

BRITISH TAEKWONDO COUNCIL

CODE OF CONDUCT AND ETHICS

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BRITISH TAEKWONDO COUNCIL

CODE OF CONDUCT AND ETHICS

The Code applies to those involved with the British Taekwondo Council at every level, whether as a student, instructor/coach, official, volunteer or spectator, all have a responsibility to act according to the highest standards of integrity.

All partners must respect the rights, dignity and worth of every person, student and non-student alike, treating everyone equally within the context of activities and events. In particular, to be aware of the special needs of young people, their wellbeing, including difficulties or possible abuse experienced from within the game or from other sources. The British Taekwondo Council has a duty to ensure that every child and young person involved in Taekwondo activities or related events is able to participate in an enjoyable and safe environment and be protected from abuse.

The British Taekwondo Council is committed to maintaining the highest possible standards of behaviour and conduct at all activities and events.

EQUITY

The Equality Act 2010 came into force in October 2010 and replaces all previous equality laws and discrimination laws including the Sex Discrimination Act 1975, Race Relations Act 1976, and Disability Discrimination Act 1995. The Equality Act 2010 places responsibilities on the British Taekwondo Council as an employer and training provider to promote equality, prevent any forms of discrimination, and ensure everybody is treated with dignity and respect.

Club Instructors/Coaches

The BTC qualifies instructors to teach Taekwondo. Instructors may sometimes be referred to as coaches. Instructors/coaches:

- Must treat everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, political affiliation or ability
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times
- Do not manipulate the rules in order to benefit yourself personally or your club
- Encourage all students and instructor/coaches to abide by the rules and spirit of the activity
- Do not use foul, sexist or racist language
- Use your official position to take action against others who harass, abuse or use foul, sexist or racist language towards participants, instructors/coaches, officials and volunteers
- Ensure that proper supervision is provided by suitably qualified instructors/coaches and officials who are capable of promoting good sporting behaviour and good technical skills
- Ensure all equipment and facilities meet safety standards

- Check you have adequate insurance cover for the activities you are undertaking
- Respect the rights of other clubs
- Arrive in plenty of time to set up your activities and ensure safety
- Show respect to students, instructors/coaches, officials and other volunteers involved in the activity/competition
- Not endeavour to influence the result of an activity/competition by any actions that are not strictly within the rules
- Remember activity is enjoyed for its own sake - play down the importance of awards
- Always have regard to the best interests of the sport, including where publicly expressing an opinion of the sport and any particular aspect of it, including others involved in it
- Resist all illegal or unsporting influences, including banned substances and techniques
- Promote ethical principles
- Set a good example which others can follow
- Children play for pleasure and winning is only part of the fun
- Keep yourself informed about sound teaching/coaching practices and the principles of children's growth and development
- Be reasonable in your demands on children's time, energy and enthusiasm - they need other interests too
- The successful instructor/coach invests in the well-being and interests of their students, not their win/loss record
- Teach your students that honest effort is more important than victory so that the result of each event is accepted without undue disappointment
- Never ridicule or shout at a child for making a mistake or losing
- Teach students to be fair and to follow the rules
- Divide your time equally between all standards of students
- Ensure you and your students have respect for their opponents, the officials and opposing instructors/coaches and supporters
- Follow advice from a professional when determining if an injured student is ready to play or train
- Take responsibility for the young people in your care until they have safely left the activity

Students

- Treat everyone fairly and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, political affiliation or ability
- Do not use foul, sexist or racist language at any time
- Arrive for training and matches in good time to prepare thoroughly
- Play for fun and enjoyment - not just to please your parents and/or instructor/coach
- Learn and play by the rules

- Abide by the instructions of the instructor/coaches/staff and officials provided they do not contradict the rules.
- Do not argue with competition officials and/or the instructor/coach - use your energies for playing better
- Recognise and applaud all good play
- Be a good sport - win with modesty, lose with dignity
- Respect opponents, instructors/coaches, club officials and competition officials - treat them as you would wish to be treated
- Co-operate with instructor/coach, fellow students and opponents
- Think about improving your skills after training and competition
- Inform the instructor/coach of any injury as soon as possible
- Inform the instructor/coach if you need to leave training/the event early
- Thank officials and opponents after competition

