



## Club Welfare Officer (CWO) Framework & Guidance

Version: V1

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Review Date: 08th May 2029

Taekwondo Council UK (TCUK) | [www.tkdngb.co.uk](http://www.tkdngb.co.uk)

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### 1. Introduction

Taekwondo Council UK (TCUK) is committed to safeguarding and promoting the welfare of:

- children and young people,
- adults at risk,
- and all participants involved in Taekwondo activity.

This framework provides guidance for affiliated clubs relating to the appointment, responsibilities, expectations, and support arrangements for Club Welfare Officers (CWOs).

The purpose of a Club Welfare Officer is to:

- support safeguarding awareness,
- promote participant welfare,
- act as a visible safeguarding contact within the club,
- support safer club culture,
- and assist clubs in implementing safeguarding good practice.

This framework forms part of TCUK's wider safeguarding, welfare, governance, and safer recruitment arrangements.

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### 2. Scope

This framework applies to:

- affiliated clubs and associations,
- Club Welfare Officers,
- instructors,
- assistant instructors,
- volunteers,
- club officials,
- and individuals involved in TCUK-affiliated activity.

This framework applies across:

- training sessions,
- competitions,
- events,
- seminars,

- camps,
  - travel,
  - online activity,
  - and social media interaction.
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### **3. Club Welfare Officer Recommendations**

#### **Clubs with Fewer Than 50 Students**

For clubs with fewer than 50 students:

- appointment of a Club Welfare Officer is not mandatory,
- however safeguarding must still be clearly promoted and supported.

Best practice includes:

- displaying safeguarding information clearly,
- ensuring safeguarding reporting routes are accessible,
- linking to the TCUK safeguarding webpage,
- and ensuring instructors understand safeguarding responsibilities.

Safeguarding concerns should be directed through appropriate safeguarding reporting procedures.

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#### **Clubs with 50+ Students**

For clubs with more than 50 students:

- appointment of a Club Welfare Officer is strongly recommended as safeguarding best practice.

Clubs are encouraged to:

- appoint a suitable and trusted individual familiar with club members,
- display safeguarding and welfare information clearly,
- make safeguarding policies accessible,
- and ensure safeguarding concerns can be raised safely and appropriately.

Where a Club Welfare Officer is appointed, clubs are encouraged to:

- display the individual's name and contact details appropriately,
  - explain the role to members and parents/carers,
  - and support the individual with appropriate safeguarding awareness and training.
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### **4. Role of the Club Welfare Officer**

The Club Welfare Officer helps support safeguarding awareness and participant welfare within the club environment.

The role may include:

- promoting safeguarding awareness,
- acting as a point of contact for welfare concerns,
- supporting communication between clubs and TCUK safeguarding personnel,
- helping ensure safeguarding information is accessible,
- encouraging safer working practice,
- supporting inclusion and participant welfare,
- and helping signpost safeguarding concerns appropriately.

The role is intended to support safeguarding culture and awareness and does not replace:

- statutory safeguarding responsibilities,
  - police or social care functions,
  - formal safeguarding investigations,
  - or TCUK safeguarding leadership responsibilities.
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### **5. Responsibilities**

Club Welfare Officers are expected to:

- promote safeguarding and participant welfare,
- support respectful and inclusive club culture,
- maintain appropriate confidentiality,
- understand safeguarding reporting routes,
- cooperate appropriately with safeguarding procedures,
- maintain appropriate professional boundaries,
- and act in the best interests of participant welfare and safety.

CWOs should:

- avoid conducting formal investigations,
- avoid promising confidentiality,
- avoid managing serious safeguarding concerns alone,
- and refer safeguarding concerns appropriately.

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## 6. Reporting and Escalation

All safeguarding concerns should be reported promptly through appropriate safeguarding procedures.

In a safeguarding emergency, immediate action is essential to protect those at risk.

Where there is immediate danger:

- emergency services should be contacted immediately by dialling 999.

Safeguarding concerns should be reported to the appropriate local authority safeguarding services within the relevant UK home nation where required.

Advice and support may also be sought from Childline.

For non-emergency safeguarding concerns, clubs and CWOs may contact the TCUK Safeguarding Team for advice and support.

