



Safer Recruitment & DBS Policy

Version: V2

Effective Date: 08th May 2026

Review Date: 08th May 2029

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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.

TCUK recognises the importance of safer recruitment practices in helping prevent unsuitable individuals from obtaining positions of trust, responsibility, or access to vulnerable groups.

This policy outlines the minimum safer recruitment, suitability, safeguarding, and disclosure requirements expected across TCUK-affiliated activity.

This policy supports compliance with:

- safeguarding legislation,
- DBS and disclosure requirements,
- safeguarding standards,
- and good governance practice.

2. Purpose

The purpose of this policy is to:

- support safe recruitment and appointment practices,
- reduce safeguarding risk,
- promote participant welfare,
- support safe organisational culture,
- establish minimum safeguarding and suitability expectations,
- and support consistent safer recruitment arrangements across TCUK-affiliated activity.

3. Scope

This policy applies to:

- Board Directors,
- Committee members,
- instructors,
- coaches,

- assistant instructors,
- officials,
- volunteers,
- welfare and safeguarding personnel,
- employees,
- contractors,
- affiliated clubs and associations,
- and any person undertaking regulated, supervised, or safeguarding-related activity on behalf of TCUK.

All affiliated organisations are expected to adopt and implement this policy, or equivalent arrangements that meet or exceed these standards.

4. Safer Recruitment Principles

TCUK is committed to:

- recruiting suitable individuals safely and responsibly,
 - placing safeguarding and participant welfare at the centre of recruitment decisions,
 - promoting fair, transparent, and proportionate recruitment practices,
 - preventing unsuitable individuals from accessing vulnerable groups,
 - supporting safe organisational culture and positions of trust,
 - and ensuring safeguarding considerations remain ongoing throughout involvement with TCUK activity.
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5. Roles and Responsibilities

TCUK Responsibilities

TCUK will seek to:

- maintain safer recruitment standards,
- provide guidance and support where appropriate,
- maintain safeguarding and governance oversight,
- support affiliated organisations with safeguarding expectations,
- and monitor compliance where reasonably practicable.

Affiliated Organisation Responsibilities

Affiliated organisations are expected to:

- implement safer recruitment procedures,
 - complete required suitability and disclosure checks where appropriate,
 - maintain secure recruitment and safeguarding records,
 - support safeguarding training and induction,
 - and cooperate with safeguarding and governance processes where required.
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6. Recruitment and Suitability Processes

Recruitment and appointment processes may include:

- role descriptions,
- safeguarding expectations,
- applications or registration processes,
- safeguarding self-declarations,
- interviews or suitability discussions,
- references,
- identity verification,
- disclosure checks,
- probation arrangements,
- safeguarding training,
- and ongoing suitability assessment.

The level of recruitment process applied should be proportionate to the role, safeguarding responsibilities, and level of contact with children or adults at risk.

7. References and Suitability Assessments

Where appropriate:

- references may be requested and verified,
- suitability discussions may be conducted,
- and safeguarding considerations may form part of recruitment decisions.

TCUK recognises that some instructors, volunteers, or officials may progress internally through long-term participation within affiliated organisations.

In such circumstances, proportionate internal suitability assessments may be used where appropriate, provided safeguarding considerations and rationale are appropriately documented.

8. DBS, Disclosure Scotland, and Access NI Checks

Disclosure checks may be required where roles involve:

- teaching, coaching, or instructing children,
- regular or unsupervised contact with children or adults at risk,
- safeguarding or welfare responsibilities,
- regulated activity,
- or other roles where safeguarding risk assessment indicates disclosure checks are appropriate.

The level of check must be appropriate to the role and applicable legal requirements.

Where disclosure information is identified:

- appropriate safeguarding and risk assessment processes should be followed,
- relevance, seriousness, safeguarding risk, pattern, and recency should be considered,
- and safeguarding advice may be sought where appropriate.

Disclosure information must be managed confidentially and securely in accordance with applicable legal and data protection obligations.

9. Ongoing Suitability

All individuals involved in TCUK-affiliated activity are expected to:

- maintain appropriate conduct and safeguarding standards,
- disclose relevant safeguarding or suitability concerns where appropriate,
- cooperate with safeguarding and governance processes,
- and continue to meet the expectations of their role.

TCUK or affiliated organisations may review ongoing suitability where safeguarding, conduct, welfare, or governance concerns arise.

10. Training and Induction

Individuals undertaking relevant roles may be required to:

- complete safeguarding awareness training,
- undertake role-specific safeguarding training where appropriate,
- receive induction relating to safeguarding and Codes of Conduct,
- and maintain relevant continuing professional development.

Safeguarding personnel and welfare officers may require additional specialist safeguarding training appropriate to their role.

Current safeguarding guidance and information can be found via the TCUK safeguarding section of the website: <https://tkdngb.co.uk/en/members-area/safeguarding>

11. Record Keeping and Data Protection

Recruitment, safeguarding, and disclosure information must be:

- managed responsibly,
 - retained securely,
 - accessed only by authorised individuals where appropriate,
 - and processed in accordance with safeguarding, governance, legal, and data protection obligations.
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12. Non-Compliance

Failure to follow this policy or maintain required safeguarding and suitability standards may result in:

- safeguarding intervention,
 - additional training requirements,
 - restrictions on activity,
 - suspension,
 - removal from role,
 - disciplinary action,
 - or referral to statutory or safeguarding agencies where appropriate.
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13. Governance and Review

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

- safeguarding standards,
 - governance expectations,
 - participant welfare,
 - disclosure and barring requirements,
 - legal obligations,
 - and best practice.
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Conclusion

Taekwondo Council UK is committed to promoting safer recruitment, safeguarding, participant welfare, and responsible governance across all affiliated activity.

All individuals and affiliated organisations share responsibility for helping maintain safe and appropriate recruitment and safeguarding practices.

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