



INTERNATIONAL
TAEKWON-DO
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ITF Child Safeguarding Policy Statement

Introduction

The ITF policy on child safeguarding and protection is written in accordance with the rights of children, as outlined in the United Nations Convention of the Rights of the Child (UNCRC). The priorities are as follows:

- Considering children's welfare as being of utmost importance;
- Preventing and protecting children from any form of maltreatment such as neglect or abuse;
- Preventing impairment of children's mental and physical health or development;
- Encouraging children's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment;
- Maintaining discipline that respects the children's dignity and their rights;
- Giving every child the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously;
- Giving every child the right to privacy.

A significant proportion of ITF members are under the age of 18 years. In view of this the ITF recognizes its responsibility to ensure that all ITF members and staff respect, protect and fulfil the rights of a child.

The ITF child safeguarding and protection policy serves not only to enforce policies and procedures to safeguard and protect children, but also to guide all ITF members and staff to aspire towards the best outcome for these children.

Definitions and terms

Adult - means anyone 18 years of age and older.

Child - means anyone under the age of 18 years.

Maltreatment – means cruel or harmful treatment, whether it is done intentionally or unintentionally. Examples include, but are not limited to, the following: abuse, harassment, bullying, and ostracising.

Abuse – means improper treatment of a child which is cruel, harmful, or unfair. The harm perpetrated is considered especially impactful when the treatment is repeated, or is done intentionally to unfairly or improperly gain benefit. It can occur in the form of physical abuse, emotional abuse, and sexual abuse.

Neglect - means the person responsible for the care of a child fails to provide for the basic physical and/or psychological needs of the child, which is likely to result in the impairment of the child's health or development. For example, failing to properly supervise and protect the child from harm as much as is feasible.

Child Safeguarding – is a term used to denote measures employed to keep children safe from all forms of harm, and also the measures employed to promote their well-being, health, and development. It also includes the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

Staff – means employees, contractors, volunteers, and any other persons who work or are a volunteer for the ITF (e.g., administration, organization of events or activities) at the local, national or international level.

Legal framework

The principle of the Policy describes the minimum standard that all ITF members and staff must follow. Additional measures can be added by each affiliate organization's CSP policy to conform to legislation in their own country.

Purpose and scope

The purpose of the ITF Child safeguarding Policy is to:

- promote a culture of a caring within the organization that considers the child's health, well-being, and development as being of upmost importance;
- ensure that preventative measures are in place to prevent any form of danger, maltreatment, such as abuse or neglect;
- ensure that procedures are in place to protect those children who are suffering or likely to suffer significant harm.

The ITF Child Safeguarding Policy is designed to safeguard and protect all ITF members aged under 18 years. All ITF members and staff without exception are expected to abide by it and promote it through exemplary behaviour.

Supporting documents

This policy statement should be read alongside the ITF Child Safeguarding Policy document, which describes the policy and procedures in detail.

Other supporting documents include:

- ITF Child Safeguarding Policy Statement
- ITF Adult Safeguarding policy
- ITF Instructor's Code of Conduct

Policy Statement

The ITF recognizes that all children regardless of their age, disability, race, religion or belief, sex, or sexual orientation, have equal inherent rights and should therefore be treated with equality.

The ITF also recognizes that some children have special needs in regard to communication, learning, developmental and behavioural issues, and may require additional support and consideration in order for them to enjoy meaningful equality of opportunity and inclusion.

The ITF believes that all members under the age of 18 years have the right to participate in Taekwon-Do in a safe, enjoyable and learning environment and that they have the inherent right to be respected and treated fairly.

The procedures for resolving policy violations are to be preventive and remedial in nature rather than punitive, and this should be reflected in the outcomes achieved when resolving these issues.

The ITF will meet their commitment to safeguard children and protect them by:

- Listening to children and respecting their wishes, feelings and opinions.

