



#TMTKD



Safeguarding Policy

Policy Statement

The Mount Taekwondo Club seeks to provide an environment where all can train safely and for their own personal development. We do, and will, take every reasonable precaution to minimise risks.

We are committed to ensure that all, and specifically those who are vulnerable, are kept safe from harm while they are involved with the club in any way.

Instructors and volunteers have a personal responsibility for safeguarding the welfare and wellbeing of all children and vulnerable adults by protecting them from abuse and will support them wherever this happens.

Reporting concerns or allegations of abuse

If you suspect abuse, someone confides in you or a complaint is made about an instructor or volunteer of The Mount Taekwondo Club **it is your legal duty to report the concern - do not delay.**

If it is an emergency, and you feel there is an immediate risk of significant harm then you must follow the procedure outlined below:-

- Inform the police or social services **immediately**
- Inform the safeguarding officer at the Club

If it is not an emergency please inform the safeguarding officer at the Club, they will then deal with it from there

If someone shares a concern with you

- If a child or a vulnerable adult confides in you, or you learn from anyone else, then you **must** report that concern
- Remain calm, approachable and receptive
- Listen carefully without interrupting
- Make it clear that you are taking what is being said seriously
- Acknowledge you understand how difficult this may be
- Reassure them that they have done the right thing telling someone
- Let them know that you will do everything you can to help them
- Record carefully, using the words of the child or vulnerable adult and sign, date and time your notes
- Record only what has been said, heard, seen and what you have done
- Do not make promises

***Remember you must report any concern**



Safe working practice

Safe working practice means working professionally to create a safe environment. You can help to achieve this by

- Being friendly, courteous and kind
- Avoiding favouritism
- Treating all with dignity and respect
- Never making suggestive or discriminatory comments
- Respecting personal privacy
- Avoiding one-to-one contact - whenever possible ensure other people can see or hear you
- Not allowing or engaging in any form of inappropriate physical contact
- Never ignoring bullying or trivialising behaviour
- Challenging unacceptable behaviour and reporting any concerns or allegations of abuse

Miscellaneous

- All the main instructors at the club have enhanced DBS clearance and have undertaken safeguarding training
- It is not appropriate for Instructors to transport children to training/from training unless otherwise agreed so all safety measures can be in place
- If a parent is late to collect a child they will be contacted to come and collect the child rather than an instructor fetching them home

Safeguarding officer

Our Safeguarding officer is Mrs Claire Oakley and she can be spoken to in person or contacted in the following ways:

- Tel: 07419333846
- Email: safeguardingofficer.mounttkd@gmail.com