to the complaint/allegation.

In cases where an allegation of abuse is made some time after the event, the Academy must still follow the above procedures and report any findings to the relevant external authorities, as other individuals may still be at risk in the future.

With regards to dangerous performances in sport, the Academy strictly prohibits the use or incorporation of head kicks in all heavy- or full- contact sparring as part of training and competitions for any individual under the age of 17. The Academy has applied a common-sense interpretation that any full powered kick to the head is, by its very nature, dangerous, and therefore, may possibly fall within the scope of the prohibition as described under the Children and Young Persons Act 1933 (as amended).

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Photographing and filming at events, the Academy is vigilant and aware that this could entail safeguarding concerns for minor students and their parents/guardians. In order to protect our minor students, the Academy requests that any photographic material (i.e. photographs or films) taken by parents/guardians of our students is only of their child/ren and will not be disseminated or shared on social media if they contain images of minors not within their care.

Declaration

On behalf of Unity Taekwondo Academy we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is applied and adhered to.

Signed



Position within Unity Taekwondo Academy: Chief Instructor

Date:

Name: Master Mark Bush

Signed



Position within Unity Taekwondo Academy: Safeguarding Officer

Date:

Name: Julie Watson

Signed



Position within Unity Taekwondo Academy: Senior Instructor

Date: 9/04/2025

Name: Master Steven Temperley-Chapman

Signed



Position within Unity Taekwondo Academy: Senior Instructor

Date:

Name: Vanessa Marie Shaw