- Use procedures that focus on prevention and early intervention approaches, to create an environment that works to prevent children being harmed in the first instance.
- Adopting procedures which set out clearly:
 - how to spot the signs of abuse or harm.
 - how to manage any allegations against an ITF member or staff, which include: Reporting; Investigating; Resolving; Communicating; Record-keeping.
 - How to share information with other professionals and agencies and the circumstances in which concerns should be reported to a designated internal lead or a referral made to local authority children's service or in urgent cases immediately to the Police.
- Providing support, education and training to ITF members and staff who are likely to be involved with supervising children.
- Recommending that each affiliate school nominate a child protection lead and each affiliate organization (National Association or Allied Association) appoint a designated child protection lead at senior or board level.
- Present guidelines for a vetting process, which should ensure that appropriate checks are made on instructors and staff to reduce the risk of endangering the children they are supervising.
- Raising awareness in children and their families about safeguarding and good practice and making sure they know where to go for help if they have a concern.
- Create an environment which promotes the well-being of all children, allows them to develop, and keeps them safe.
- Providing a clear child safeguarding policy and guidance, together with our supporting documents on health & safety, risk assessment, codes of conduct, privacy policy, etc. These give guidance about adult's conduct when supervising and interacting with children, as well as peer to peer conduct amongst children.
- Having regular reviews of our child safeguarding policy so that it can evolve.
- Having a clear line of accountability for the commissioning and/or delivery of services designed to safeguard and protect children.

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ITF Child Safeguarding Policy and Procedures

1) Definitions and terms

1.1 What is child safeguarding?

Child safeguarding is a term used to denote measures employed to keep children safe from all forms of harm, and also the measures employed to promote their well-being, health, and development. It also includes the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

1.2 Definitions relating to safeguarding

Mistreatment – means improper treatment that may or may not cause harm.

Maltreatment – means cruel or harmful treatment, whether it is done intentionally or unintentionally. Examples include, but are not limited to, the following: abuse, harassment, bullying, and ostracising.

Abuse – means improper treatment of a child which is cruel, harmful, or unfair. The harm perpetrated is considered especially impactful when the treatment is repeated, or is done intentionally to unfairly or improperly gain benefit. It can occur in the form of physical abuse, emotional abuse, and sexual abuse.

Physical Abuse - means a child is deliberately hurt, causing physical harm. Examples include, but not limited to, the following: hitting, kicking, shaking, throwing, pushing.

Emotional Abuse - means any type of abuse that involves the continual emotional mistreatment of a child such as to cause severe effects on the child's emotional development. Examples include, but not limited to, the following: humiliating, threatening, mocking, blaming unfairly, discriminating, manipulating, exposing them to distressing events or interactions. Bullying and harassment are forms of emotional abuse.

¹**Sexual Abuse** - means abuse by a sexual act, whether it involves contact or non-contact, with a child (who is in a position of inequality, and whose vulnerability is being exploited to their detriment, and is unable to give true consent), for the purpose of seeking or obtaining physical or mental sexual gratification. Examples include, but not limited to, the following: Inappropriate touching, hugging, stroking, grabbing, fondling, kissing, that is sexual in nature.

¹ Ben Mathews, Delphine Collin-Vézina. Child Sexual Abuse: Toward a Conceptual Model and Definition.
<https://journals.sagepub.com/doi/full/10.1177/1524838017738726>

Neglect - means the person responsible for the care of a child fails to provide for the basic physical and/or psychological needs of the child, which is likely to result in the impairment of the child's health or development. For example, failing to properly supervise and protect the child from harm as much as is feasible.

Bullying – means intentional and repeated use of physical violence, verbal mockery, threats, and rumours - spread either orally or by other means of communication such as the internet – with the intention of dominating an individual or a group.

Harassment - means objectionable act(s), comment(s) or display(s) by a person or group that are directed at another person or group, and that are known, or ought reasonably to be known, to be unwelcome, unwanted, annoying, abusive, offensive, embarrassing, humiliating, demeaning, derogatory, discriminatory, disparaging, disturbing, distressing, intimidating, upsetting, perturbing, alarming, tormenting, terrorizing, or harmful to the individual or group.

Ostracising – means excluding individuals by deliberately ignoring, avoiding, leaving out, paying little or no attention to them.

Discrimination – means treating unjustly or badly a person or a particular group of persons because of their gender, sexual orientation, race/ethnicity, nationality, culture, religion, age, physical or mental condition/disability, rank/degree/grade, function, status, and any other such individual or group characteristics.

Stalking - means the willful and repeated following, watching or harassing of another person.

1.2 Other key definitions:

In this policy, unless the context otherwise requires or stipulates:

Adult - means anyone 18 years of age and older.

