



## Practical Safeguarding Guidance

### Transport, Events, Digital Communication & Photography

Version: V2

Effective Date: 08th May 2026

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 document provides practical safeguarding guidance to support safe, proportionate, and welfare-focused arrangements across common Taekwondo activities and environments.

This guidance supports:

- safeguarding practice,
- participant welfare,
- safe supervision,
- risk management,
- and safer communication arrangements.

This guidance should be read alongside relevant safeguarding policies, Codes of Conduct, and governance procedures.

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## 2. Scope

This guidance applies to:

- affiliated clubs and associations,
- instructors,
- assistant instructors,
- officials,
- volunteers,
- safeguarding and welfare personnel,
- participants,
- and individuals involved in TCUK-affiliated activity.

This guidance applies across:

- training sessions,
- competitions,

- events,
  - seminars,
  - demonstrations,
  - camps,
  - travel,
  - overnight stays,
  - online activity,
  - and social media interaction.
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### **3. Transport, Events, and Away Activities**

#### **3.1 General Principles**

Safeguarding responsibilities apply throughout:

- transport,
- events,
- competitions,
- overnight stays,
- and all related activity.

Appropriate:

- supervision,
- safeguarding arrangements,
- welfare support,
- communication,
- and risk management

should be maintained throughout activities.

Risk assessments should consider:

- participant age,
  - experience,
  - additional needs,
  - activity type,
  - transport arrangements,
  - supervision levels,
  - medical needs,
  - safeguarding considerations,
  - and environmental risk.
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#### **3.2 Transport Arrangements**

Individuals responsible for organising transport should:

- prioritise participant welfare and safety,
- communicate arrangements clearly with parents/carers where appropriate,
- ensure drivers and vehicles are lawful and appropriate,
- and maintain appropriate safeguarding arrangements.

Where reasonably practicable:

- unnecessary one-to-one transport situations involving children or adults at risk should be avoided.

Written parental/carers consent should be obtained where organised transport arrangements involve children or young people.

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#### **3.3 Events and Competitions**

Appropriate safeguarding and welfare arrangements should be maintained throughout events and competitions.

This may include:

- supervision arrangements,
- emergency procedures,
- safeguarding contacts,
- first aid provision,
- welfare support,
- communication arrangements,
- and participant sign-in/sign-out procedures where appropriate.

Participants, parents/carers, volunteers, and officials should understand:

- reporting routes,
  - safeguarding expectations,
  - and emergency arrangements.
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### **3.4 Overnight and Residential Activities**

Where overnight or residential activities take place:

- safeguarding arrangements should be clearly planned,
- supervision arrangements should be appropriate,
- risk assessments should be completed,
- and participant welfare should remain the priority.

Adults should not share sleeping accommodation with unrelated children except where:

- lawful,
- appropriate,
- family-related,
- or safeguarding risk assessed.

Rooming and supervision arrangements should consider:

- age,
- welfare,
- medical needs,
- accessibility,
- inclusion,
- and safeguarding risk.

Emergency contact and medical information should be accessible where appropriate.

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## **4. Digital Communication and Online Safety**

### **4.1 General Principles**

Online communication should reflect the same standards expected during face-to-face activity.

Communication should remain:

- appropriate,
  - transparent,
  - respectful,
  - safeguarding-aware,
  - and related to legitimate Taekwondo activity.
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### **4.2 Good Practice**

Where reasonably practicable:

- group communication methods should be used in preference to private one-to-one communication with children,
- parents/carers should be included in communications involving children and young people,
- and professional boundaries should be maintained online.

Communication should:

- remain appropriate to the role,
  - avoid secrecy,
  - and support participant welfare and safeguarding.
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### **4.3 Inappropriate Online Behaviour**

Individuals must not:

- engage in grooming behaviour,
- share inappropriate or abusive material,
- harass or intimidate others,
- misuse social media or communication platforms,
- or engage in behaviour that may place participants or the organisation at safeguarding or reputational risk.

Online safeguarding concerns should be reported through appropriate safeguarding procedures.

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## **5. Photography and Filming**

### **5.1 Consent and Transparency**

Photography and filming involving children or vulnerable participants should be managed responsibly and transparently.

Where appropriate:

- parental/carer consent should be obtained,
  - intended usage should be explained,
  - and safeguarding and privacy considerations should be respected.
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### **5.2 Appropriate Use**

Images and recordings should:

- be respectful and appropriate,
- avoid unnecessary personal information,
- support safe and positive representation,
- and avoid creating safeguarding or dignity concerns.

Participants should be appropriately dressed and represented.

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### **5.3 Storage and Security**

Images and recordings should be:

- stored securely,
- accessed appropriately,
- used only for legitimate purposes,
- and managed in accordance with applicable safeguarding and data protection obligations.

Concerns regarding misuse of images or recordings should be reported promptly.

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## **6. Reporting Concerns**

Any safeguarding or welfare concerns arising from:

- transport,
- events,
- overnight stays,
- digital communication,
- online activity,
- photography,
- or filming

should be reported through appropriate safeguarding procedures.

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

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

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

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

Where there is immediate risk of harm:

- emergency services,
- police,
- or relevant statutory authorities

should be contacted immediately where appropriate.

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## **7. Governance and Review**

Affiliated organisations are responsible for implementing this guidance appropriately.

TCUK may:

- provide guidance and support,
- maintain safeguarding oversight,
- review safeguarding arrangements,
- and address safeguarding concerns where appropriate.

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

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

Taekwondo Council UK is committed to promoting practical, proportionate, and welfare-focused safeguarding arrangements across all affiliated activity.

All individuals involved in TCUK-affiliated activity share responsibility for helping maintain safe, respectful, inclusive, and appropriately managed Taekwondo participation.

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## **Approval**

Approved operationally by: TCUK CEO & Safeguarding Team

Date: 08th May 2026

Version: V2

Subject to formal Board ratification at the next Board meeting

Next Review Date: 08th May 2029