Spectators

- Remember the participants are taking part for their enjoyment not yours. They are not professional or international athletes
- All spectators, on no account, must enter the field of play/activity unless authorised otherwise
- Do not use foul, sexist or racist language or harass students, instructors/instructor/coaches, officials or volunteers
- Condemn the use of violence and verbal abuse in all forms
- Respect officials' decisions. Remember he/she is only human with the same feelings as you and, like you, sometimes makes an honest error
- Do not ridicule participants who make mistakes
- Do not over-emphasise the importance of winning

Parents

- Remember that children play for their fun, not yours!
- During club classes or other training sessions, respect the instructor/coach. If you have any issues or concerns, please address these to the instructor/coach after the lesson/training session.
- Encourage your child always to play by rules and to respect the instructor/coaches, officials and volunteers
- Encourage children to play, do not force them
- Praise your child's efforts whether they win or lose
- Applaud all good play
- Never ridicule a child for losing or making a mistake
- Children learn best by following a good example

- Learn the rules to better understand what you are looking at and commenting on
- Do not question the judgement of and show your appreciation to all officials, instructors/coaches and helpers
- Condemn the use of violence, profane language and any form of abuse
- Think of how you can best help the instructor/coach and/or the club
- As a spectator you must never enter the field of play/activity

Officials

- Must treat everyone fairly and sensitively, regardless of their gender, ethnic origin, cultural background, sexual orientation, religion, political affiliation or ability
- Be consistent, objective, impartial and courteous when applying the rules of the event
- Compliment all competitors on good play when the opportunity arises
- Use common sense to ensure that the spirit of the event is not lost
- Encourage all participants to play within the rules and the spirit of the event/competition
- Try to ensure that the event/competition is allowed to flow with only as many stoppages as is necessary
- Show patience and understanding towards students who may be learning the event/competition.
- Not be afraid to take decisions. An official should be fair and firm and must resist any possible influence from protests on the part of students, team officials or spectators
- Show respect towards students and team officials
- Be honest and completely impartial at all times, irrespective of the teams, students or team officials involved in the event/competition
- Inform the person or body directly responsible if unable to officiate for any reason
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive
- Always have regard to the best interests of the game/competition, including where publicly expressing an opinion on the game/competition or any particular aspect of it, including others involved
- Do not tolerate foul, sexist or racist language from students, officials, spectators
- The powers of an official must be used with wise judgment and care. Authority and a firm approach must be combined with respect
- An official should have regard to protecting the participants
- An official should show due respect when speaking with the participants, even in the event of infringements
- In reports, an official should set out the true facts and not attempt to justify any decisions
- It is necessary for the official's authority to be protected, not only for the sake of the event/competition, but also in the interest of fellow officials. This protection should, however, not influence the overriding regard for protection of the participants
- An official should refrain from publicly expressing any criticism of fellow officials

- An official should assist with the development of less experienced officials and assistant officials

BREACHES OF BTC CODE OF CONDUCT

Any behaviour by student, official, instructor/coach, instructor's assistant, volunteer or spectator deemed to contravene the BTC Code of Conduct should be reported in writing and dealt with as laid down in the BTC Disciplinary Policy & Procedure.

Any behaviour by student, official, instructor/coach, instructor's assistant, volunteer or spectator deemed to contravene the BTC Safeguarding: Protecting Children and Adults at Risk Policy and Implementation Procedures should be reported in writing to the Association and BTC Safeguarding Officers, as detailed in the BTC Safeguarding Policy.



APPENDIX A

BRITISH TAEKWONDO COUNCIL

COMPLAINTS PROCEDURE

The procedure described below is to enable any individual or organisation wishing to make a general complaint against a British Taekwondo Council –

- Instructor/Coach
- Instructor's Assistant
- Official
- Student
- Parent/Carer
- Volunteer
- Member association

NB: If the matter relates to safeguarding of a child or vulnerable adult, please communicate directly with the BTC Member Association's Safeguarding Officer, the BTC Safeguarding Officer, Police or Social Services, as detailed in the BTC Safeguarding Policy.