Child - means anyone under the age of 18 years.

Behaviour - means the manner in which a person or a group acts or reacts, be it verbally or physically.

Board - means the ITF Board of Directors.

Complaint - means the incident(s) of alleged child maltreatment, abuse, neglect according to the terms of this policy.

Complainant - means a person who has reported the incident(s) in accordance to the terms of this policy.

Disciplinary Committee - means the body or the individual that is given the authority to review, investigate, adjudicate formal complaints of maltreatment, abuse, or neglect of a child or a group of children, and make recommendations to the Board with respect to sanctions or measures to be taken in cases where the policy is found to have been violated. The body may be a disciplinary committee, a sub-committee of a disciplinary committee, or an “ad hoc” committee. In the case of the ITF, all appointments concerning the Disciplinary Committee shall be made by the ITF Board of Directors; in the case of Member Associations, all appointments

shall be made by the member Association Board of Directors; in the case of Taekwon-Do Schools, all appointments shall be made by the Chief Instructor.

ITF Directors - means members of the ITF Board of Directors.

Member Association Directors - means members of the Board of Directors of a Member Association.

Member Association - means any National Association, Allied Association, or Specified Allied Association acting within the scope of the ITF organization.

Taekwon-Do School – means any recognised Taekwon-Do School, Club and/or Training Centre acting within the scope of the ITF organization.

Instructor - means a person who teaches, and includes instructors, Masters, Grand Masters, and all teaching assistants regardless of degree or grade.

Chief Instructor – The instructor who takes overall responsibility for the running of the Taekwon-Do School.

ITF Member - means all instructors, umpires, coaches, students, competitors, and any other staff acting within the scope of the ITF organization.

Staff – means employees, contractors, volunteers, and any other persons who work or are a volunteer for the ITF (e.g. administration, organization of events or activities) at local, national or international level.

The Accused – the person who is alleged to be endangering a child or is alleged to have committed the act of child maltreatment, abuse or neglect.

DSL – Designated Safeguarding Lead.

Code of Conduct – the guidelines on common standards of conduct and behaviour for a Taekwon-Do School, Member Association and the ITF.

Throughout this document, the term '**must**' signifies strict policy and the term '**should**' signifies recommended policy that ought to be adhered to unless there is good reason not to.

2) Purpose and scope

- a) The purpose of this policy and procedures document is to fulfil goals and objectives laid out in the ITF Child Safeguarding Policy Statement.
- b) The policy is designed to safeguard and protect all ITF members aged under 18 years from maltreatment, abuse and neglect. All ITF members and staff without exception are expected to abide by it and promote it through exemplary behaviour.
- c) This policy includes child safeguarding within the activities of the ITF

3) Behavioural compliance

There are many ways to demonstrate compliance with the ITF policy on child safeguarding and promote it through exemplary behaviour. Here are some examples:

- a) Modelling good behaviour for everyone to follow.
- b) Staying within the law at all times.
- c) Treating children fairly and without prejudice or discrimination.
- d) Being patient with children.
- e) Promoting relationships that are based on openness, honesty, trust and respect.
- f) Listening to and respecting children at all times.
- g) Respecting a child's right to personal privacy as far as possible.
- h) Valuing and taking children's contributions seriously, actively involving them in planning activities wherever possible.
- i) Ensuring that whenever possible, there is more than one adult present during activities with children and young people.
- j) Ensuring your contact with children is appropriate and relevant to the activity you are involved in.
- k) Prioritising the well-being of all children.
- l) Providing a safe environment for children and young people.
- m) Challenging all unacceptable behaviour such as bullying, harassment, ostracing, etc and reporting any breaches of the Code of Conduct to the appropriate authority, if needed.
- n) Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures.
- o) Respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organization.
- p) Challenging discrimination and prejudice.
- q) Avoiding favouritism.
- r) Exercising caution when you are discussing sensitive issues with children.
- s) Being alert to any child mistreatment, taking action to correct the behaviour and/or disclosing the incident to the appropriate authority.

- t) Being alert to any maltreatment, abuse or neglect of a child and disclose it or formally reporting it to the appropriate authority.

