



UK TAE KWON DO COMMISSION

GENERAL POLICY FRAMEWORK

Governance • Equity • Duty of Care • Conduct • Safeguarding • Health & Safety

Version 2.0 | Effective: 3 September 2026 |

A4 LANDSCAPE • MODULAR PRINT BOOK

Applies to Commission officials, instructors, assistants, volunteers, members, parents/carers and visitors.

Legal and guidance position checked against official UK sources available on 3 September 2026.

INDEX / CONTENTS

Each module is designed to stand alone for printing, briefing or induction. Local club procedures may be added provided they do not reduce legal or Commission standards.

MODULE 1 Governance & General Standards

MODULE 2 Equity, Equality & Inclusion

MODULE 3 Duty of Care & Professional Responsibility

MODULE 4 Conduct of Instructors, Assistants, Volunteers, Officials & Visitors

MODULE 5 Safer Recruitment, DBS, Qualifications & Insurance

MODULE 6 Safeguarding Children & Child Protection

MODULE 7 Recognising & Responding to Abuse

MODULE 8 Challenging Behaviour, Bullying & Discipline

MODULE 9 Health & Safety

MODULE 10 Risk Assessment & Risk Management

MODULE 11 First Aid, Accidents & Emergency Response

MODULE 12 Safe Martial Arts Instruction & Physical Contact

MODULE 13 Safeguarding Adults at Risk

MODULE 14 Complaints, Concerns, Whistleblowing & Natural Justice

MODULE 15 Maladministration, Financial Integrity & Conflicts of Interest

MODULE 16 Data Protection, Privacy & Communications

MODULE 17 Events, Competitions, Travel & Away Activities

MODULE 18 Incident Reporting, Records & Evidence

MODULE 19 Monitoring, Assurance, Audit & Review

APPENDICES

APPENDIX A Emergency Action Plan – Minimum Template

APPENDIX B Session Safety Checklist

APPENDIX C Risk Assessment Template

APPENDIX D Accident & Incident Record

APPENDIX E Safeguarding Concern Record

APPENDIX F Instructor / Volunteer Induction Declaration

APPENDIX G Complaints & Maladministration Intake Form

APPENDIX H Legal & Guidance Reference Register – 3 September 2026

APPENDIX I Important Legal Note

LEGAL & JURISDICTION SNAPSHOT — SEPTEMBER 2026

Area	England	Wales / Scotland	Northern Ireland
Safeguarding children	Working Together 2026; Children Act 1989; SVGA 2006; Crime and Policing Act 2026 changes	National Welsh / Scottish safeguarding frameworks and local procedures	Children (NI) Order 1995; Co-operating to Safeguard; SBNI framework
DBS / vetting	DBS; supervision exemption removed 1 Sep 2026	DBS in Wales; Disclosure Scotland in Scotland	AccessNI; supervision exemption removed 1 Sep 2026
Equality	Equality Act 2010	Equality Act 2010 in Wales/Scotland	Separate NI equality legislation
Health & safety	HSWA 1974 + regulations	HSWA 1974 + regulations	HSWA (NI) Order 1978 + regulations
Fire safety	Fire Safety Order 2005 and applicable amendments	Fire Safety Order 2005 in Wales; Scottish regime differs	Northern Ireland fire-safety regime differs
Data protection	UK GDPR + DPA 2018, as amended by DUAA 2025 where commenced	Same UK-wide data protection framework	Same UK-wide data protection framework

Important: this table is a practical orientation aid, not a complete statement of law. The law applicable to the venue, activity, workforce and participant must always be checked.

MODULE 1



MODULE STANDARD: Governance & General Standards. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Purpose and status

This General Policy establishes the minimum governance, ethical, safeguarding, health and safety standards expected of the UK Tae Kwon Do Commission (UKTKDC), its affiliated or recognised clubs, instructors, assistants, volunteers, officials, members, parents/carers and visitors. It is intended to be a practical operating standard rather than a statement of aspiration.

The policy applies to training, gradings, seminars, demonstrations, competitions, social activities, trips, digital communications and any other activity organised, authorised or represented as a UKTKDC activity. A club may adopt stronger local controls, but must not use a local procedure to reduce a legal duty or a minimum Commission standard.

The words “must”, “must not” and “shall” identify mandatory requirements. “Should” identifies the normal expected standard where the precise response depends upon circumstances, risk, role or jurisdiction.

Core principles

UKTKDC places welfare, safety, dignity and lawful conduct before performance, grading, competition results, commercial considerations or organisational reputation. Everyone has a responsibility to take reasonable care of themselves and others.

The Commission expects:

- respect, courtesy, fairness and natural justice;
- age-, ability- and experience-appropriate activity;
- competent instruction and responsible supervision;
- transparent decision-making and accessible complaints routes;

- proportionate, evidence-based risk management;
- safeguarding as an integral part of martial arts practice;
- equality of opportunity and reasonable accessibility;
- prompt action when a concern, accident or unsafe practice is identified.

