



## **NORTH WEST SPIRIT TAEKWONDO SCHOOLS**

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### **Safeguarding Children and Vulnerable Adults Policy**

This policy applies to all staff, instructors, assistant instructors, volunteers, students and anyone working on behalf of North West Spirit Taekwondo.

#### **The purpose of this policy:**

- to protect children and vulnerable adults who access the services of Liverpool North West Spirit Taekwondo
- to provide staff and volunteers with the principles outlining our approach to safeguarding and child protection.

Every student who attends any activity organised through North West Spirit Taekwondo should be able to take part in an enjoyable and safe environment and be protected from abuse of any kind. North West Spirit Taekwondo is committed to creating and preserving the safest possible environment for all students who attend our sessions. It is the duty of all members of North West Spirit Taekwondo to be aware of and help prevent the abuse which children and vulnerable adults can suffer. North West Spirit Taekwondo will take any problems or issues seriously and investigate any issues that may arise.

#### **We recognise that:**

- all children and vulnerable adults have a right to protection from all types of harm or abuse, regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or identity
- some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, vulnerable adults, their parents, guardians, carers and other agencies is essential in promoting their welfare.

#### **We aim to keep students safe by:**

- ensuring that, as far as reasonably practicable, a safe physical environment is provided for all students, instructors and volunteers by applying health and safety measures in accordance with law and regulatory guidance
- ensuring that membership forms are completed and signed by a consenting parent/guardian prior to commencement of activities
- ensuring that, in the event of any issues being raised regarding the safety of a child or vulnerable adult, a member of North West Spirit Taekwondo staff will record and document those issues
- sharing concerns and relevant information with agencies who need to know, and involving parents, guardians and carers appropriately
- recording and storing information professionally and securely
- ensuring that all necessary staff background checks are made and kept up to date

- providing effective management for staff and volunteers through supervision, support and training
- creating and maintaining an anti-bullying environment
- ensuring that all club instructors and volunteers are made fully aware of this policy.

Where parents are not personally attending classes with their children, North West Spirit Taekwondo requires them to be satisfied that their children will be accompanied and adequately supervised by responsible adults acting on their behalf. North West Spirit Taekwondo members will not act as supervisors prior to or after scheduled classes.

### **Guidance for staff and volunteers**

#### **All staff and volunteers should avoid the following:**

- spending excessive time alone with a child or young person
- taking children or young people alone on car trips, no matter how short
- taking children or young people to any place where they will be alone with you.

If cases arise where these situations are unavoidable, they MUST only occur with the FULL knowledge and permission of the child or young person's parent/guardian.

#### **Staff and volunteers should never:**

- allow or engage in rough, physical or sexually provocative games, including horseplay
- share a bedroom with a child or vulnerable adult when on overnight trips
- allow or engage in any form of inappropriate touching
- allow children or vulnerable adults to use foul language or allow offensive gestures to go unchallenged
- make sexually suggestive comments, even in jest, to children or vulnerable adults
- allow allegations made by children or vulnerable adults to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for a child or vulnerable adult that they can do for themselves
- invite children or vulnerable adults to stay with you unsupervised.

#### **Concerns relating to abuse - what to look out for:**

- stomach pains
- discomfort when walking
- acting aggressive, withdrawn or showing fear of one person
- unexplained or untreated injuries
- injuries on unusual part of the body
- flinching when approached
- refusal to discuss injury
- covering up arms or legs
- poor personal hygiene
- no friends
- underweight
- extremes of emotions
- self-mutilation.

(Please note that this list is not exhaustive, however it provides clear examples.)

There may not be any signs, but you may feel that something is wrong. If you are worried, it is not your responsibility to decide if it is abuse, but it is your responsibility to act on your concerns and do something about it.

### **What to do if a child or vulnerable adult discloses abuse to you**

- understand that this may be the only time the child or vulnerable adult has built up courage to tell someone what has happened
- stop what you are doing and respect the child's or vulnerable adult's privacy
- stay calm and reassuring
- listen to what the child or vulnerable adult tells you; tell them that whatever the circumstances, they are not to blame
- do not react in a way that may add to the child's or vulnerable adult's distress with anger or shock
- explain that you cannot promise to keep what the child or vulnerable adult tells you a secret, you may have to tell someone else
- do not question the child or vulnerable adult in depth, do not ask leading questions that need a "yes" or "no" answer
- only ask questions to establish what was done and who did it
- tell the child or vulnerable adult that you are pleased that they decided to tell someone and they are absolutely right to do so
- let the child or vulnerable adult know that you understand how difficult it is to talk about such experiences
- inform an appropriate person such as a police officer, doctor, social worker or the head instructor (unless they are implicated)
- do not contact the parent/guardian until you have been advised
- make an accurate record of the date, time and exactly what was said.

### **Contact details**

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