4) Prevention

4.1 Raising Awareness

- a) Raising awareness in ITF members, staff, and parents about the child protection policy will help preventative measures to be taken and help implement early intervention to prevent children from being harmed.
- b) The ITF and Member Associations should raise awareness in ITF members and staff by:
 - i. running child safeguarding awareness educational and training courses
 - ii. providing resources relating to child safeguarding
 - iii. running child safeguarding awareness campaigns
- c) ITF members and staff need to be aware of:
 - i. the child safeguarding and protection procedures.
 - ii. what constitutes child maltreatment, abuse or neglect.
 - iii. the signs, symptoms and indicators of child abuse.
 - iv. their roles and responsibilities in relation to child safeguarding.

4.2 Vetting

- a) ITF staff who work with children should be vetted to check their suitability. Member Associations should use whatever Police Checks, Disclosure or Criminal Record Check that is available in their country.
- b) If there are no disclosure services available in their country, vetting should be done by obtaining a reference. The reference must be sought and obtained directly from the referee who is either a previous employer, a professional or a person of good standing in the community. The reference should include:
 - i. The referee's relationship with the candidate;
 - ii. How long has the referee known the candidate;
 - iii. Whether the referee is satisfied that the candidate is suitable to work with children.

4.3 Health & Safety and other rules

Health and Safety Rules and a Code of Conduct must be applied for any activity involving children to ensure a safe, fair, courteous environment for the children. The three main principles for these rules should be:

- 1) to keep the children, safe from physical harm.
- 2) to create a pleasant and harmonious environment by promoting courteous behaviour and fairness. This keeps the children safe from psychological, and emotional harm.

- 3) to create an environment which helps learning and development when doing educational activities with children.

4.4 Designated Safeguarding Lead

- a) Member Associations and Taekwon-Do Schools should have a designated safeguarding lead (DSL) to take responsibility for child safeguarding. The DSL does not need to be an ITF member but should understand the child safeguarding policy they operate under. Their minimum level of responsibility of a DSL is:
 - i. to act as a first point of contact for anyone with concerns.
 - ii. to ensure that cases of suspected or actual child safeguarding concerns are referred to the appropriate authority.
- b) Member Associations and Taekwon-Do Schools may decide to have a DSL with further responsibilities such as:
 - i. Making sure safeguarding policies and procedures are fully implemented and followed by ITF members and staff.
 - ii. Ensuring that adequate reporting and recording systems are in place for safeguarding procedures.
 - iii. Keeping ITF members and staff informed of good practice and new legislation and guidance.
 - iv. Play a lead role in maintaining and reviewing the plan for safeguarding in the Taekwon-Do School or Member Association.
- c) If a Taekwon-Do School does not have a DSL then the Chief Instructor should take on the responsibility. If a Member Association does not have a DSL then a senior official or a board member should take on the responsibility.

4.5 Early intervention

- a) Some cases of mistreatment such as teasing may seem like harmless banter and be perceived as playful, but these forms of mistreatment can escalate to become more serious cases of abuse such as bullying. The Code of Conduct should be used to promote exemplary behaviour and discourage any inappropriate behaviour.
- b) Inappropriate behaviour should be dealt with early to prevent the possible escalation into abuse or neglect and to lessen the risk of harm or impairment.
- c) Early intervention may be required if you suspect a child may be in danger, for example:
 - i. a child is being abused or neglected at home, school or elsewhere outside the ITF environment.
 - ii. a child is being stalked.
 - iii. a child is self-harming.
- d) Delaying any action because you are not sure of the warning signs may be endangering the child.

5) Responding to cases of child maltreatment, abuse or neglect.