Independence and standards

Membership of or affiliation to a national governing body is not, by itself, proof that a particular instructor, venue, activity or decision is safe or competent. UKTKDC therefore sets standards by reference to competence, evidence, safe systems, safeguarding, insurance, qualifications, conduct and accountability rather than organisational status alone.

The Commission will not claim that an external accreditation is a substitute for its own due diligence. Equally, independence does not remove legal responsibilities. Every UKTKDC activity must comply with applicable law, venue requirements, insurance conditions and this policy.

Jurisdictional rule

This is a UK-wide policy. Some laws and safeguarding systems differ between England, Wales, Scotland and Northern Ireland. Where a jurisdiction-specific law, statutory guidance, regulator requirement or venue rule imposes a higher or different duty, the local requirement takes precedence.

The legal snapshot in this document is verified against official sources available on 3 September 2026. It is not exhaustive legal advice. Clubs should obtain specialist legal advice where a matter is complex, disputed, high-risk or potentially criminal.

END OF MODULE 1 • UKTKDC GENERAL POLICY 2026

MODULE 2



MODULE STANDARD: Equity, Equality & Inclusion. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Policy

UKTKDC will provide an environment in which people are treated with dignity and are not subjected to unlawful discrimination, harassment or victimisation. The Commission promotes equity as well as equality: reasonable differences in support may be appropriate where they remove barriers and enable safe participation.

In Great Britain, the Equality Act 2010 is the principal equality framework for services and associations. Its protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Northern Ireland has a separate statutory equality framework and clubs operating there must follow the applicable NI legislation and guidance.

Reasonable adjustments

Clubs must anticipate accessibility needs where the Equality Act 2010 applies and consider reasonable adjustments for disabled participants. Adjustments may involve communication, training structure, timing, equipment, physical access, supervision, partner selection or other practical arrangements.

Safety is not a blanket justification for excluding disabled people. The club should identify the actual risk, consider reasonable controls and document why a proposed adjustment is or is not reasonably practicable.

Inclusive martial arts

Instructors should adapt explanations, demonstrations, drills and progression to the participant's age, ability, experience and learning needs without compromising safety. Humiliation, stereotypes, discriminatory jokes, slurs, exclusionary language and deliberate embarrassment are prohibited.

Selection for grading, competition, demonstrations or leadership opportunities must be based on transparent and relevant criteria. Where different treatment is necessary for safety, welfare or legitimate sporting reasons, the reason should be explainable and proportionate.

END OF MODULE 2 • UKTKDC GENERAL POLICY 2026

MODULE 3



DUTY OF CARE

DUTY OF CARE & PROFESSIONAL RESPONSIBILITY

MODULE STANDARD: Duty of Care & Professional Responsibility. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Duty of care

A duty of care is not created by a certificate or NGB badge. It arises from the circumstances of the relationship and the responsibilities accepted by the organisation and individuals. UKTKDC expects instructors and organisers to act as reasonably competent people would in comparable circumstances, taking account of foreseeable risks and the vulnerability and experience of participants.

The person in charge must plan the session, inspect the environment, control foreseeable risks, supervise appropriately, respond to changing circumstances and act promptly when a participant is injured or at risk.

Boundaries of competence

No instructor or volunteer should undertake an activity outside their competence merely because they hold a general martial arts qualification. Technical skill, first aid, safeguarding, coaching, disability support, transport, medication and other specialist responsibilities must be allocated to people with appropriate competence.

Where uncertainty exists, the correct response is to pause, seek advice or obtain additional competent support rather than improvise.

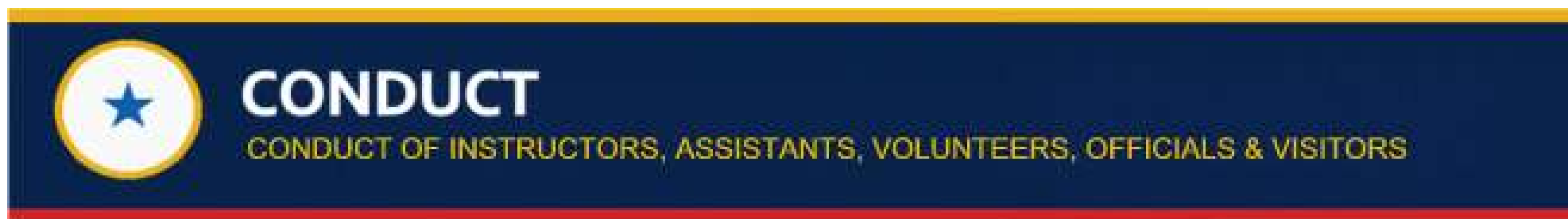
Duty to intervene

Everyone covered by this policy has a duty to act when they reasonably believe that continuing an activity creates an unacceptable risk of injury, abuse or serious misconduct. An instructor must stop or modify training where conditions become unsafe.