In the first instance, discuss the matter with the club instructor/coach. If you do not achieve a satisfactory resolution, you are advised to communicate in writing to the designated officer of the British Taekwondo Council's Member Association. If this does not resolve the issue, please send copies of all correspondence to date, with a covering letter to the ITF Liaison Officer (for ITF member groups) or the Independent Liaison Officer:

c/o British Taekwondo Council
TKD Centre, 1st Floor
192 High Street
West Drayton
Middlesex
UB7 7BE

The BTC Officer will acknowledge receipt of your communication and seek confirmation from the Secretary General of the BTC that the matter will be included as an item on the agenda of the next BTC General Meeting.

The BTC Secretary General will advise in writing the outcome of the BTC General Meeting.

If you are dissatisfied with the response from the British Taekwondo Council, you may wish to refer the matter on to an appropriate external/national body.

APPENDIX B

BRITISH TAEKWONDO COUNCIL

CONFIDENTIALITY POLICY

General principles

The British Taekwondo Council recognise that officers and instructors/coaches use information about individuals and associations during the course of their work or activities. In most cases information will not be stated as confidential and it will be necessary to use common sense and discretion in deciding whether information is expected to be confidential. This policy aims to give guidance but if in doubt, seek advice from the British Taekwondo Council.

Officers and instructors/coaches are able to share information with their line manager where necessary to discuss issues and seek advice.

Officers and instructors/coaches should avoid exchanging personal information about individuals with whom they have a professional relationship.

It is not appropriate to discuss a person's sexuality without their prior consent.

Officers and instructors/coaches should avoid talking about associations or individuals in social settings.

Officers and instructors/coaches will not disclose to anyone, other than their line manager, any information considered sensitive, personal, financial or private without the knowledge or consent of the individual, or an officer, in the case of an association.

If it is necessary to discuss difficult situations with each other to gain a wider perspective on how to approach a problem, the association's consent must be sought before personal information enters into the discussion unless it is beyond doubt that the association would not object to this. Alternatively, a discussion may take place with names or identifying information remaining confidential.

Where there is a legal duty on the British Taekwondo Council to disclose information, the person to whom the confidentiality is owed will be informed that disclosure has been, or will be, made.

Why information is held

Most information held by the British Taekwondo Council relates to associations or individuals which are in membership or fund them.

Information is kept to enable British Taekwondo Council to undertake all duties associated with its role as the National Governing Body for Taekwondo in the UK.

The British Taekwondo Council has a role in putting people in touch with voluntary and community organisations and keeps contact details which are passed on to any enquirer,

except where the group or association expressly requests that the details remain confidential.

Information about students is given to the relevant member association and to no one else.

Information about ethnicity and disability of users is kept for the purposes of monitoring our Equity Policy and also for reporting back to funders.

Access to information

Information is confidential to the British Taekwondo Council as an organisation and may be passed to member associations to ensure the best quality service for members.

Where information is sensitive, ie it involves disputes or legal issues; it will be confidential to the officers dealing with the case. Such information should be clearly labelled 'Confidential' and should state the names of the officers entitled to access the information and the name of the individual or group who may request access to the information.

Officers, instructors/coaches and volunteers will not withhold information from their line manager unless it is purely personal.

Members may have sight of British Taekwondo Council records held in their name or that of their association. The request must be in writing to the Chair giving 14 days' notice and be signed by the individual, or in the case of an association's records, by the Chair or Executive Officer. Sensitive information outlined above will only be made available to the person or association named on the file.

Officers, instructors/coaches and volunteers may have sight of their personnel records by giving 14 days' notice in writing to the Chair.

When photocopying or working on confidential documents, officers must ensure they are not accidentally seen by others. This also applies to information on computer screens.

Storing information

General non-confidential information about associations is kept in unlocked filing cabinets with open access to all British Taekwondo Council officers.