5.1 Identify Concerns

- a) There are a range of ways safeguarding concerns might be raised. The issue may be raised by a child, or an adult who is or is not an ITF member or staff.
- b) All ITF members and staff have a responsibility to listen to a child when they express any concerns.
 - i. A child may disclose a concern directly or indirectly.
 - ii. A child may directly disclose that they or another child is being abused.
 - iii. A child might indirectly tell you they're being abused. For example, they may tell you they uncomfortable with the behaviour of an ITF member or staff. They may not realise the behaviour is abusive.
 - iv. A child might display behaviour that signals something is wrong (this may or may not be deliberate).
- c) To help a child disclose abuse you should:
 - i. Listen carefully to what they say.
 - ii. Allow them time to talk freely and do not ask leading questions.
 - iii. Stay calm and do not show that you are shocked or upset; tell the child they have done the right thing in telling you.
 - iv. Avoid telling them they should have told you sooner as this may upset the child unnecessarily.
 - v. Explain what will happen next and that you will have to pass this information on.
 - vi. Avoid promising to keep it a secret as the issue may need to be referred.
- d) An adult may identify a concern if, for example:
 - i. They witness maltreatment, abuse or neglect.
 - ii. They observe warning signs of maltreatment, abuse or neglect such as the child:
 - is frequently injured, or bruised.
 - is withdrawn or appears anxious, clingy or depressed.
 - is showing signs of self-harming.
 - iii. They receive a disclosure from a child or another adult about a concern.
 - iv. They receive a written complaint about an alleged case of maltreatment, abuse or neglect.
- e) All disclosures should be taken seriously but not all of them will lead to a formal complaint. The severity of the disclosure should be decided by the proper authority so all disclosure should be referred to them.

5.2 Referral

If the issue is a case of maltreatment, abuse or neglect by an ITF member or staff, it needs to be reported to the appropriate authority to decide what action to take.

- a) If the incident occurred within the activities of a Taekwon-Do School and/or The Accused is a student or Staff of the Taekwon-Do School, the case must be referred to the appropriate authority such as the DSL or Chief Instructor of the Taekwon-Do School. The case shall be investigated and resolved by the Taekwon-Do School, using this policy as guidance. If The

Accused is the Chief Instructor then the case shall be investigated and resolved by the Member Association (see 5.2b)

- b) If the incident occurred within the activities of the Member Association and/or The Accused is staff of a Member Association or a Chief Instructor then the case must be referred to the president of the relevant Member Association or the DSL of that Member Association. The case shall be investigated and resolved by that Member Association, using this policy as guidance.
- c) If the incident occurred within the activities of the ITF and/or The Accused is ITF staff, ITF Director or Member Association Board director then the case must be referred to the ITF President and the case shall be investigated and resolved by the ITF, using this policy as guidance.
- d) In the case where The Accused is the ITF President, the case must be referred to any ITF Director who will report to the other ITF Directors and the case shall be investigated and resolved by the ITF, using this policy as guidance.
- e) In serious cases where The Accused is not an ITF member or staff, for example, in the case of suspected child abuse at home, school, or elsewhere outside the ITF environment, the case must also be referred to the appropriate local authority or police.
- f) All referrals should be recorded and kept confidential.
- g) Parent(s)/guardian(s) of the children who are believed to have been harmed must be notified when a referral of case is being made. The only exception to this is if the concern is regarding suspected abuse at home. In this situation, the responsibility of informing the parents should be left to the local authority or police to whom the case has been referred to.

5.3 Action

- a) The authority dealing with the case, whether it be a Taekwon-Do School, a Member Association or the ITF - must use preventive and remedial measures rather than punitive ones. This should be reflected in the outcomes of substantiated complaints, which should include consideration of actions to be taken to prevent or remedy the problem.
- b) When the concern is not serious, or the issue appears to be primarily a lack of sensitivity, knowledge, or experience, the remedial action taken may include talking informally with the person(s) who are behaving inappropriately and, if possible and relevant, obtaining the assurance that the abuse or neglect will stop and the behaviour will be corrected.
- c) Parents of the children involved who are believed to be harmed must be notified of the actions taken to resolve the case.
- d) When there are reasons to believe that a child has been significantly harmed or is in danger of harm, or cases which require more rigorous investigation should undergo the formal complaints procedure (see section 6).

6) Formal Complaints Procedure

6.1 The right to file a complaint

- a) Any adult ITF member and ITF staff person has the right to file a complaint against an ITF member or staff deemed responsible for the maltreatment, abuse or neglect of a child.
- b) Formal complaints of child maltreatment, abuse or neglect may be initiated by the person who witnessed the incident(s) or by any other ITF member or staff person on behalf of the person who raised the concern.
- c) While The Accused can be an ITF member at the time of the incident, one does not need to be an ITF member to submit a complaint and be regarded as the Complainant.
- d) The ITF encourages the reporting of all incidents of child maltreatment, abuse or neglect, regardless of who the alleged offender(s) and The Accused may be.
- e) The ITF and any of its affiliated members shall provide assistance to all reporting persons who need help in making a report.