A person raising a genuine safety or safeguarding concern must not be penalised, ridiculed or victimised for doing so.

END OF MODULE 3 • UKTKDC GENERAL POLICY 2026

MODULE 4



MODULE STANDARD: Conduct of Instructors, Assistants, Volunteers, Officials & Visitors. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Expected conduct

All representatives must act as role models. They must:

- put participant welfare before performance;
- use respectful, professional language;
- maintain appropriate boundaries;
- give instructions clearly and consistently;
- avoid humiliation, threats, intimidation and coercion;
- use physical contact only where justified, explained, appropriate and safe;
- avoid favouritism, exploitation and conflicts of interest;
- never use their position to obtain sexual, financial, social or other improper benefit;
- comply with safeguarding, health and safety and venue requirements;
- report concerns rather than conceal them.

Instructors and assistants

Instructors retain responsibility for the session even when tasks are delegated. Assistants must work within their competence and the instructions of the person in charge. An assistant must not assume that supervision by a senior instructor removes the need for appropriate checks, training or boundaries.

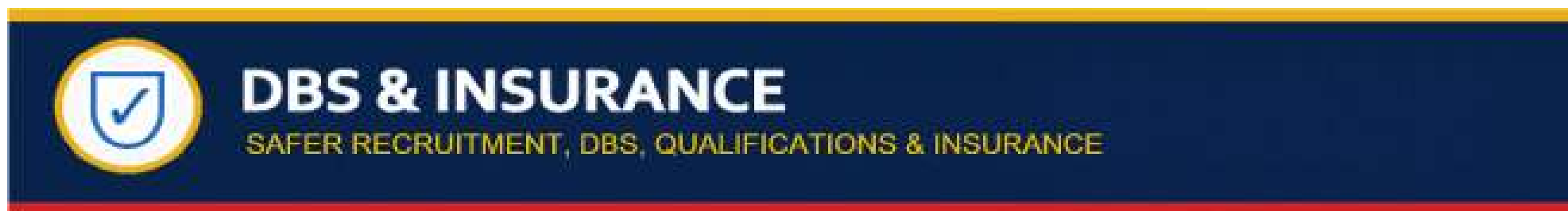
From 1 September 2026, the supervision exemption for regulated activity with children has been removed in England, Wales and Northern Ireland. Role eligibility must therefore be assessed against current DBS guidance, the actual duties and frequency of the role, not simply job title or whether another coach is present.

Visitors and parents

Visitors must comply with venue rules, emergency instructions and reasonable requests from instructors. Parents/carers are encouraged to remain engaged with safeguarding and welfare arrangements. A visitor must not coach, supervise, photograph, record or remove a child unless authorised and the activity is lawful and consistent with the club's procedures.

END OF MODULE 4 • UKTKDC GENERAL POLICY 2026

MODULE 5



MODULE STANDARD: Safer Recruitment, DBS, Qualifications & Insurance. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Recruitment

The Commission expects a proportionate safer-recruitment process for instructors, assistants and volunteers. Depending on role and risk, this should include an application or role description, identity verification, references, qualification checks, safeguarding discussion/interview, induction and appropriate criminal-record checks.

No single check proves that a person is safe. Selection decisions must consider the whole role, references, qualifications, conduct, safeguarding training and ongoing supervision.

DBS and equivalent checks

DBS eligibility is role-specific. In England, Wales and Northern Ireland, the removal of the supervision exemption on 1 September 2026 means that some regular child-instruction or supervision roles now fall within regulated activity even where they were previously supervised. Clubs must use the current DBS eligibility guidance.

Scotland uses Disclosure Scotland and its own legal framework. Northern Ireland uses AccessNI. The club must never advertise a check as “mandatory” unless the role is legally eligible or the club has a lawful policy basis for requiring it.

A certificate must not be treated as a permanent guarantee. Changes in role, duties, frequency or relevant safeguarding information require reassessment.

Competence and insurance

Instructors must hold appropriate technical competence for the activities delivered. The club must maintain suitable public liability insurance and, where relevant, instructor/professional indemnity, employer's liability or other cover required by law, contract or insurer.

Insurance does not replace safe practice, and safe practice does not guarantee insurance coverage. Policy conditions must be understood and followed.

END OF MODULE 5 • UKTKDC GENERAL POLICY 2026

MODULE 6



MODULE STANDARD: Safeguarding Children & Child Protection. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Safeguarding commitment

The welfare of every child is a fundamental priority. A child means a person under 18. Safeguarding includes preventing harm, recognising concerns, responding to disclosures, creating safe environments, safer recruitment, professional boundaries, information sharing and learning from incidents.

