TOTAL TAEKWONDO · SAFEGUARDING

REPORTING A CONCERN

ABOUT A CHILD OR ADULT AT RISK

Version 2026.1 · Adopted 25 November 2026 · Next review November 2027

Please complete this form and email it to our Club Welfare Officer, **Andy Sutcliffe**, at **andy@totaltaekwondo.co.uk**. If anyone is in immediate danger, call the police on **999** first.

YOUR DETAILS

FIRST NAME

LAST NAME

TELEPHONE NUMBER

EMAIL ADDRESS

POSTAL ADDRESS

PREFERRED METHOD OF CONTACT

☐ Telephone ☐ Email ☐ Post

Safeguarding concerns are usually followed up by phone first, so Andy may call you.

ABOUT THE CONCERN

Is the concern being made on behalf of someone else?

☐ Yes ☐ No

IF YES, PLEASE SAY WHO

Is the concern about poor practice or possible abuse at the club involving another member or a coach?

☐ Yes ☐ No

IF YES, PLEASE SAY WHO

Is the concern about something disclosed that is happening outside the taekwondo community?

☐ Yes ☐ No

WHAT HAPPENED? PLEASE USE THE PERSON'S OWN WORDS WHERE YOU CAN, AND SAY WHAT IS FACT AND WHAT IS OPINION.

BEFORE ANDY CONTACTS YOU

Andy will be in touch as a matter of urgency. Please have these details ready:

- Who reported it?
- When?
- Have you spoken to the young person or adult at risk?
- What did they say? Record their own words and separate fact from opinion.
- What do they want to happen?
- Have you told them you will be passing the concern on?
- Have you taken any other action?

If your concern is about someone at the club, or you would rather report outside the club, contact British Taekwondo Safeguarding at safeguarding@britishtaekwondo.org or britishtaekwondo.org.uk/reporting.