



# **TKW Safeguarding Policy and Code of Conduct Declaration**

## **TKW Safeguarding Policy**

Our Safeguarding Policy is based upon procedures laid out in the government booklet 'Helping keep your child safe in sport', which is endorsed by Sport England, the Government Department for Children, Schools and Families (DCMS) and the National Society for the Prevention of Cruelty to Children's (NSPCC) Child Protection in Sport Unit (CPSU).

We, the Staff, Instructors and Volunteers at TKW acknowledge that:

- The welfare of the child, young person and vulnerable adult is, and must always be paramount to any other considerations.
- Children (a child being anyone under the age of 18) have a right to expect support, and personal and social development, delivered by an appropriately recruited, trained and vetted instructor.
- All children have the right to participate in sport in a safe, positive and enjoyable environment, whilst at the same time being protected from abuse, neglect and harm, and poor practice.

TKW take seriously our responsibility to safeguard and promote the welfare of children and young people and vulnerable adults. We provide safe martial arts, fitness and multi-activity sports related learning opportunities for all children, young people and vulnerable adults. This policy applies to all staff, volunteers, board members and anyone working on behalf of TKW.

### **The purpose of the policy is:**

- to provide protection for the children and vulnerable adults who participate in TKW activities.
- to provide staff and volunteers with the overarching principles which guide our approach to safeguarding.
- To ensure all safeguarding elements are considered across our programmes, from planning through to delivery.

### **TKW's Safeguarding Arrangements:**

We keep children and vulnerable adults safe on our site safe by ensuring the following: Safe recruitment; Clear policy and procedures; Safeguarding Committee / Guidance on safe practice; Staff awareness; Designated responsible people; Support for staff.

### **Safer recruitment**

TKW ensures that any member of staff, volunteers or freelancers engaged in TKW activities are DBS-checked in line with legislation, have full public liability insurance and are first aid trained.

### **Clear policies and procedures**

TKW has a Code of Conduct regarding working with children and vulnerable adults which states the acceptable behaviour expected when staff work with children. The code also describes unacceptable behaviour and is read, understood and signed by all TKW staff, volunteers and guest instructors.

- We do not tolerate or condone any form of discrimination; on the grounds of age, sex, race, religion or ability.
- We will endeavour to give due consideration to our students with special educational or medical needs, based upon full disclosure from parents or guardians.
- We will keep private students personal information, in accordance with the data protection act.

### **Safeguarding Committee / Guidance on Safe Practice**

We keep children safe by valuing, listening to and respecting them. We ensure our policies and guidelines are managed and reviewed by our Safeguarding Committee on a regular basis. The committee is made up of representatives from across the organisation who have a responsibility for the safety of children. We ensure we have a safe physical environment for our children, vulnerable adults, volunteers and staff by applying health and safety measures in accordance with legislation.

### **Staff Awareness**

All staff at TKW are given an induction to our Safeguarding Policy and Code of Conduct and those working directly with children and vulnerable adults are provided with regular safeguarding training.

### **Support for staff**

TKW provides effective management for volunteer/support staff through supervision and training to ensure the safety and wellbeing of children during our activities. Volunteers or visitors are never left alone with a child.

### **Designated Responsible People (Designated Safeguarding Officers)**

TKW has identified two Designated Responsible People, known as Designated Safeguarding Officers who have specific responsibility ensuring the safety and wellbeing of children who visit TKW or take part in TKW activities. Any safeguarding incident/concern should be reported to one of them. Their role is also to share any concerns or relevant information with agencies who need to know:

- Alton Brown, Director, [alton@tkwcommunityhub.org](mailto:alton@tkwcommunityhub.org) 07919 840 624
- Amanda Jewell, Director, [amanda@tkwcommunityhub.org](mailto:amanda@tkwcommunityhub.org) 07977 530 542

# TKW Safeguarding Code of Conduct

GOOD PRACTICE	PRACTICE TO BE AVOIDED	PRACTICE TO NEVER BE ALLOWED
<p>Always working in and encouraging an open environment (no secrets).</p> <p>Always treat children equally and with respect and dignity.</p> <p>Always putting the welfare of each young person first.</p> <p>Ensure that language and conversation is appropriate when talking with or within hearing distance of children</p> <p>Remember that the child or vulnerable adult might not know the context of a flippant, overheard remark</p> <p>Maintaining a safe and appropriate distance except where it is an essential part of the process.</p> <p>Think about how to identify the groups of children - could you use wrist bands? Sign in sheets?</p> <p>Building a balanced relationships based on</p>	<p>Avoid spending time alone with children away from others.</p> <p>Avoid associating (outside the work environment) with children you have met at work.</p> <p>Do not initiate any physical contact with children or vulnerable adults. If a child or vulnerable adult initiates any physical contact (e.g. approaches you for a hug) deflect them where possible.</p> <p>Never shout at a child or vulnerable adult unless it is appropriate that they hear your instruction because they are in danger or at risk of danger</p> <p>Do not give your personal mobile phone number or other personal details to, or exchange or accept social networking contacts (e.g. Facebook friends, email addresses) with children or vulnerable adults you encounter as part of work.</p> <p>Be aware of your own behaviours when around</p>	<p>Engage in rough, physical or sexually provocative games.</p> <p>Sharing a changing room with a child alone.</p> <p>Allow or engage in any form of inappropriate touching.</p> <p>Allow children to use inappropriate language unchallenged.</p> <p>Allow adults to use inappropriate language in the presence of children unchallenged.</p> <p>Make sexually suggestive comments to a child - even if in fun.</p> <p>Reduce a child to tears as a form of control.</p> <p>Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.</p> <p>Do things of a personal nature for children that they can do by themselves.</p> <p>Invite or allow children to stay with you at your</p>

<p>mutual trust which empowers children.</p> <p>Involve parents, guardians, carers and chaperones wherever possible.</p> <p>If groups have to be supervised, do so in pairs where practicable.</p> <p>Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.</p> <p>Record any injuries or near misses accurately in line with TKW's accident policy.</p> <p><b>Consider ALL potential Safeguarding factors</b></p>	<p>children and avoid smoking and/or drinking in their presence.</p>	<p>home unsupervised.</p>
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## Declaration

I, \_\_\_\_\_ (print name) accept the above policy, have read and understood the Code of Conduct guide and agree to uphold the principles set out therein, to act responsibly, and to uphold the reputation and standards of care and conduct set by TKW.

Signed \_\_\_\_\_ (TKW Staff member/Instructor/Volunteer/Trustee/Partner)

Date \_\_\_\_\_