In England, Working Together to Safeguard Children 2026 is statutory guidance and expressly includes sports clubs and voluntary, private and faith organisations. In Wales, Scotland and Northern Ireland, clubs must use the relevant national safeguarding framework and local procedures.

Designated safeguarding lead

Every club providing activities to children must identify a named safeguarding lead and a deputy or alternative contact where practicable. Their contact details and the route for raising a concern should be available to children, parents/carers and staff.

The safeguarding lead must not investigate criminal allegations personally where the appropriate response is referral to children's social care, police or another statutory agency. Their role is to ensure concerns are acted upon, recorded, referred and followed up appropriately.

Safe environment

Clubs must consider safe arrival and collection, supervision, changing arrangements, toilets and personal care, one-to-one contact, transport, photography, digital communication, overnight activities, visiting adults and unknown persons.

Children should know that they can speak to a trusted adult and that they will be listened to. A child's voice should be taken seriously and not dismissed because the account is incomplete, emotional or inconsistent.

England: current 2026 position

As of September 2026, the Crime and Policing Act 2026 has introduced a statutory duty in England concerning reporting of suspected child sex offences by adults in defined relevant activities, subject to commencement and statutory exceptions. UKTKDC policy is to require immediate safeguarding escalation of suspected child sexual abuse regardless of whether a statutory reporting duty applies to the individual, while the club must check the provisions and guidance currently in force.

END OF MODULE 6 • UKTKDC GENERAL POLICY 2026

MODULE 7



MODULE STANDARD: Recognising & Responding to Abuse. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Types of harm

Staff and volunteers should understand physical abuse, emotional or psychological abuse, sexual abuse, neglect, grooming, exploitation, domestic abuse affecting children, discriminatory abuse, online harm and child-on-child abuse.

Warning signs can include unexplained injuries, sudden behavioural change, fear of a particular person, sexualised behaviour inappropriate for age, repeated unexplained absence, deterioration in wellbeing, controlling relationships, unexplained gifts or money, online secrecy or disclosures. No single sign proves abuse; concern arises from the overall circumstances.

If a child discloses

Listen calmly. Take the child seriously. Reassure them that they have done the right thing by telling you. Do not promise secrecy. Do not interrogate, investigate, confront an alleged perpetrator or ask leading questions.

Record the child's words as accurately as possible, with date, time, location and who was present. Report immediately through the safeguarding route and, where required or necessary, to police or children's services. If there is immediate danger, call emergency services.

Allegation against an instructor

If an allegation concerns an instructor, assistant, volunteer or other person in a position of trust, the club must avoid both automatic exoneration and informal punishment. The allegation should be recorded and referred through the appropriate safeguarding route. The person concerned must not be allowed to influence evidence, witnesses or records.

Where relevant, the Local Authority Designated Officer (LADO) in England, or the equivalent safeguarding authority in another UK nation, should be consulted regarding allegations about people who work with children.

Confidentiality

Safeguarding information is shared on a need-to-know and lawful basis. Confidentiality must never be used to obstruct safeguarding. Records must be factual, secure and limited to relevant information.

END OF MODULE 7 • UKTKDC GENERAL POLICY 2026

MODULE 8



MODULE STANDARD: Challenging Behaviour, Bullying & Discipline. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Positive discipline

Martial arts discipline should build self-control, responsibility and respect. Discipline must never become humiliation, fear, intimidation or punishment disguised as training.

Instructors should use clear expectations, calm correction, proportionate consequences and opportunities to repair harm. Physical punishment is prohibited.

Challenging behaviour

Where behaviour becomes disruptive, aggressive or unsafe:

1. assess immediate risk;
2. use calm, clear instructions;
3. separate participants where reasonably necessary;
4. reduce stimulation and give appropriate space;
5. seek another responsible adult where available;
6. stop participation if safety cannot be maintained;
7. contact a parent/carer where appropriate;
8. record significant incidents;
9. consider safeguarding or additional-needs issues where relevant.

Physical intervention must be a last resort to prevent imminent harm and must be lawful, proportionate and no more than necessary. Staff must not use martial arts techniques as punishment or restraint.

Bullying and peer abuse

Bullying, harassment, racist or sexist behaviour, sexual harassment, threats, coercion, online abuse and repeated intimidation are not “part of martial arts”. They must be addressed.

Child-on-child abuse can include bullying, physical violence, sexual harassment, harmful sexual behaviour, exploitation and online abuse. The fact that the alleged perpetrator is also a child does not make the concern less serious.

END OF MODULE 8 • UKTKDC GENERAL POLICY 2026

MODULE 9



MODULE STANDARD: Health & Safety. This module forms part of the UKTKDC minimum governance and safe-practice framework.

General duty

The Commission will maintain safe systems of work and training. In Great Britain, the Health and Safety at Work etc. Act 1974 provides the principal framework; Northern Ireland has its own Health and Safety at Work (Northern Ireland) Order 1978 and associated regulations.