6.2 Protection from reprisals, retaliation, threats, and intentional false complaints

- a) Any acts of retaliation, including threats, intimidation, reprisals, or hostile action, against a person who has made a formal disclosure, reported or disclosed an incident, or has participated in any manner in the investigation or resolution of a report, will not be tolerated.
- b) Allegations will not lead to any disciplinary proceedings against the complainant, regardless of whether the evidence in the complaint cannot be substantiated by an investigation and therefore denied.

6.3 The need for confidentiality

- a) The ITF understands that it sometimes can be extremely difficult for someone to come forward with a formal complaint and that it can be devastating for someone to be wrongly accused of serious maltreatment, abuse or neglect of a child.
- b) The ITF recognizes the interests of both the Complainant and The Accused in keeping the matter as confidential during all stages of the reporting and investigations and will also be subject to such duty after the termination of the proceedings if and in line with the instructions given by the Disciplinary Committee once a final decision within the ITF proceedings is made. The privacy and reputation of all parties must be protected at all times, however the Disciplinary Committee may decide to unveil facts related to the case, in full or partially, if the interest of the public and/or of the ITF so requires.
- c) Any complaint received pursuant to this policy shall be considered to be strictly confidential, and all persons involved in its handling shall have the duty to take all necessary measures to maintain and protect such confidentiality.

6.4 The complaint

The complaint will include a report of the incident(s). The report will include the following information (use the form in Annex A) however in case that any part of this information is not provided, the Complainant will explain the reasons for the missing information:

- a) Name(s) of the Complainant(s) and contact information.
- b) The name(s) of the child(ren) who experienced the maltreatment, abuse or neglect.
- c) Name(s) of The Accused, position, rank and contact information (if known).
- d) Name(s) of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known).
- e) Details of what happened including date(s), frequency and location(s) of the alleged incident(s).
- f) Any supporting documents the Complainant(s) may have in their possession that are relevant to the complaint.
- g) List of any documents a witness, another person or The Accused may have in their possession that are relevant to the complaint.

6.5 Filing a report

To protect the confidentiality of the report, it is important that the Complainant reports the alleged incident(s) directly to the appropriate authority.

- a) The appropriate authority is determined using the same criteria as for referrals on section 5.2. The schematic diagram Annex B summarizes the criteria determining the appropriate authority
- b) In addition to reporting the incident to the appropriate ITF authority as per the above, in serious cases the information may need to be shared with other professionals and agencies. For example, a referral made to local authority children's service or in urgent cases immediately to the Police.

6.6 Time limit to file a complaint

- a) Ideally, a formal complaint should be filed as soon as possible to make it easier for the Disciplinary Committee to conduct a more valid investigation and make more informed decisions.
- b) There is no time limit to file a formal complaint but complaints of child maltreatment, abuse or neglect going back longer than a 12 month period must reasonable proof that the incident(s) did occur and/or the reason for the late filing of the complaint was due to the child only recently disclosing the incident(s).

6.7 The right to withdraw a complaint

A Complainant who files a formal complaint has the right to withdraw their complaint at any time. However, the instance responsible for the complaint process (e.g., Taekwon-Do School, Member Association, ITF) may continue to act on the issue identified in the complaint in order to comply with its obligation under this policy.

6.8 Considerations prior to the investigation

a) Suspension pending the investigation

The Disciplinary Committee may need to decide whether the circumstances of a case warrant The Accused being suspended from contact with children until the allegation or concern is resolved. An individual should only be suspended if there is no reasonable alternative. Suspension should be considered only in a case where there is cause to suspect a child or other children are at risk of harm or the case so serious that could result in dismissal. Suspension should not be the default option but if used the reasons and justification for this should be recorded by the Disciplinary Committee and The Accused notified of the reasons.

b) Supporting those involved

The Disciplinary Committee should ensure that all parties are given support to manage and minimize the stress inherent in the disciplinary process if needed. This support can be given in the form of:

- i. Keeping them informed about the progress of the process in dealing with the complaint.
- ii. Given advice of any counselling service available to them.

