



## TCUK Practical Safeguarding Guidance Transport, Events, Social Media & Photography

### 1. Purpose

Taekwondo Council UK (TCUK) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. This document provides **practical safeguarding guidance** to support Full Member Clubs in managing common activities and situations safely.

This guidance should be read alongside:

- TCUK Safeguarding Children Policy
- TCUK Safeguarding Adults Policy
- TCUK Codes of Conduct
- TCUK Safe Practice Policy (Instructor–Student Ratios & Supervision)

This document supports compliance with the **Safeguarding Code Governing Organisations Checklist (Item 15)**.

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### 2. Scope

This guidance applies to:

- All TCUK Full Member Clubs
  - Instructors, assistant instructors, volunteers, and officials
  - Training sessions, events, competitions, demonstrations, and trips
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### 3. Transport, Events, and Away Trips

#### 3.1 General Principles

- Safeguarding responsibilities apply **at all times**, including travel to and from events
- Appropriate supervision must be maintained during transport, events, and breaks
- Risk assessments must be completed for events and trips

#### 3.2 Transport Arrangements

- Clubs should avoid situations where a single adult transports a child alone wherever possible
- Written parental/carer consent must be obtained for organised transport
- Transport arrangements should be clearly communicated to parents/carers in advance
- Seatbelts must be worn and vehicles must be roadworthy and insured

#### 3.3 Events and Competitions

- Adequate supervision must be provided throughout events and competitions
- Clear meeting points and emergency procedures should be established

- Welfare/Safeguarding Officer contact details must be available
- First aid provision must be appropriate to the size and nature of the event

### **3.4 Overnight or Residential Trips**

- Separate sleeping arrangements must be provided for adults and children
  - Leaders must not share sleeping accommodation with children
  - Clear room assignments and supervision plans must be in place
  - Emergency contact details and medical information must be carried
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## **4. Social Media and Digital Communication**

### **4.1 General Principles**

- Online behaviour should reflect the same standards as face-to-face conduct
- All communication must be appropriate, transparent, and professional

### **4.2 Acceptable Use**

- Instructors and volunteers should not engage in private, one-to-one messaging with children
- Group communication platforms should be used wherever possible
- Parents/carers should be included in communications involving children

### **4.3 Prohibited Conduct**

- Sharing inappropriate images, messages, or content
- Using personal social media accounts to contact children privately
- Engaging in online behaviour that could be interpreted as grooming or harassment

Any concerns about online behaviour must be reported in line with TCUK safeguarding procedures.

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## **5. Photography and Filming**

### **5.1 Consent**

- Written consent must be obtained from parents/carers before photographing or filming children.
- Consent should specify how images may be used (e.g. website, social media, promotional materials).

### **5.2 Acceptable Practice**

- Images should be respectful and appropriate.
- Children should be appropriately dressed.
- Images should not include personal details such as names or locations.

### **5.3 Storage and Use**

- Images and videos must be stored securely.
- Images should only be used for the purposes agreed in the consent.
- Any concerns about misuse of images must be reported immediately.

- Parents/guardians must be able to access photographs or videos upon request. If a professional photographer was used, this may be subject to a fee.
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## 6. Reporting Concerns

Any safeguarding concerns arising from transport, events, social media, or photography must be reported in line with TCUK safeguarding policies.

- In an emergency, dial **999**
  - For non-emergency concerns, contact the TCUK Safeguarding Team:
    - **Phone:** 0121 271 0887
    - **Email:** safeguarding@tkdngb.co.uk
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## 7. Implementation and Review

- Full Member Clubs are responsible for implementing this guidance
  - TCUK may monitor compliance through audits or inspections
  - This guidance will be reviewed every **3 years**, or sooner if required by legislative or safeguarding changes
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**Approved by:** TCUK Board & Management Committee

**Effective from:** 15 December 2025

**Next review due:** December 2028