Clubs must identify foreseeable hazards, implement reasonable controls, provide information and instruction, maintain equipment and review arrangements when circumstances change.

Training environment

Before each session, the person in charge should check the floor, mats, lighting, ventilation, temperature, exits, doors, equipment, trip hazards, ceiling clearance and participant readiness.

Training must be adapted for fatigue, illness, injury, environmental conditions and participant ability. Equipment must be removed from use if defective.

Fire and premises

The person controlling the premises must understand who is the legally responsible person under the applicable fire safety regime. In England and Wales the Regulatory Reform (Fire Safety) Order 2005 is central to non-domestic premises; Scotland and Northern Ireland have different fire safety legislation.

The club must follow the venue's fire risk assessment, evacuation plan, assembly arrangements and emergency instructions and must not obstruct exits.

PPE and hygiene

Protective equipment must be appropriate to the activity and correctly fitted. Depending on risk, this may include head protection, gum shields, gloves, body/chest protection, groin protection, shin/instep protection and other equipment.

Shared equipment must be cleaned appropriately. Any blood or bodily-fluid contamination must be dealt with promptly using suitable infection-control precautions.

END OF MODULE 9 • UKTKDC GENERAL POLICY 2026

MODULE 10



MODULE STANDARD: Risk Assessment & Risk Management. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Risk assessment method

A practical assessment should:

1. identify hazards;
2. identify who may be harmed and how;
3. evaluate risk and existing controls;
4. implement additional controls using the hierarchy of control;
5. record significant findings where appropriate;
6. communicate controls;
7. review after incidents, changes or new information.

Risk assessment must be dynamic. The fact that an activity has been done safely before does not prove that current conditions are safe.

Martial arts-specific hazards

Consider falls, collisions, kicks and strikes, throws or takedowns, joint loading, contact intensity, head injury, unsuitable pairing, fatigue, poor warm-up, equipment failure, mats separating, jewellery, medical conditions, heat, dehydration, spectators entering the training area, overcrowding and inadequate supervision.

For children and vulnerable participants also consider collection arrangements, toilets, one-to-one contact, unknown adults, digital contact and accessibility.

Risk controls

Controls may include elimination, substitution, engineering or environmental controls, administrative controls, competence requirements, supervision, progressive drills, participant matching, protective equipment and emergency arrangements.

Personal protective equipment should not be the first or only control where a safer training method can reasonably reduce the hazard.

END OF MODULE 10 • UKTKDC GENERAL POLICY 2026

MODULE 11



MODULE STANDARD: First Aid, Accidents & Emergency Response. This module forms part of the UKTKDC minimum governance and safe-practice framework.

First-aid arrangements

Where an employer exists, first-aid provision must be adequate and appropriate to the circumstances. HSE guidance recommends a needs assessment considering workplace, workforce, hazards and risks. HSE also strongly recommends that non-employees, including members of the public and children, are considered when assessing first-aid needs.

The club should identify who is responsible for first aid, maintain a suitable kit, know the venue's emergency arrangements and ensure relevant personnel know how to summon emergency assistance.

Immediate response

For a serious incident:

- stop the activity and make the area safe;
- assess responsiveness, airway and breathing;
- summon emergency services when required;
- provide first aid within competence;
- do not move a seriously injured person unless necessary for immediate safety;
- preserve the scene where serious injury or possible criminal conduct is involved;
- notify the responsible club officer and parent/carer where appropriate;
- record the incident promptly.

Head injury and concussion

Any suspected concussion or significant head injury must be treated seriously. Remove the participant from training and do not allow a same-session return merely because they feel better. Follow current clinical/sport guidance and seek medical assessment where indicated.

A martial arts instructor must not diagnose concussion or override medical advice.

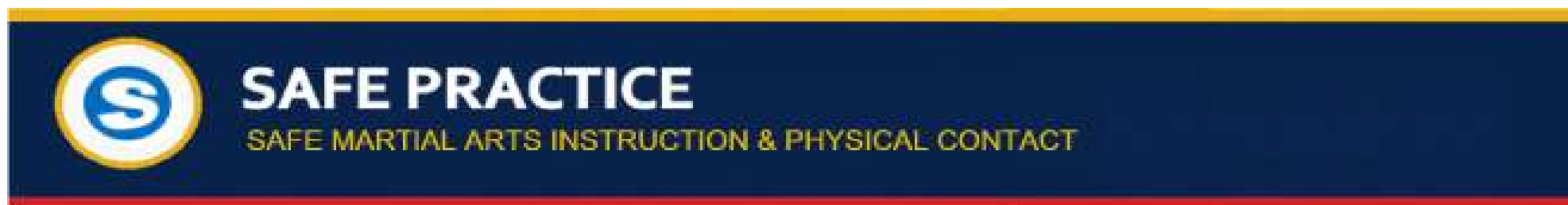
RIDDOR

RIDDOR applies primarily to work-related incidents and is not a general requirement to report every sporting injury. A report is required only where the incident is work-related and produces a reportable outcome. Reportable categories include specified injuries to workers, over-seven-day incapacitation, certain deaths, dangerous occurrences and specified occupational diseases.