6.9 Investigating

- a) All necessary measures shall be taken to ensure that an investigation appropriate to the circumstances is conducted. An investigation of a complaint appropriate to the circumstances should:
 - a) **Be undertaken promptly.** It would be reasonable for Disciplinary Committee to complete the investigation and issue its decision within 60 days of receiving a complaint unless there are compelling reasons why a longer investigation is needed (e.g., there are multiple witnesses, a key witness is unavailable due to illness).
 - b) **Be undertaken in a manner that ensures due process.** This will include serving upon The Accused of an initial letter asserting a violation of this policy and committing an act of child maltreatment, abuse or neglect followed by an detailed written application in an appropriate form that will include (a) The facts (b) The legal arguments (c) The Applicable Rules (d) The Source for the Disciplinary Committee jurisdiction (e) The alleged violated rules and terms of this policy (f) The Prayers for relief including any request for provisional measures (g) The full contact details of Disciplinary Committee.
The investigation must be conducted in a way that protects the rights of all the people involved, including those of The Accused.
 - c) **Be objective and impartial.** The person conducting the investigation should not be involved in the incident and should not be under the direct control or influence of The Accused.

- d) **Maintain confidentiality.** Information about the incident or complaint, including information about the people involved, should not be disclosed unless the disclosure is necessary to protect ITF members and/or staff or is needed to investigate the incident or complaint, take corrective action and/or is otherwise required by law.
- e) **Be thorough.** Reasonable efforts should be made to interview the child who was allegedly maltreated, abused or neglected, and any witnesses, as appropriate in the circumstances and assure that the right to be heard of The Accused was respected. Furthermore, all relevant documents from the Complainant, The Accused, witnesses are collected and reviewed.

6.10 Resolving/Deciding

- a) The ITF Child Safeguarding Policy is meant to be preventive and remedial rather than punitive, and this should be reflected in the outcomes of substantiated complaints which should include consideration for actions to be taken to prevent or remedy the problem. Yet, the Disciplinary Committee will also have the authority to impose disciplinary sanctions and measures on The Accused if the findings so justify under the discretion of the Disciplinary Committee.
- b) Based on the findings of the investigation, a decision shall be made about whether any violation is found to have occurred. The Disciplinary Committee may also decide that the alleged act should not be considered as child maltreatment, abuse or neglect however at that in the circumstances of the matter this policy was violated. If it was violated, steps shall be taken to address the violations and prevent future occurrences.
- c) ITF members and staff who were convicted of child maltreatment, abuse or neglect or of the violation this policy shall be subject to following sanctions and/or disciplinary measures:
 - i) Apology,
 - ii) Education and training,
 - iii) Counselling,
 - iv) Verbal or written reprimand,
 - v) Suspension for a period of time,
 - vi) Expulsion and termination of the activity within the ITF.

Disciplinary sanctions or measures may be "suspended sanctions (probate)".

A sanction suspension of more than 5 (five years) or a sanction of expulsion may include (at the sole discretion of the Disciplinary Committee) the possibility of the convicted person to ask for Pardon, however such request for pardon will be permitted and dealt with only after the expiry of a period of time but only if such period of time is designated in the decision. The decision on granting the pardon will be under the sole discretion of and may be granted solely and exclusively by:

- the President of ITF for cases that were investigated and resolved by the ITF.
- the President of the Member Association for cases that were investigated and resolved by a Member Association.
- the Chief Instructor of the Taekwon-Do School for cases that were investigated and resolved by a Taekwon-Do School.

- d) In determining the appropriate sanctions or disciplinary measures, the following shall be taken into consideration: the nature of the violation, its severity, the level of harm caused to the child or group who was maltreated, abused or neglected, and whether the individual has previously violated this policy.
- e) Where a violation of this policy is found to have occurred, all reasonable steps shall also be taken to correct any resulting harmful effects of the incident(s) on the maltreated, abused or neglected child, and prevent any further recurrences of them.
- f) There may be cases where there is objective evidence to show that the complaint was maliciously filed, with deliberate intent to harm or mislead. Only where the evidence of malice in bringing a complaint is compelling and undeniable should disciplinary measures of any sort apply to Complainants however in such cases, the Complainants should be informed in writing that they will be subject to disciplinary proceedings for submitting a complaint, maliciously and with deliberate intent to harm or misled and any decision in such case will be made only following a due process providing and respecting the right to be heard of the Complainants that became accused.
- g) A decision of Disciplinary Committee containing a sanction that does not include an expulsion or a suspension of 12 months or more is final and binding and not subject to appeal.
A decision of Disciplinary Committee containing a sanction that of expulsion or a suspension of more the 12 months will be subject to the right to appeal in front of the Court of Arbitration for Sport (CAS) and the appeal will be dealt in accordance with Code of Sports-related Arbitration. The appeals will be conducted by a Sole Arbitrator, the language of the Arbitration will be English and the applicable law will be the applicable ITF regulations (including this policy to be considered for the sake of the appeal as an inherent part of the ITF regulations) and, subsidiarity, when there will be no answer in the ITF regulations for a specific needed issue essential for the decision, by the law of the country in which the ITF is domiciled or according to the rules of a national law that the Arbitrator deems appropriate to apply. In the latter case, the Arbitrator shall give reasons for its decision.