Information about volunteers, students and other individuals will be kept in lockable filing cabinets by the officer directly responsible. These officers must ensure line managers know how to gain access.

Officers and instructors/coaches' personnel information will be kept in lockable filing cabinets by line managers and will be accessible to the Chair.

Files or filing cabinet drawers bearing confidential information should be labelled 'confidential'.

In an emergency situation, the Chair may authorise access to files by other people.

Duty to disclose information

There is a legal duty to disclose some information including:

- Child abuse will be reported to the Social Services Department
- Drug trafficking, money laundering, acts of terrorism or treason will be disclosed to the police.

In addition, if officers or instructors/coaches believe that an illegal act has taken place, or that a member is at risk of harming themselves or others, they must report this to the Chair or an appropriate BTC officer, who will report it to the appropriate authorities.

Members should be informed of this disclosure.

Breach of confidentiality

Members who are dissatisfied with the conduct or actions of any officer, instructor/coach or volunteer of the British Taekwondo Council should use the whistle blowing procedure, if necessary, and not discuss their dissatisfaction outside the British Taekwondo Council.

Officers or instructors/coaches accessing unauthorised files or breaching confidentiality may face disciplinary action. Ex-officers, instructors/coaches or members breaching confidentiality may face legal action.

APPENDIX C

BRITISH TAEKWONDO COUNCIL

DISCIPLINARY POLICY & PROCEDURES

Any behaviour which contravenes the British Taekwondo Council's Code of Conduct and Ethics will invoke the following disciplinary procedures. Behaviour which contravenes the British Taekwondo Council Safeguarding – Protecting Children and Adults at Risk Policy and Implementation Procedures will be dealt with as detailed within that policy document.

1. If a disciplinary hearing is called, the British Taekwondo Council Disciplinary Panel should be made up of members with regard to the following criteria:
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel
 - Senior management of the relevant member association must be represented
 - If the case relates to poor teaching/coaching practice, experience in this field must be represented
 - Chair, two other members, a designated Secretary.
2. The accused will be advised of receipt of the report and provided with copies
3. The accused will be invited to attend the hearing which must be held at a convenient time for him/her
4. The accused must be given sufficient advance notice
5. The accused must be given the opportunity to offer his/her side of the story and call witnesses
6. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing
7. A copy of the finding should be sent to the relevant member association

Potential outcomes of the Disciplinary Panel

1. Permanent suspension
2. Temporary suspension
3. Person may only instruct/coach/officiate/volunteer whilst supervised
4. Person must undertake relevant and appropriate Best Practice and Safeguarding Courses
5. If an instructor/coach/official; must attend appropriate British Taekwondo Council Instructor/Coaching/Officiating Course

Appeal Procedure

If the individual concerned wishes to appeal against the decision of the British Taekwondo Council Disciplinary Panel, s/he must do so in writing within 28 days of receipt of the written notice.

A Disciplinary Appeal Panel will convene, excluding anyone that sat on the initial panel, with the exception of the Secretary. The Panel should comprise a Chair and two other members with the designated Secretary in attendance.



APPENDIX D

BRITISH TAEKWONDO COUNCIL

EQUITY POLICY

POLICY STATEMENT

1. British Taekwondo Council Limited recognises that discrimination and victimisation is unacceptable and that it is in the interests of British Taekwondo Council Limited and its employees to utilise the skills of the total workforce. It is the aim of British Taekwondo Council Limited to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of British Taekwondo Council Limited's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with Member Organisations / employee representatives.
- The policy will be monitored and reviewed annually.

RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Directors / Member Organisation representatives will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Member Organisation representative will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. British Taekwondo Council Limited will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. British Taekwondo Council Limited will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. British Taekwondo Council Limited policies will be reviewed regularly and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

British Taekwondo Council Limited attaches particular importance to the needs of disabled people.

Under the terms of this policy, Member Organisation representatives are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: Member Organisation representatives are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUITY TRAINING

A series of regular briefing sessions will be held for staff on equity issues. These will be repeated as necessary. Equity information is also included in induction programmes.

