



TCUK Instructor–Student Ratios & Supervision Policy (Safe Practice Policy)

1. Purpose

Taekwondo Council UK (TCUK) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk, while also protecting instructors and volunteers through clear, practical safe-practice requirements.

This policy sets out the minimum standards for instructor–student ratios, supervision, and session structure within TCUK Full Member Clubs. It forms part of TCUK’s wider safeguarding framework and constitutes the organisation’s Safe Practice Policy in relation to class delivery, supervision, injury prevention, and risk management, including head contact and concussion.

2. Scope

This policy applies to:

- All TCUK Full Member Clubs, including start-up and single-instructor clubs
- All instructors, assistant instructors, volunteers, and Club Welfare Officers (CWOs)
- All training sessions, events, competitions, and activities delivered under TCUK recognition

This policy must be adopted and implemented by all Full Member Clubs.

3. Principles of Safe Practice

TCUK is committed to the following principles:

- Ensuring students are appropriately supervised at all times
- Preventing situations where children or adults at risk are left unsupervised
- Reducing safeguarding and injury risks through appropriate staffing and supervision levels
- Applying higher supervision standards where activities carry increased risk
- Maintaining transparency to protect both students and instructors
- Supporting new and developing clubs through proportionate and practical safeguarding arrangements

4. General Supervision Requirements

- Instructors must not knowingly place themselves in one-to-one situations with children or adults at risk where this can reasonably be avoided
- Wherever reasonably practicable, a minimum of two responsible adults must be present at sessions involving children or adults at risk
- Responsible adults may include the lead instructor, an assistant instructor, a Club Welfare Officer (CWO), or, in limited start-up circumstances, a responsible parent or guardian
- Instructor–student ratios are maximums under ideal conditions and must be reduced where risk is increased

- Ratios must be reduced where students are younger, inexperienced, have additional needs, or where activities carry higher risk
- Clubs must complete and regularly review a written risk assessment for all sessions and adjust supervision arrangements accordingly

5. Instructor–Student Ratios

The following ratios apply unless a risk assessment indicates that lower numbers are required:

5.1 Standard Training Sessions

Children aged 4–7 years: 1:15

Children aged 8–12 years: 1:20

Teenagers (13+) and Adults: 1:25–30

Beginner classes (all ages): 1:15–20

5.2 High-Risk Activities

For sparring and other higher-risk activities:

Sparring / high-risk drills: 1:8–12

Additional supervision must be provided where injury or concussion risk is increased.

6. Mixed Classes of Adults and Children

Where adults and children train together:

- Child supervision standards must always be applied
- Adult participants do not count as responsible adults for safeguarding purposes
- A non-participating responsible adult should be present in addition to the lead instructor wherever reasonably practicable
- This may include an assistant instructor, CWO, or, in exceptional circumstances, a responsible parent or guardian

Adult students may assist with activities (e.g. holding pads) but do not replace safeguarding supervision.

7. Role of Additional Adults

- One responsible adult must be the qualified lead instructor recognised by TCUK
- The second responsible adult may be:
 - An assistant instructor
 - A Club Welfare Officer (CWO)
 - A responsible parent or guardian (exceptional or start-up circumstances only)

Where a parent or guardian is used:

- Their role is observational only
- They must remain present and visible throughout the session
- This arrangement is a temporary safeguarding measure and must not replace the requirement for CWOs and assistant instructors as clubs develop

8. Start-Up and Single-Instructor Club Arrangements

TCUK recognises that new or developing clubs may initially operate with a single qualified instructor.

In these circumstances, clubs must implement enhanced safeguarding measures to protect both students and instructors, including:

- Training in open, observable venues wherever possible
- Avoiding private, secluded, or one-to-one instruction with children or adults at risk
- Ensuring parents and carers are informed of supervision arrangements
- Using a second responsible adult where available, including a responsible parent or guardian
- Where a second responsible adult is not consistently available, implementing additional protective measures such as clear session structure, visibility, and strict professional boundaries
- Completing and regularly reviewing a risk assessment that records the safeguarding measures in place

These arrangements are intended as a proportionate start-up measure and must be reviewed regularly. As clubs grow, they are expected to appoint a Club Welfare Officer and develop assistant instructors or volunteers to strengthen supervision.

9. Head Contact and Concussion Management

TCUK and its affiliated clubs owe a duty of care to all participants. Instructors must take all reasonable steps to minimise the risk of head injury and manage suspected concussion appropriately.

- Any participant who sustains, or is suspected of having sustained, a head injury or concussion must be removed from activity immediately
- A participant suspected of concussion must not return to training or competition on the same day under any circumstances
- Return to training or competition may only take place following appropriate medical clearance in accordance with TCUK Head Contact and Concussion Protocols
- Age-appropriate rules and restrictions on head contact must be strictly applied at all times
- Parents or carers must be informed as soon as reasonably practicable of any head injury involving a child or young person
- Risk assessments must explicitly consider concussion risk, particularly during sparring and contact drills

Failure to comply with this section may result in disciplinary action.

10. Safeguarding Responsibilities

This policy must be read alongside:

- TCUK Safeguarding Children Policy
- TCUK Safeguarding Adults Policy

All safeguarding concerns must be reported in line with those policies.

In an emergency, dial 999.

For non-emergency safeguarding concerns, contact the TCUK Safeguarding Team:

Phone: 0121 271 0887

Email: safeguarding@tkdngb.co.uk

11. Monitoring, Compliance, and Enforcement

- Clubs are responsible for ensuring compliance with this policy
- TCUK reserves the right to monitor implementation and conduct audits or inspections
- Failure to comply may result in sanctions, including suspension of instructor recognition or club membership

12. Review

This policy will be reviewed every three years, or sooner in response to legislative, regulatory, or Sport England guidance changes.

Approved by: TCUK Board & Management Committee

Effective from: 15 December 2025

Next review due: September 2028