



Safeguarding Reporting Procedure

Version: V2

Effective Date: 08th May 2026

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1. Introduction

Taekwondo Council UK (TCUK) is committed to promoting a safe, respectful, inclusive, and supportive environment for all participants.

This procedure outlines the arrangements for reporting safeguarding concerns, welfare concerns, allegations, incidents, disclosures, or risks involving:

- children and young people,
- adults at risk,
- participant welfare,
- safeguarding practice,
- or behaviour that may place individuals at risk of harm.

Safeguarding and participant welfare are the priority in all safeguarding-related matters.

2. Purpose

The purpose of this procedure is to:

- provide clear safeguarding reporting arrangements,
 - encourage concerns to be reported promptly,
 - support appropriate safeguarding triage and escalation,
 - promote participant welfare and safety,
 - support appropriate information sharing,
 - and ensure concerns are managed proportionately, sensitively, and responsibly.
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3. Scope

This procedure applies to:

- participants,
- students,
- instructors,
- officials,
- volunteers,
- spectators,
- parents/carers,

- affiliated organisations,
- Board and Committee members,
- and anyone involved in TCUK-affiliated activity.

This procedure applies across:

- training sessions,
 - competitions,
 - events,
 - seminars,
 - camps,
 - travel,
 - online activity,
 - and social media interaction.
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4. What Should Be Reported

Safeguarding concerns may include:

- abuse,
- neglect,
- bullying,
- harassment,
- grooming,
- inappropriate behaviour,
- sexual misconduct,
- discrimination involving welfare risk,
- emotional harm,
- physical harm,
- unsafe practice,
- breaches of safeguarding policy,
- concerns involving adults at risk,
- online safeguarding concerns,
- welfare concerns,
- or behaviour that may place someone at risk.

Concerns should still be reported even where:

- information is incomplete,
 - uncertainty exists,
 - or the concern appears minor.
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5. Reporting a Concern

Safeguarding concerns should be reported as soon as reasonably practicable through appropriate safeguarding reporting routes.

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

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

Concerns may be raised:

- verbally,
- in writing,
- online,
- by telephone,
- or through appropriate safeguarding contacts.

Where there is immediate risk of harm or danger:

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

should be contacted immediately where appropriate.

6. Handling of Concerns

Safeguarding concerns will be:

- taken seriously,
- assessed appropriately,
- managed proportionately,
- and handled sensitively and confidentially where reasonably practicable.

Depending on the nature of the concern, action may include:

- safeguarding triage,
- risk assessment,
- welfare support,
- internal safeguarding management,
- referral to statutory agencies,
- disciplinary processes,
- temporary protective measures,
- or referral to external organisations where appropriate.

Not all safeguarding concerns will result in formal investigation by TCUK.

Where appropriate, concerns may be referred to:

- police,
 - local authority safeguarding services,
 - DBS,
 - social care,
 - sport integrity bodies,
 - or other relevant agencies.
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7. Confidentiality and Information Sharing

TCUK will seek to:

- manage information responsibly,
- maintain confidentiality where reasonably practicable,
- comply with applicable safeguarding and data protection obligations,
- and share information only where appropriate and necessary.

Information may be shared on a need-to-know basis for:

- safeguarding,
- participant welfare,
- legal obligations,
- risk management,
- or statutory safeguarding purposes.

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

8. Safeguarding Support and Welfare

TCUK recognises that safeguarding concerns may affect:

- participants,
- families,

- instructors,
- volunteers,
- officials,
- and others involved in Taekwondo activity.

Appropriate welfare and safeguarding support may be provided where reasonably practicable and appropriate.

9. Record Keeping

Safeguarding concerns, actions, and decisions should be appropriately documented and retained in accordance with:

- safeguarding obligations,
 - governance requirements,
 - legal obligations,
 - and data protection requirements.
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10. Governance and Oversight

TCUK will maintain appropriate safeguarding oversight arrangements.

Oversight may involve:

- Designated Safeguarding Leads (DSLs),
- safeguarding personnel,
- governance leads,
- Board oversight,
- external safeguarding agencies,
- or statutory authorities where appropriate.

Conflicts of interest should be managed appropriately throughout safeguarding processes.

11. Relationship to Other Policies

This procedure should be read alongside:

- Child Safeguarding Policy,
- Adult Safeguarding Policy,
- Anti-Bullying Policy,
- Inclusion Policy,
- Complaints Policy,
- Whistleblowing Policy,
- Codes of Conduct,
- and relevant disciplinary and governance procedures.

Non-safeguarding matters may be redirected into complaints, disciplinary, or governance procedures where appropriate.

12. Review and Governance

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

- safeguarding standards,
 - participant welfare,
 - governance expectations,
 - statutory guidance,
 - online safety considerations,
 - and best practice.
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Conclusion

Taekwondo Council UK is committed to promoting a culture where safeguarding concerns can be raised safely, appropriately, and without fear.

All individuals involved in TCUK-affiliated activity share responsibility for supporting safeguarding, participant welfare, and safe Taekwondo participation.

Approval

Approved operationally by: TCUK CEO & Safeguarding Team

Date: 08th May 2026

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Subject to formal Board ratification at the next Board meeting

Next Review Date: 08th May 2029