Training will be provided for Member Organisation representatives on this policy and the associated arrangements. All Member Organisation representatives who have an involvement in the recruitment and selection process will receive specialist training.

MONITORING

- British Taekwondo Council Limited deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.

- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate, **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of British Taekwondo Council Limited policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that British Taekwondo Council Limited, or areas within it, are not representative, or that sections of our workforce are not progressing properly within British Taekwondo Council Limited, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, British Taekwondo Council Limited policies and practices as well as consideration of taking legal Positive Action.

GRIEVANCES/DISCIPLINE

Employees have a right to pursue a complaint concerning discrimination or victimisation via British Taekwondo Council Limited's Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under British Taekwondo Council Limited's Disciplinary Procedure.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of British Taekwondo Council Limited's Chief Executive.

APPENDIX E

BRITISH TAEKWONDO COUNCIL

FAIR PLAY POLICY

The British Taekwondo Council Code of Conduct and Ethics applies to all those involved with the British Taekwondo Council at every level, whether as a student, official, instructor/coach, volunteer or spectator, has a responsibility to act according to the highest standards of integrity. This Fair Play Policy is aimed at children and young people involved in Taekwondo.

It is the policy of the British Taekwondo Council to ensure that all participants, instructors/coaches, volunteers and parents promote fair play at all times. Students are encouraged to be 'good sports' and to co-operate with and respect their fellow students, team mates, instructor/coaches and officials at all times. The aim is for all students to enjoy the art, improve their skills and have FUN.

JUNIOR CODE OF CONDUCT

All junior members are asked to abide by the following rules at all times:

- ✓ Co-operate fully, respecting all requests and decisions made by the instructor/coaches, helpers, officials and administrators
- ✓ Be on time for training sessions, matches and competitions
- ✓ Students must control their tempers and avoid behaviour which may inconvenience or upset others
- ✓ Treat opponents and team mates with respect at all times
- ✓ Be considerate to others and work as a team
- ✓ Accept success and failure in a noble/selfless way
- ✓ Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind or purchase dangerous articles i.e. knives whilst representing the club or on the club premises
- ✓ Do not participate in any club activity whilst under the influence of alcohol or drugs. Members shall not promote, give or sell any drugs to another member whilst participating on the club premises or participating in any club activity
- ✓ Take care of all property belonging to the club or any club member
- ✓ Do not leave sessions without permission of the person in charge
- ✓ Be responsible for caring for your own equipment, clothing and property
- ✓ No jewellery or unsuitable clothing or footwear should be worn during any practical club sessions

CHILDREN'S OWN CODE OF CONDUCT

The following code was compiled by children in Taekwondo:

- Listen to the Instructor
- Don't be naughty
- Don't run around
- Keep your belt tied properly
- Don't shout out loud
- Don't mess around during lesson
- No chewing gum or toffee during the lesson
- Be nice to other children, help them if they don't know what they are doing
- Always ask for help if you need it
- Don't leave the training hall without asking the Instructor



APPENDIX F

BRITISH TAEKWONDO COUNCIL

SCHOOL DISABILITY POLICY

Working with Local County Councils, the British Taekwondo Council (BTC) is required to produce an accessibility policy and plan.

The accessibility plan is required for:

- Increasing access for disabled pupils to the Taekwondo in Schools curriculum
- Improving access to the school's physical education environment
- Improving written information for disabled pupils

There are three main duties:

- Not to treat disabled pupils less favourably
- To make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage
- To prepare an accessibility strategy (Physical Education Programme)

We need to consider the requirements of current and future disabled pupils.

The duty not to discriminate covers all aspects of school life, including extracurricular Taekwondo activities.

The duty to make reasonable adjustments refers to the full range of policies, procedures and practices of the school.

Legal Background

The Disability Discrimination Act (DDA), as amended in the SEN and Disability Act 2001, requires all schools and LEAs to plan to increase, over time, accessibility to schools for disabled pupils. Schools are required to produce plans for their individual school and LEAs are required to prepare accessibility strategies covering the maintained schools in their areas.

