



TCUK Safer Recruitment & DBS Policy

1. Purpose

Taekwondo Council UK (TCUK) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. This Safer Recruitment & DBS Policy sets out the minimum standards and procedures required to ensure that all individuals who work with, or have access to, children and adults at risk through TCUK and its affiliated clubs are recruited safely and appropriately.

This policy supports compliance with safeguarding legislation, DBS requirements, and the Safeguarding Code for Governing Organisations.

2. Scope

This policy applies to:

- TCUK Board and Management Committee members
- Instructors, coaches, and assistant instructors
- Welfare/Safeguarding Officers
- Volunteers and officials
- Any person undertaking regulated or supervised activity on behalf of TCUK or its affiliated clubs

All **Full Member Clubs** of TCUK must adopt and implement this policy (or an equivalent that meets or exceeds these standards).

3. Principles of Safer Recruitment

TCUK is committed to the following principles:

- Recruiting individuals who are suitable to work with children and adults at risk
 - Ensuring safeguarding considerations are integral to recruitment decisions
 - Preventing unsuitable individuals from gaining access to vulnerable groups
 - Applying consistent, fair, and transparent recruitment practices
-

4. Roles and Responsibilities

TCUK

- Set and maintain safer recruitment standards
- Provide guidance and templates to affiliated clubs
- Monitor compliance as part of governance and safeguarding oversight

Member Clubs

- Implement safer recruitment processes in line with this policy

- Ensure required checks are completed before appointment
 - Maintain secure records of recruitment and DBS checks
-

5. Recruitment Process (Minimum Requirements)

All recruitment processes should include:

5.1 Role Clarity

- A clear role description outlining duties, responsibilities, and level of contact with children or adults at risk
- Identification of whether the role is regulated activity

5.2 Application and Self-Declaration

- Completion of an application or registration form
- A safeguarding self-declaration disclosing any relevant criminal history or investigations

5.3 References

- A minimum of **two references**, including one from a role involving children or vulnerable adults where applicable
- References should be verified before appointment wherever possible
- **Instructors who have been long-term students do not need external references, as long as** TCUK/Club applies an **internal suitability assessment instead** and records the rationale.

5.4 Interview / Informal Discussion

- A discussion to assess suitability, values, and understanding of safeguarding responsibilities
-

6. Disclosure and Barring Service (DBS)

6.1 DBS Requirement

A DBS check is required for any role that involves:

- Teaching, coaching, or instructing children
- Regular or unsupervised contact with children or adults at risk
- Acting as a Welfare/Safeguarding Officer
- Certain management or committee roles where safeguarding oversight is exercised

6.2 Level of Check

- **Enhanced DBS** (with Barred List check where eligible) is required for regulated activity
- The level of DBS must be appropriate to the role

6.3 Viewing DBS Certificates

- DBS certificates must be seen by an authorised person
- Certificates are not retained or copied
- Date, certificate number, and outcome are recorded securely

6.4 Risk Assessment of DBS Information

Where a DBS certificate contains disclosed information:

- A written risk assessment must be completed
- Decisions must consider relevance, seriousness, pattern, and recency
- Advice may be sought from the TCUK Safeguarding Lead

6.5 DBS Renewals

- DBS checks must be renewed at least every **3 years**, or earlier if a role changes
-

7. Recruitment of Board and Management Committee Members

TCUK will ensure that Board and Management Committee members are recruited safely through:

- Completion of a safeguarding self-declaration
 - DBS checks where appropriate to the role
 - Consideration of safeguarding responsibilities as part of appointment
-

8. Training and Induction

All appointed individuals must:

- Complete safeguarding awareness training appropriate to their role
 - Receive induction covering codes of conduct and safeguarding procedures
 - Welfare Officers must complete specialist safeguarding training
-

9. Record Keeping and Data Protection

- Recruitment and DBS records must be stored securely
 - Access limited to authorised persons only
 - Records managed in line with data protection legislation
-

10. Non-Compliance

Failure to follow this policy may result in:

- Suspension from role
 - Removal from position
 - Referral to statutory agencies where appropriate
-

11. Review

This policy will be reviewed every **3 years**, or sooner in response to legislative or procedural changes.

Approved by: TCUK Board & Management Committee

Date of approval: 15 December 2025

Next review date: 15 December 2026