



## Policies and Procedures Documentation

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## ITU Club's Children's safeguarding Policy

Under the Children's first legislation ITU registered clubs must have the following:

### Garda Vetting:

All ITU Instructors and assistant instructors must complete a Garda Vetting Application specific to Taekwondo.

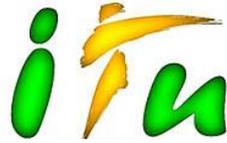
Garda Vetting obtained for other activities will not suffice.

The ITU are the only WTF Taekwondo body in Ireland currently recognised by An Garda Síochana for Garda Vetting.

Please contact [gv@taekwondoirelad.ie](mailto:gv@taekwondoirelad.ie) for more information.

All Clubs must comply with ITU Club and membership policy and Coach education policy





**Safeguarding:**

Each Club Must have the following:

Child safeguarding statement

Child safeguarding and supervision policies.

**Instructors and assistants :** Must have completed the Safeguarding 1 workshop

**Childrens officer:** Must have completed Safeguarding 1&2 Workshop

**Designated Liason Person :** Must have completed Safeguarding 1&3 Workshop.

The ITU will endeavour to run courses in for anyone who has missed them during 2017/2018, please email [brenda@taekwondoireland.ie](mailto:brenda@taekwondoireland.ie) with your requirements

Each club should provide information to all students with regards to Name and contact details for Instructor, Children's officer and Designated Liason Person.





### **Coach Education Policy**

The Irish Taekwondo Union/Taekwondo Ireland, is the national governing body for World and Olympic taekwondo.

We are committed to creating and maintaining the safest possible environment for all young people who wish to participate in our martial art and sport.

All Instructors and coaches must meet the following minimum criteria:

Instructors & Coaches

- **Holder of 1<sup>st</sup> Dan ITU recognised Black belt certificate or higher**
- **Garda Vetted (renewed every 4 years)**
- **Holder of Safeguarding 1 Certificate**
- **Gal Licence Holder**
- **First aid Certificate holder**

**International Coaches:**

- **Holder of current WTE Continental Coach Licence**

The ITU will provide ongoing guidance training for new instructors and endeavour to provide opportunities for certification on an ongoing basis





## Supervision Policy May 2018

### Supervision Policy

TaekwondoIreland require that all activities involving children and young people must be supervised

An individual should avoid being alone with a child and it is the responsibility of adults to ensure adequate supervision is provided for any activities in accordance with best practice requirements as described in these procedures.

For any activity the welfare and safety of the child must be put first.

### General

Young people are left at the dojang or training facility by parents/guardians who expect this to be a safe environment.

Supervision must also be provided in line with this policy for away events where further requirements may be required

— see specific policy for Travelling and Away Trip Policy

A safe environment can only be created when everybody in the Club works together to put safeguards in place for everyone's protection. Parents/guardians must also understand that they have an important role in implementing safe practices for their children and be willing to help.

### Responsibilities

Each ITU club must take responsibility for the safety of all students and provide.

- A safe training environment
- Fully supervised training with suitably qualified personnel (Please see coach education)
- A contact list for Children's officers and DLP.
- Class attendance List
- A log of all incidents that occur.
- A local club policy for safety and supervision. To include detail on changing facilities, entering/leaving the training area, toilet facilities and protocol during class.

### ITU Events:

ITU sanctioned training events and competitions

The ITU will ensure a safe environment for children at all events and will carry out a risk assessment and implement procedures to ensure all necessary steps are taken in the interest of Child safety.

### Travelling and away Trips

When children are required to travel as individual or part of an ITU team to events either in Ireland or internationally.

- A risk assessment will be carried out prior to the trip, potential issues will be identified and a travel plan will be put in place to include.
- Supervision duties- assigning parents and or qualified personnel.
- Accommodation logistics
- Travel logistics
- DLP and Children's officers will be appointed
- All incidents will be logged





## Photography Policy

The ITU utilises Facebook, Twitter, Instagram and its website solely for the promotion of taekwondo.

Our policy is that we will not publish photographs or references to individuals on our social media channels without prior consultation and permission from the individual or groups in question.

GDPR legislation requires that permission be sought for publication from all parties even background persons.

### The ITU will

- Seek permission before publishing photographs or social media posts
- Facilitate requests for removal of Photos or articles without question
- Only publish material in the context agreed
- Facilitate requests for information regarding any photos or information held by the ITU .





## **Social Media Policy**

The ITU/ Taekwondoireland social media sites policy includes but not limited to Facebook, Twitter, Instagram, Youtube and Blog.

Taekwondo Ireland uses interactive online social media to share information, gather feedback and create a dialogue of conversation and promote the activities of Taekwondo Ireland. We welcome feedback and ideas from all our followers, and will endeavor to join the conversation where possible. However, we may not be able to reply individually to all messages or comments received. This social media policy may be revised at anytime.

Any of the following comments or content that include the following on social media sites will be removed and we will not be held responsible for such posts.

- Offensive or inappropriate comments
- Unsanctioned photographs
- Obscene or racist content
- Personal attacks, insults, or threatening language
- Comments that advertise commercial products or services.
- Comments that suggest or encourage illegal activity

## **Guidelines**

You must adhere to the following guidelines when using social media related to Taekwondoireland or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

### **Use common sense**

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Taekwondoireland.





### **Protecting your privacy**

Be smart about protecting yourself and your privacy. When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

### **Honesty**

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts

before uploading or posting anything. Taekwondo Ireland recommends erring on the side of caution – if in doubt, do not post or upload. Do not post anonymously, using pseudonyms or false screen

names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have. If you have a vested interest in something you are discussing,

point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation. The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

### **Use of disclaimers**

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble -- it may not have legal effect.





### **Gaining permission when publishing a person's identifiable image .**

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person. You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour. In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content. Abiding by copyright laws It is critical that you comply with the laws governing copyright in relation to material owned by others and TaekwondoIrelands own copyrights and brands. You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source.

It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and Taekwondoireland's members, reflect a diverse set of customs, values and points of view. You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate. When using social media you may also be bound by Taekwondoirelands values and Anti-Discrimination, Harassment and Bullying Policy Members Code of Behaviour.