The responsible person must assess whether RIDDOR applies rather than assuming that every participant injury is reportable.

END OF MODULE 11 • UKTKDC GENERAL POLICY 2026

MODULE 12



MODULE STANDARD: Safe Martial Arts Instruction & Physical Contact. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Technical teaching

Techniques must be taught progressively, with clear explanation, controlled demonstration and appropriate partner selection. High-risk techniques should only be introduced where participants have the competence, physical readiness, protective equipment and supervision necessary for the activity.

Instructors should stop drills that are being performed recklessly or beyond the agreed intensity.

Physical contact

Physical contact may be inherent in martial arts but must have a legitimate instructional or safety purpose. Where practical, explain what contact will occur before it happens. Avoid unnecessary contact, contact to intimate areas and contact that could reasonably be perceived as sexual, humiliating or punitive.

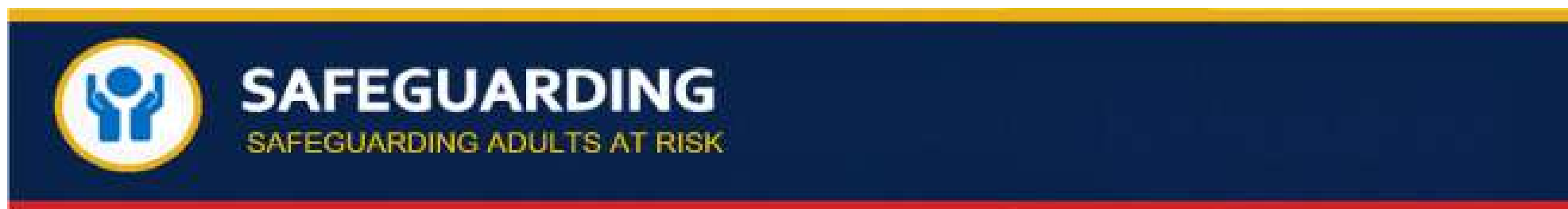
Where a participant refuses or is uncomfortable with an otherwise non-essential contact drill, the instructor should offer a safe alternative where practicable.

Children and changing

Adults must not use changing areas for unnecessary access to children. Assistance with personal care must be appropriate, agreed, respectful and consistent with the child's needs and club procedures. Photography or recording in changing areas is prohibited.

END OF MODULE 12 • UKTKDC GENERAL POLICY 2026

MODULE 13



MODULE STANDARD: Safeguarding Adults at Risk. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Adults at risk

Safeguarding responsibilities do not end at age 18. An adult may be at risk of abuse or neglect because of care and support needs, disability, illness, age, dependency or other circumstances.

In England, the Care Act 2014 and its statutory guidance provide the principal framework for adults meeting the statutory criteria. Scotland, Wales and Northern Ireland have their own adult safeguarding laws and procedures.

Types of abuse

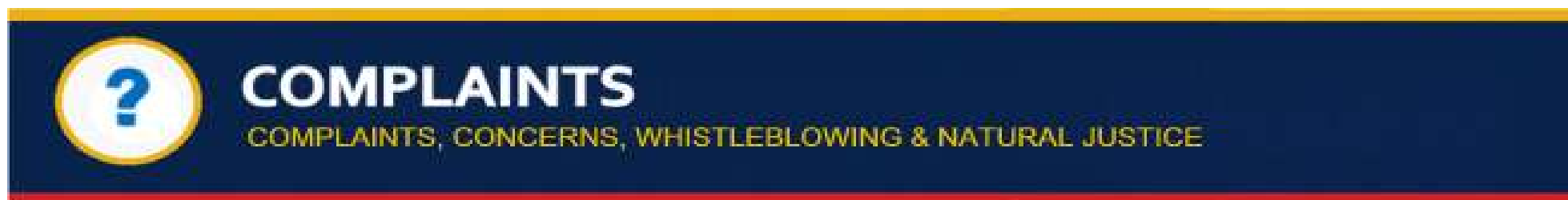
Consider physical, sexual, emotional or psychological, financial or material abuse, neglect and acts of omission, discriminatory abuse, organisational abuse, domestic abuse, self-neglect and exploitation where relevant to the jurisdiction and circumstances.

Response

Listen, take concerns seriously, record facts and seek appropriate safeguarding advice. Do not investigate beyond what is necessary to establish immediate safety. Respect the adult's wishes and autonomy unless legal or safeguarding duties require action to protect them or others.