The British Taekwondo Council and the LEAs are required to plan for:

- Increasing access for disabled pupils to the extra curriculum of Taekwondo activities
- Improving access to the school's physical education environment (through Taekwondo training)
- Improving written information and guidance for disabled pupils with regards to Taekwondo training

At a legislative level there are three main strands for disabled pupils:

- The SEN Framework (the Education Act 1996 and the SEN and Disability Act 2001)
- The Disability Discrimination Duties (Sections 28A-28C of the DDA 1995)

- The planning duties (Section 28D-28E of the DDA 1995)

The SEN Framework is designed to meet the special physical educational needs of individual children, some of whom may be disabled, who need provision that is additional to, or different from, what is normally available in schools maintained by the LEA. In general, children with statements must be educated in a mainstream school unless the parents do not want this or it will affect the provision of efficient education for other children. Schools must demonstrate that there are no reasonable steps they could take to prevent this happening.

The SEN and Disability Act (2001) amended Part 4 of the Disability Discrimination Act (1995) by introducing new duties on LEAs and schools relating to disabled pupils and prospective pupils. From September 2002, it has been unlawful for schools and LEAs to discriminate against disabled pupils in their admissions and exclusions policies, education and associated services.

There are three main duties:

- Not to treat disabled pupils less favourably
- To make reasonable adjustments to avoid putting disabled pupils at a substantial disadvantage
- To prepare accessibility strategies (LEAs) and accessibility plans (schools) for increasing, over time, the accessibility of schools for disabled pupils to train in Taekwondo

Please note that these duties are all 'anticipatory'; the British Taekwondo Council needs to consider the requirements of current and future disabled pupils. This means that instructors are expected to make reasonable enquiries to find out whether children currently on roll, as well as those seeking admission, have a disability.

In deciding whether a step is reasonable, instructors may take into account the need to maintain:

- Training standards
- Available resources
- The practicalities of making a particular adjustment
- The health and safety of the disabled pupils and others and the interests of others

However, it is the view of both the DfE and the Disability Rights Commission that, where schools have already developed inclusive cultures and practices, these legal duties should mean little extra work.

Definition of Disability

Pupils falling within the definition of disabled will have a wide range of needs and requirements, including: mobility impairment, sensory impairment, learning disabilities, mental health conditions, epilepsy, AIDS, asthma and progressive/degenerative conditions.

Taekwondo instructors must not automatically consider pupils with a disability to have special training needs.

Disability

The DDA definition states that 'a person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Special Educational Needs

The Education Act 1996 states that 'children have a special educational need if they have a learning difficulty which calls for special educational provision to be made for them'. Children have a learning difficulty if they:

- Have a significantly greater difficulty in physical activity than the majority of children of the same age
- Have a disability which prevents, or hinders, them from making use of physical educational facilities of a kind generally provided for children of the same age in schools within the area of the LEA
- Are under compulsory school age and fall within the above definitions, or would do so if special physical educational provision was not made for them.

For the purpose of the DDA 1995 schools and LEAs are required to consider the needs of pupils in relation to physical adaptations, curriculum access and auxiliary aids and services. These areas also fall within the scope of the SEN Framework. LEAs and schools and instructors will continue to consider pupils' needs, particularly in relation to auxiliary aids and services, within the SEN Code of Practice context.

We will always consider access issues when planning any work involving the alteration or improvement of school premises. We will make every effort to improve access for disabled people with funding sources linked to ensure the maximum benefit.

BRITISH TAEKWONDO COUNCIL

INCLUSION – A STATEMENT OF INTENT

Introduction

Inclusive practice and school improvement are linked. This is reflected in the recent changes to the education service.

The different parts of the plan will be supported by the development of policy and practice. The starting point for inclusion is the needs of the children and young people.

- The aim of physical education for children with additional needs – including those with SEN, disabilities or excluded from learning Taekwondo – are no different from those of all children and young people.
- Inclusion is not a state but a process that requires continued and planned development.
- Inclusive practise and school improvement are linked.

What is Inclusive Physical Education?

Inclusive physical education uses proven methods of teaching from which all children can benefit; it assumes human differences are normal. Training must be adapted to the needs of the child, not the child fitted to the system.