6.11 Communicating

- a) The recipient of the complaint has to acknowledge to the Complainant that he/she received the complaint, and notify The Accused about the complaint, stating that the complaint will be investigated according to the policy.
- b) The Complainant and The Accused must be informed in writing of the results of the investigation, and in particular, whether the harassment and/or the violation of the policy was found to have been violated, and any actions that have been taken or that will be taken as a result.
- c) From the moment a written complaint is received and found to be in order, it would be reasonable to complete the investigation and submit a written report to the Complainant and The Accused within 60 days or less unless there are compelling reasons why a longer period of time is needed (e.g. there are multiple witnesses, a key witness or The Accused person is unavailable due to illness).

6.12 Record-keeping

- a) It is recommended that records of all complaints or incidents of child, maltreatment or neglect be kept for at least five years from the conclusion of the investigation.

- b) Records shall include: a copy of the complaint or details about the incident; a record of the investigation including notes; copy of witness statements, if taken; a copy of the investigation report, if any; a copy of the results of the investigation that were provided to the worker who reported workplace harassment and the alleged harasser; and a copy of any corrective action taken to address the complaint or incident of workplace harassment.
- c) The documents associated with a complaint, incident and/or investigation should be kept confidential unless disclosure is required by law.

6) Disciplinary Committee

- a) All appointments concerning the Disciplinary Committee as defined in the present policy shall be made by the appropriate authority (i.e. ITF Board of Directors, Member Association Board of Directors or Chief Instructor, depending on whether the investigation is made at a local, national or international level).
- b) The Disciplinary Committee shall have the authority to review, investigate, and adjudicate complaints of child maltreatment, abuse or neglect, and make recommendations regarding measures and/or sanctions to be taken in cases where the results of the investigation reveal that the present policy has been violated. Decisions regarding disciplinary sanctions shall be the prerogative of the authority that appointed the Disciplinary Committee.
- c) The Disciplinary Committee having the authority to review complaints of child maltreatment, abuse or neglect shall report the results of its investigations and communicate its decisions and recommendations (if any) to the authority that appointed the Disciplinary Committee, through the Committee Chair.
- d) The Chair and the Members of the Disciplinary Committee mandated to review complaints of child maltreatment, abuse or neglect shall be individuals who have relevant knowledge and experience, or relevant training, to serve on the Disciplinary Committee.

8) Supporting documents

- a) Child Safeguarding Policy Statement
- b) Adult Safeguarding policy
- c) ITF Instructor's Code of Conduct

9) Contact Details

International Taekwon-Do Federation
 Head Office
 Milenijna 5/B, 20-884 Lublin, Poland
 Phone: +48817431150
 Fax: +48817427575

10) Approval and version control

The ITF Child Safeguarding Policy must be reviewed annually so that it can evolve.

This policy was approved by the Board of Directors on 7th May 2023.

Date	Description	Version
7.05.2023	CSP Final Draft v20230507	Version 1

ANNEX A

Form for reporting an incident of child maltreatment, abuse or neglect.

Name of the Complainant:

Contact information of the Complainant:

Name:

Degree (if applicable):

Organization/association:

Address:

E-mail address:

Telephone/mobile number:

In case the report was submitted by a third party:

Name:

Degree (if applicable):

Organization/association:

Address:

E-mailaddress:

Telephone/mobile number:

The accused person:

Name:

Degree:

Position (if any):

Contact information (if known):

Witness(es) (if any):

[illegible]

This report was send to (name of the Board member):

Signature:

ANNEX B

Schematic diagram of the referral criteria for the ITF Child Safeguarding Policy