END OF MODULE 13 • UKTKDC GENERAL POLICY 2026

MODULE 14



MODULE STANDARD: Complaints, Concerns, Whistleblowing & Natural Justice. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Accessible complaints

UKTKDC will maintain a clear route for complaints and concerns. Complaints should be acknowledged, assessed and handled by a person with appropriate authority who is not conflicted.

Safeguarding allegations, suspected criminal conduct and urgent safety risks must not be delayed by an ordinary complaints process.

Fair procedure

A person facing an allegation should be informed of the substance of the concern, given a fair opportunity to respond where this is safe and appropriate, and have decisions made by an impartial person. Confidentiality should be maintained as far as lawful and practical.

The Commission may take interim protective measures where necessary to safeguard people or preserve evidence. Interim action is not itself proof of wrongdoing.

Whistleblowing

A person who raises a genuine concern about unsafe practice, abuse, fraud, corruption, serious maladministration or concealment must not be victimised for doing so. Concerns may be escalated outside the club where the law, safeguarding procedures or the seriousness of the matter requires it.

END OF MODULE 14 • UKTKDC GENERAL POLICY 2026

MODULE 15



MODULE STANDARD: Maladministration, Financial Integrity & Conflicts of Interest. This module forms part of the UKTKDC minimum governance and safe-practice framework.

What is maladministration?

Maladministration includes serious or repeated failures in process, poor record keeping, arbitrary decision-making, abuse of authority, concealment of information, conflicts of interest not properly managed, financial irregularity, unjustified discrimination, failure to follow policy, improper grading or disciplinary decisions, and conduct that undermines confidence in fair administration.

Financial controls

Club and Commission funds must be used for legitimate organisational purposes. Financial records should be accurate, supported by evidence and retained appropriately. Where practicable, payments and reimbursements should be authorised by someone other than the person receiving the benefit.

Cash handling, grading fees, membership income, seminar payments, refunds and expenses should be transparent and capable of reconciliation.

Conflicts of interest

Actual, potential and perceived conflicts should be declared. A person with a material conflict should not make or influence a decision from which they may personally benefit.

Gifts, hospitality, discounts or preferential treatment must never influence grading, selection, procurement, discipline or access to opportunities.

No retaliation

People must be able to challenge decisions without fear of punishment. A disagreement is not automatically misconduct. Equally, deliberately false allegations, harassment or malicious interference may constitute misconduct where established through a fair process.

END OF MODULE 15 • UKTKDC GENERAL POLICY 2026

MODULE 16



MODULE STANDARD: Data Protection, Privacy & Communications. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Data protection

Personal data must be handled in accordance with the UK GDPR, Data Protection Act 2018 and applicable amendments, including changes made by the Data (Use and Access) Act 2025 as they come into force. The core principles include lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; and appropriate security.

Children's information

Collect only information that is necessary for legitimate club purposes. Medical and safeguarding information requires particular care. Access should be limited to people who need the information for their role.

Emergency contact and relevant medical information should be kept current. Records should be securely stored and disposed of when no longer required, subject to legal, insurance or safeguarding retention needs.

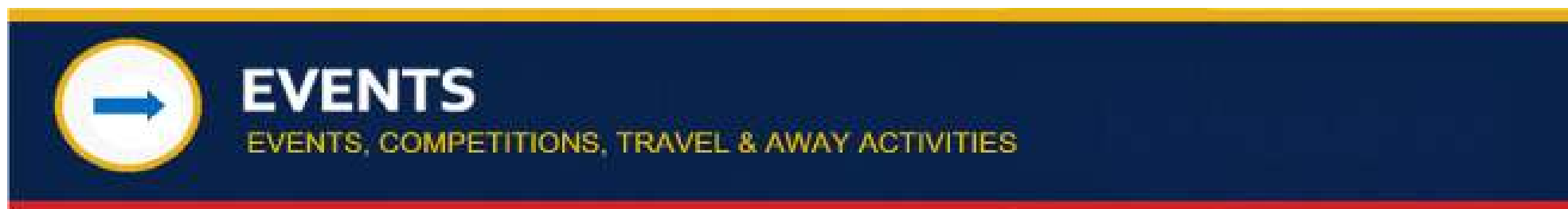
Photography and digital communication

Photography and video involving children should be subject to a clear consent and privacy process. Images must not be used in a way that identifies a child as vulnerable or reveals unnecessary personal information.

Adults in positions of trust should use official or club-controlled communication channels where practicable and avoid secret, disappearing or inappropriate private communications with children.

END OF MODULE 16 • UKTKDC GENERAL POLICY 2026

MODULE 17



MODULE STANDARD: Events, Competitions, Travel & Away Activities. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Event planning

Every event should have a named organiser, venue arrangements, emergency contacts, risk assessment, safeguarding arrangements and appropriate insurance. Competition rules must be communicated clearly and applied consistently.

