



Accident and Incident Response Guidance

Version: V2

Effective Date: 06th May 2026

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Introduction

Taekwondo Council UK (TCUK) is committed to promoting a safe, supportive, and well-managed environment across all Taekwondo activity.

This guidance outlines the expected response procedures for accidents, incidents, injuries, emergencies, and safeguarding-related concerns arising during Taekwondo activities, including training, competitions, events, camps, travel, and affiliated activities.

The guidance should be read alongside all relevant TCUK safeguarding policies, Codes of Conduct, risk assessments, welfare procedures, and insurance arrangements.

1. Purpose

The purpose of this guidance is to:

- support safe and appropriate responses to accidents and incidents,
- promote participant welfare and safety,
- ensure safeguarding concerns are identified and escalated appropriately,
- support accurate reporting and record keeping,
- and assist clubs, instructors, officials, volunteers, and event organisers in managing incidents effectively.

2. Scope

This guidance applies to:

- all TCUK members,
- affiliated clubs and associations,
- instructors, coaches, officials, and referees,
- Board and Committee members,
- volunteers and support personnel,
- event organisers,
- and anyone acting on behalf of Taekwondo Council UK.

This guidance applies across all Taekwondo-related activities and environments.

3. Immediate Response Principles

In the event of any accident or incident:

- remain calm,
- assess the situation quickly and safely,
- prioritise the immediate safety and wellbeing of all individuals,
- and take appropriate action based on the severity of the situation.

Where possible:

- ensure no further danger exists,
 - maintain appropriate supervision of participants,
 - and seek assistance from qualified first aiders or emergency services where required.
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4. Minor Accidents or Incidents

Examples may include:

- minor cuts,
- bruises,
- sprains,
- nosebleeds,
- or other low-level incidents not requiring emergency services or hospital treatment.

Recommended actions:

- provide appropriate first aid,
 - follow club or event first aid procedures,
 - monitor the individual appropriately,
 - inform parents/carers where appropriate,
 - and record the incident if required by club or event procedures.
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5. Serious Accidents or Incidents

Examples may include:

- head injuries,
- suspected fractures,
- loss of consciousness,
- serious medical episodes,
- safeguarding concerns,
- incidents requiring police attendance,
- or situations requiring hospital treatment.

Recommended actions:

- contact emergency services immediately where necessary,
 - do not move injured persons unless essential for immediate safety,
 - maintain supervision of other participants,
 - consider suspending or ending the activity where appropriate,
 - contact parents/carers/emergency contacts as soon as reasonably practicable,
 - preserve relevant information and evidence where appropriate,
 - and complete an accident or incident report as soon as possible.
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6. Safeguarding and Welfare Concerns

Where an accident or incident also involves:

- safeguarding concerns,
- inappropriate behaviour,
- abuse,
- bullying,
- misconduct,

- welfare concerns,
- or participant vulnerability,

the matter must also be managed in accordance with TCUK safeguarding procedures.

Additional safeguarding action, reporting, or referral may be required.

Current safeguarding contacts, reporting routes, safeguarding guidance, and support information can be found via the TCUK safeguarding section of the website:

<https://tkdngb.co.uk/en/members-area/safeguarding>

Where a child or adult is at immediate risk of harm:

- contact emergency services on 999,
- and/or contact relevant statutory safeguarding authorities immediately.

7. Children, Adults at Risk, and Inclusion Considerations

Additional care should be taken where incidents involve:

- children,
- adults at risk,
- disabled participants,
- individuals with medical conditions,
- communication needs,
- or additional support requirements.

Parents, carers, guardians, or relevant support persons should be informed where appropriate and reasonably practicable.

Reasonable adjustments and welfare considerations should be considered wherever possible.

8. Recording and Reporting

Accidents and incidents should be recorded appropriately, including:

- date and time,
- location,
- individuals involved,
- nature of the incident,
- actions taken,
- witnesses where applicable,
- and any follow-up action.

Clubs and organisers should retain records securely in accordance with applicable data protection requirements and insurance obligations.

Serious incidents may require escalation to:

- safeguarding authorities,
- insurers,
- venue providers,
- statutory agencies,
- or Taekwondo Council UK.

9. Communication and Review

This guidance will be reviewed periodically to ensure continued alignment with:

- safeguarding standards,
- operational best practice,
- governance expectations,
- and participant welfare requirements.

Learning arising from incidents, reviews, or operational experience may inform future updates.

Conclusion

Taekwondo Council UK is committed to promoting safe participation and ensuring accidents and incidents are managed appropriately, proportionately, and responsibly.

Effective accident and incident management supports participant welfare, safeguarding, governance, and the safe delivery of Taekwondo activity across all affiliated environments.

Approval

Approved operationally by: TCUK CEO & Safeguarding Team

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Subject to formal Board ratification at the next Board meeting

Next Review Date: 06th May 2029