Therefore, an Inclusive Physical Education is one that values diversity and meets a wide range of needs, improves the achievements, health and fitness of all children and young people.

What does the British Taekwondo Council believe?

- Good schools are inclusive schools.
- All children can learn successfully. The development of more inclusive schools will help raise standards in fitness and health, by looking at how best to meet the needs of **all** children.
- Including children with additional needs in their local schools is a major contributor to tackling discrimination. Inclusive physical education embraces the concept of equality of opportunity for all children.
- It is important to build upon the good practice in our special and enhanced resource schools. This will maintain a range of specialist provision to ensure a choice for parents and children. This is very important for pupils with severe and complex needs.
- Change should be undertaken step by step, properly funded and guided by evidence of best practice.

What does the British Taekwondo Council want?

A strategic approach that ensures:

- All agencies work together to develop inclusive practice.
- Widespread acceptance on the part of staff and instructors of the aims of inclusion.
- Clean links are made with other key plans from health, social services and education.
- All pupils achieving the highest possible standards in learning Taekwondo.
- An approach that allows regular meetings with all concerned to check progress towards increasing inclusion.
- Schools are given the resources they need so that they can make the best choices in meeting the physical educational needs of children by learning Taekwondo.



APPENDIX G

BRITISH TAEKWONDO COUNCIL

"WHISTLEBLOWING" POLICY (Making a Disclosure in the Public Interest)

Introduction

British Taekwon Do Council Limited is committed to the highest standards of openness, probity and accountability.

An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Company to voice concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve his or her employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done independently of line management (although in relatively minor instances the line manager would be the appropriate person to be told).

The Public Interest Disclosure Act, which came into effect in 1999, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. British Taekwondo Council Limited has endorsed the provisions set out below so as to ensure that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by British Taekwondo Council Limited nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. Once the "whistleblowing" procedures are in place, it is reasonable to expect staff to use them rather than air their complaints outside British Taekwondo Council Limited.

Scope of Policy

This policy is designed to enable employees of British Taekwondo Council Limited to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these

Safeguards

i. Protection

This policy is designed to offer protection to those employees of British Taekwondo Council Limited who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case malicious or wild allegations could give rise to legal action on the part of the persons complained about.

ii. Confidentiality

British Taekwondo Council Limited will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

iii. Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Company.

In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

iv. Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

Procedures for Making a Disclosure

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the appropriate designated investigating officer as follows:

- Complaints of malpractice will be investigated by the appropriate Director unless the complaint is against the Director or is in any way related to the actions of the Director. In such cases, the complaint should be passed to the Chief Executive for referral.
- In the case of a complaint, which is any way connected with but not against the Director, the Chief Executive will nominate a Senior Manager to act as the alternative investigating officer.
- Complaints against the Chief Executive should be passed to the Chair who will nominate an appropriate investigating officer.
- The complainant has the right to bypass the line management structure and take their complaint direct to the Chair. The Chair has the right to refer the complaint back to management if he/she feels that the management without any conflict of interest can more appropriately investigate the complaint.

Should none of the above routes be suitable or acceptable to the complainant, then the complainant may approach one of the following individuals who have been designated as points of contact under this procedure. They can advise the complainant on the implications of the legislation and the possible internal and external avenues of complaint open to them:

1. BTC Independent Liaison Officer
2. BTC ITF Liaison Officer

If there is evidence of criminal activity then the investigating officer should inform the police. British Taekwondo Council Limited will ensure that any internal investigation does not hinder a formal police investigation.

Timescales

Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

The investigating officer, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.

All responses to the complainant should be in writing and sent to their home address.

Investigating Procedure

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures.
- The investigating officer should consider the involvement of the Company auditors and the Police at this stage and should consult with the Chair / Chief Executive.
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chief Executive or Chair as appropriate.
- The Chief Executive / Chair will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Company procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be passed to the Company Auditors to enable a review of the procedures.

If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chief Executive / Chair, or one of the designated persons described above.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, British Taekwondo Council Limited recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators), or, where justified, elsewhere.