BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

Version	Author	Date	Review Date
1	K Beddows	February 2014	February 2017
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STAFF/VOLUNTEER INDUCTION

Safeguarding Induction Standards for staff have contact with children

Context

These induction standards are designed as being additional to those set by organisations internally or by regulatory bodies.

They describe a minimum standard that can be used within the BTC. The Induction has been developed by the BTC Safeguarding Team to support Associations, Clubs in ensuring that all staff who have contact with children have access to, and understand, basic processes relating to safeguarding children.

1. Standard one

Within one month of commencement all staff who work with children should:

a) Be provided with a copy of ‘British Taekwondo Safeguarding Policy and Procedures
b) Know who in the organisation has the lead for safeguarding issues
c) Have read the organisation’s child protection policy, allegations management policy and whistle blowing (confidential reporting) policy.

A suggested proforma for recording this is attached as **Appendix A.**

2. Standard two

Within six weeks of commencement of the Role, the Association Safeguarding Officer should discuss with the person, their understanding of:

a) ‘What to do if you are worried a child is being abused’ (DfES 2015)
b) The organisation’s child protection policy, allegations management policy and whistle blowing (confidential reporting) policy.
c) The relevance to their agency of the above.
d) Their understanding of important contacts and how to contact them at a local and national level

Key areas for discussion area attached as **Appendix B**.

The discussion should conclude with the Association Safeguarding Officer and member signing and dating a document to be kept on the club’s records that the actions required in Standard one and Standard two have been completed.

APPENDIX A

I confirm that. …… (name) on ..……(date) as a ……. (job title) has been given the following:

a) **BTC Basic Safeguarding Awareness Presentation**

I can confirm that they know who in the organisation has the lead for child protection issues.

I can confirm that they have read the following:

b) **the organisation's child protection policy**
c) **the organisation's allegations management policy**
d) **the organisation's whistleblowing (confidential reporting) policy**

They are aware of the British Taekwondo Councils Safeguarding Procedures

We will discuss the understanding of these documents and the procedures

…… (date)

Signed……Association S.O.

…… (date)

Signed……

……..……. (date)

APPENDIX B

Key issues for discussion, including the relevance to their agency of the following:

1. What to do if…

- The process for making a referral.
- The process indicating when to take urgent action.
- The key principles for information sharing.
- This should be linked to the BTC Information sharing protocol.

2. Organisational Child Protection, Allegations management and whistle blowing (confidential reporting) policies

- Ensure the employee understands to whom in the organisation they should report child protection concerns.
- Ensure the member understands to whom in the organisation they should report concerns about employees or volunteers.

Staff who have contact with children

Induction agreement

I confirm that on ……..(date) we discussed key issues (as detailed in British Taekwondo Councils Policy and Procedures with
……(.Name)

I am satisfied that the member has understood these issues and has the knowledge to take appropriate measures in their responsibility for safeguarding children. This is a necessary aspect of successful completion of the probationary period for the post.

The employee has applied for appropriate Local Councils/National (NSPCC) Child Protection/Safeguarding Children training on:

…… (date).

Signed……..Employee

……..(date)

Signed……..……Line Manager

……..(date)