Travel

Transport arrangements must identify who is responsible for children, who is driving, emergency contacts, consent requirements and appropriate insurance. Drivers must be legally entitled and insured to drive the vehicle for the intended purpose.

Where children stay overnight, enhanced safeguarding planning is required, including sleeping arrangements, supervision, communication, medication and emergency procedures.

External activities

UKTKDC encourages safe and constructive cooperation with other martial arts organisations where appropriate. Participation in external seminars, tournaments or training must not compromise insurance, safeguarding, venue or safety requirements.

No person should be penalised merely for raising a legitimate concern about an external activity.

END OF MODULE 17 • UKTKDC GENERAL POLICY 2026

MODULE 18



MODULE STANDARD: Incident Reporting, Records & Evidence. This module forms part of the UKTKDC minimum governance and safe-practice framework.

What must be recorded

Record significant accidents, safeguarding concerns, allegations, disciplinary incidents, serious complaints, near misses, risk-control failures and material governance issues.

Records should state facts, not speculation. Include date, time, location, people involved, what was observed or reported, immediate action, who was notified and what follow-up was required.

Record integrity

Records must not be altered to conceal mistakes or retrospectively create a misleading account. Corrections should be transparent, dated and attributable.

Electronic records should be protected against unauthorised access, accidental deletion and inappropriate sharing. Sensitive records should be stored separately from routine membership information where appropriate.

Learning from incidents

The purpose of incident review is not merely to assign blame. The Commission should ask what happened, why it happened, whether controls were adequate, whether policy was followed, and what changes will prevent recurrence.

END OF MODULE 18 • UKTKDC GENERAL POLICY 2026

MODULE 19



MODULE STANDARD: Monitoring, Assurance, Audit & Review. This module forms part of the UKTKDC minimum governance and safe-practice framework.

Leadership assurance

UKTKDC leadership should periodically review safeguarding, health and safety, qualifications, insurance, incidents, complaints, training and policy compliance. Material risks should have an identified owner and review date.

Annual review

This General Policy should be reviewed at least annually and sooner if legislation, statutory guidance, insurance requirements, activities, premises or identified risks change.

The Commission should maintain a legal and guidance watchlist, with particular attention to safeguarding, DBS eligibility, equality, health and safety, fire safety and data protection.

Continuous improvement

Good governance is demonstrated by what the organisation does when a weakness is discovered. UKTKDC will encourage reporting, learning, corrective action and transparent improvement rather than concealment.

Where a local club repeatedly fails to meet minimum standards, the Commission may require an improvement plan, additional supervision, training, suspension of activities or other proportionate action, subject to its governing rules and fair process.

END OF MODULE 19 • UKTKDC GENERAL POLICY 2026

OFFICIAL SOURCE REGISTER

GOV.UK — **Working Together to Safeguard Children 2026** — <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

GOV.UK — **DBS checks in sport: working with children** — <https://www.gov.uk/government/publications/dbs-guidance-leaflets/dbs-checks-in-sport-working-with-children>

GOV.UK — **Change to regulated activity with children from 1 September 2026** — <https://www.gov.uk/government/news/change-to-the-definition-of-regulated-activity-with-children-from-1-september-2026>

GOV.UK — **Out-of-school settings safeguarding guidance** — <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

GOV.UK — **Parents/carers: safeguarding in out-of-school settings** — <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-on-safeguarding-children-in-out-of-school-settings>

GOV.UK — **Equality Act 2010 Code of Practice 2026** — <https://www.gov.uk/government/publications/equality-act-2010-code-of-practice-for-services-public-functions-and-associations-2026>

HSE — **Health and Safety at Work etc. Act 1974** — <https://www.legislation.gov.uk/ukpga/1974/37>

HSE — **First aid at work** — <https://www.hse.gov.uk/firstaid/legislation.htm>

HSE — **RIDDOR reportable incidents** — <https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm>

GOV.UK — **Fire safety responsibilities** — <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

GOV.UK — **UK data protection legislation** — <https://www.gov.uk/data-protection>

GOV.UK — **Data (Use and Access) Act 2025** — <https://www.gov.uk/guidance/data-use-and-access-act-2025-data-protection-and-privacy-changes>

GOV.UK — **Care and support statutory guidance, safeguarding adults** — <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

GOV.WALES — **Safeguarding guidance** — <https://www.gov.wales/safeguarding-guidance>

GOV.SCOT — **National child protection guidance** — <https://www.gov.scot/policies/child-protection/national-child-protection-guidance/>

Northern Ireland Department of Health — **Regulated activity with children** — <https://www.health-ni.gov.uk/publications/regulated-activity-relation-children>

Northern Ireland Department of Health — **Co-operating to Safeguard Children and Young People** — <https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland>

END OF DOCUMENT