Event, Activity and Competition Safeguarding Policy

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Organisation: Traditional Shotokan Karate UK (TSKUK)

Date: 1st October 2025

Review Date: 30th September 2026

1. Purpose

This policy sets out how Traditional Shotokan Karate UK (TSKUK) safeguards children, young people and adults at risk at all TSKUK-sanctioned events, activities and competitions. It draws on the structure and good practice in the base policy and applies proportionately across event levels.

This document should be read alongside:

- TSKUK Child Protection and Safeguarding Policy, Adults at Risk Policy, and DSL Role & Escalation Procedures.
- Codes of Conduct, Disciplinary Procedure, Complaints/Grievances & Managing Allegations, and Digital & Media Safety policies.

2. Safeguarding Commitment

TSKUK is committed to the safety, welfare and wellbeing of all participants, volunteers, officials and spectators at our events. We will plan and deliver all events in line with our national safeguarding standards and UK law.

3. Scope

This policy applies to:

- Club-level training and one-off events (Level 1–2).
- Local multi-club events (Level 3).
- TSKUK-organised regional and national competitions (Level 4).
- International Event (Level 5): TSKUK does not organise international events. Where TSKUK members attend international events hosted by others, the attendance guidance in Section 9 applies.

4. Safeguarding Framework

4.1 Event Safeguarding Plan

Every event must have a safeguarding plan proportionate to the level and risks. For Levels 3–4, a standalone plan is required and must name the Event Coordinator and the Designated Safeguarding Lead (DSL) contact for the event, set minimum safeguarding standards for all attending clubs, and include routes for reporting and escalation.

4.2 Pre-Event Risk Assessment

Complete and record a risk assessment covering venue layout/accessibility, emergency egress, first aid, supervision ratios, transport, toilets/changing areas, photography/media, and emergency/communication procedures. Share with key staff/volunteers and retain with the event plan.

4.3 Roles and Responsibilities

- Event Coordinator – overall planning and delivery lead.
- Event DSL (or safeguarding contact) – named person to receive/act on concerns, available and visible throughout.
- All staff/volunteers – trained/briefed, follow Codes of Conduct.
- Parents/carers – cooperate with safeguarding measures communicated at registration/briefings.

4.4 Parental Responsibility and Medical Arrangements

Unless explicitly stated otherwise in event information, parents/carers retain responsibility for their child at Levels 2–4. For any event where children are left in the care of organisers, obtain two emergency contacts, relevant medical information, written consent (including photo/video), and clear arrangements for any medication storage/use. Emergency procedures must be clear for all levels; record any incidents and follow up per TSKUK policy.

4.5 Behaviour Management

Set and brief behaviour expectations in advance; respond proportionately to upsets, boundary-testing, bullying or disengagement; record incidents; and apply Codes of Conduct and Disciplinary Procedure where needed. Refer to parents/carers where appropriate at Levels 2–4.

4.6 Codes of Conduct

All participants, officials, volunteers and parents must read and agree to the relevant TSKUK Codes of Conduct. Communicate breaches and sanctions clearly and apply procedures consistently.

5. Safe Practice by Event Level

Level 1: One-off/fun or internal club sessions

- Use a simple safeguarding checklist and visible safeguarding lead.
- Name an overall Event Coordinator and a safeguarding contact.
- Ensure appropriate supervision and first-aid cover.

Level 2: Club-only events

- Review TSKUK policies; brief staff/volunteers.
- Collect consent, emergency contacts, medical info; run a registration/sign-in system.
- Communicate age-appropriate code of conduct; set supervision ratios in line with best practice.

Level 3: Local multi-club events

- Produce a written safeguarding plan with agreed reporting routes and roles.
- Each club provides a safeguarding contact present on the day.
- Confirm adherence to the event plan in writing; align risk assessments and supervision across clubs; implement sign-in/out and participant tracking.

Level 4: Regional/National competitions (organised by TSKUK)

- Standalone safeguarding plan issued in advance to all clubs, covering: registration & check-in, photography/filming (consent & control), changing/toilet supervision, missing-child procedure, emergency/evacuation, reporting/escalation (including to LADO/police where thresholds are met), and media/digital rules.
- Event DSL team (clearly identifiable) available throughout; all key staff briefed.
- Supervision & ratios appropriate to venue, schedule and age mix; gender-sensitive coverage where applicable; clubs retain pastoral supervision for their own athletes unless explicitly agreed otherwise.
- Medical & contacts collected and accessible to safeguarding/first-aid leads; venue risk-assessed (access control, safe areas, evacuation routes).
- Post-event debrief to record lessons learned and any follow-up actions.

6. Specific Safeguarding Considerations

- Disabled/vulnerable participants: plan reasonable adjustments; ensure accessible facilities and communication.
- Digital, media & mobile devices: follow TSKUK Digital & Media Safety Policy; enforce no-recording zones; secure consent before filming/photography; manage livestreaming risks.
- Missing child procedure: immediate headcount; alert Event Lead/DSL; search/site sweep; notify venue staff; contact parents if not found promptly; call police if not located within a short window; record the incident and actions taken.

7. Reporting Concerns

All concerns or disclosures at events must be reported to the Event DSL immediately and handled per TSKUK Safeguarding Policy and DSL Escalation Procedures, including referrals to statutory services where thresholds are met. Maintain confidentiality unless sharing is required to protect a child/adult at risk.

8. Data Protection

Collect only the data necessary for safe event delivery; store securely; limit access to those with a need to know; retain and dispose in line with the TSKUK Data Protection & Privacy Policy.

9. International events (Level 5) – attendance only

TSKUK does not organise international (Level 5) events. Where TSKUK members attend third-party international competitions:

- TSKUK will remind attending clubs/parents to follow host rules plus TSKUK safeguarding and digital/media expectations; clubs remain responsible for their members' supervision unless explicitly delegated.
- Any safeguarding concern should be reported to the club welfare officer and TSKUK DSL; where appropriate, coordinate with host organisers, local authorities and—if necessary—UK agencies/embassy. Record and follow up on return.

10. Compliance, review and approval

All TSKUK-sanctioned events must comply with this policy and linked TSKUK policies. The policy will be reviewed annually or following any incident/learning identified in event debriefs.