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

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

General safeguarding contact details:

Phone: 0121 271 0887

Email: [safeguarding@tkdngb.co.uk](mailto:safeguarding@tkdngb.co.uk)

CWOs should:

- report concerns promptly,
- maintain factual records where appropriate,
- and prioritise participant welfare and safety at all times.

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## 7. Safeguarding Team Support

TCUK maintains safeguarding oversight arrangements to support affiliated clubs and participants.

The safeguarding structure may include:

- Designated Safeguarding Leads (DSLs),
- safeguarding support personnel,
- inclusion and welfare support,
- and safeguarding governance oversight arrangements.

The TCUK safeguarding team supports:

- safeguarding advice,
- welfare guidance,
- reporting arrangements,
- safeguarding escalation,
- and safeguarding best practice.

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## 8. Training and Development

## 8.1 Recommended Safeguarding Training Standards

To support strong safeguarding practice, Taekwondo Council UK strongly encourages all affiliated clubs, instructors, volunteers, Club Welfare Officers (CWOs), and safeguarding personnel to undertake safeguarding training appropriate to their role and responsibilities.

As a minimum standard, TCUK strongly recommends safeguarding awareness training through BMABA safeguarding qualifications and CPD provision available through eligible membership packages.

TCUK also highly recommends ongoing safeguarding learning and continuing professional development through recognised providers including:

- UK Coaching,
- NSPCC CPSU,
- recognised UK sport, safeguarding, and welfare organisations,
- local safeguarding partnerships,
- and other recognised safeguarding organisations.

Members of the TCUK Safeguarding Team also undertake safeguarding learning and continuing professional development through recognised safeguarding providers including UK Coaching.

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## 8.2 Recommended Safeguarding Learning Pathways

To support strong safeguarding practice, the following training is recommended:

<b>Role</b>	<b>Recommended Training</b>
All instructors	Safeguarding & Protecting Children
Junior coaches (ages 16–18)	Safeguarding & Protecting Children (16–18)
All instructors, volunteers, and safeguarding personnel	Safeguarding refresher training every three years
Club Welfare Officers (CWOs) and Designated Safeguarding Leads (DSLs)	Welfare Officer / Time to Listen style safeguarding training
Clubs delivering online activity	Online safety and digital safeguarding awareness
Clubs supporting additional needs and inclusion	Inclusion and accessibility awareness training

A range of additional safeguarding training and CPD opportunities are also available through BMABA, which eligible TCUK members may access as part of their membership arrangements.

Silver, Gold, and Platinum membership packages include inclusive access to safeguarding and welfare training support through BMABA.

TCUK supports a culture of ongoing safeguarding learning, continuous improvement, safer club culture, participant welfare, and safeguarding awareness across all affiliated activity.

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## 9. Inclusion and Accessibility

TCUK is committed to promoting:

- inclusion,
- accessibility,
- participant welfare,
- dignity,
- and fair participation.

CWOs should support:

- respectful behaviour,
- safe participation,
- reasonable adjustments where appropriate,
- and inclusive safeguarding practice.

Current inclusion guidance and support information can be found via the TCUK inclusion section of the website:

## **10. Confidentiality and Information Sharing**

Safeguarding information should be:

- handled sensitively,
- managed responsibly,
- retained securely,
- and shared only where appropriate and necessary.

Information may be shared:

- for safeguarding purposes,
- to support participant welfare,
- to manage risk,
- or where required by law or safeguarding obligations.

Absolute confidentiality cannot be guaranteed where safeguarding or legal responsibilities require information sharing.

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## **11. Governance and Review**

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

- safeguarding standards,
  - governance expectations,
  - participant welfare,
  - safeguarding guidance,
  - inclusion commitments,
  - and best practice.
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## **Conclusion**

Taekwondo Council UK is committed to promoting strong safeguarding culture, participant welfare, and safe participation across all affiliated activity.

Club Welfare Officers play an important role in helping support safeguarding awareness, welfare promotion, and safer club environments throughout the Taekwondo community.

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## **Approval**

Approved operationally by: TCUK CEO & Safeguarding Team

Date: 08th May 2026

Version: V1

Subject to formal Board ratification at the next Board meeting

Next Review Date: 08th May 2029