



IMPORTANT LEGAL & GOVERNANCE NOTE

Governance and Safe-Practice Framework

Document status: Governance and Safe-Practice Framework

Applicable review date: September 2026

Review frequency: At least annually and whenever relevant legislation or statutory guidance changes

CONTENTS

1. Important Legal Note
2. Responsibility for Local Implementation
3. Safeguarding – Important 2026 Update
4. DBS – Important Change from 1 September 2026
5. Equality, Inclusion and Non-Discrimination
6. Data Protection and Privacy
7. Health and Safety
8. Accidents and RIDDOR
9. Fire and Premises Safety
10. Safeguarding Adults
11. Official Guidance Register
12. Operational Disclaimer
13. Final Governance Principle

1. IMPORTANT LEGAL NOTE

This document is intended to provide a practical governance, safeguarding, health and safety and safe-practice framework for the UK Taekwondo Commission (UKTKDC), its affiliated clubs, instructors, assistants, volunteers, officials, members and visitors.

It is not a substitute for professional legal advice and should not be relied upon as a definitive statement of the law. UK legislation and statutory guidance can change, and legal requirements can differ between England, Wales, Scotland and Northern Ireland.

Accordingly, UKTKDC and its affiliated clubs should ensure that their policies, procedures and operational practices are reviewed against the law and official guidance applicable to the jurisdiction, venue, activity and circumstances concerned.

Particular care should be taken where matters involve:

- safeguarding children or adults at risk;
- allegations of abuse or criminal conduct;
- DBS eligibility and barred-list requirements;
- serious injury or medical emergencies;
- health and safety;
- premises and fire safety;
- equality and discrimination;
- data protection and the handling of personal information;
- employment or volunteer relationships;
- insurance and liability;
- complaints, disciplinary matters or maladministration;
- transportation of members or children;
- photography, filming and social media; and
- recruitment and supervision of instructors or volunteers.

Where a matter is serious, contentious, potentially criminal, or otherwise legally complex, appropriate professional legal advice should be obtained.

2. RESPONSIBILITY FOR LOCAL IMPLEMENTATION

UKTKDC policies provide a common governance framework; however, each affiliated club remains responsible for ensuring that its own activities are conducted safely and lawfully.

A club should therefore:

1. identify the legal jurisdiction in which it operates;
2. identify the nature of its activities and participants;
3. undertake appropriate risk assessments;
4. maintain suitable insurance;
5. establish appropriate safeguarding arrangements;
6. ensure instructors, assistants and volunteers are suitable for their roles;
7. maintain appropriate first-aid and emergency arrangements;
8. comply with applicable venue requirements;
9. maintain appropriate records; and
10. regularly review its policies and procedures.

A policy should never simply be adopted as a document without considering whether it accurately reflects the club's actual activities, premises, staffing, membership and operating arrangements.

3. SAFEGUARDING – IMPORTANT 2026 UPDATE

Clubs working with children should pay particular attention to changes taking effect during 2026.

The revised Working Together to Safeguard Children 2026 statutory guidance applies to England and reinforces safeguarding as a shared responsibility, including the need for inclusive and anti-discriminatory cultures and appropriate responses to different forms of harm.

Clubs in Wales, Scotland and Northern Ireland must additionally follow the safeguarding legislation and statutory guidance applicable within their respective jurisdictions.

4. DBS – IMPORTANT CHANGE FROM 1 SEPTEMBER 2026

Clubs must not assume that an assistant or volunteer is outside regulated activity simply because they are supervised by another instructor.

From 1 September 2026, the supervision exemption for regulated activity with children has been removed in England, Wales and Northern Ireland.

The Disclosure and Barring Service confirms that this can mean people who teach, train, instruct, care for or supervise children frequently enough may now fall within the definition of regulated activity even where another appropriately authorised person supervises them. The relevant frequency includes activity taking place more than three days in a 30-day period, or overnight in the circumstances specified by the DBS.

Clubs should review:

- instructors;
- assistant instructors;
- regular volunteers;
- junior assistants;
- coaches;
- anyone supervising children;
- anyone whose role or frequency of activity has changed.

DBS eligibility should be assessed according to the actual role being performed, rather than simply according to the person's title.

5. EQUALITY, INCLUSION AND NON-DISCRIMINATION

UKTKDC and affiliated clubs should seek to provide an environment in which people are treated fairly, respectfully and without unlawful discrimination.

For clubs operating in Great Britain, the Equality Act 2010 remains an important part of the legal framework.

The 2026 Equality Act Code of Practice for Services, Public Functions and Associations came into force on 5 August 2026, replacing the previous 2011 Code. The Code provides practical guidance concerning direct and indirect discrimination, disability discrimination, reasonable adjustments, harassment and victimisation.

The Code itself does not create new legal obligations and is not an authoritative statement of the law; however, it is a statutory Code which courts and tribunals may take into account where relevant.

Northern Ireland has a separate equality-law framework and clubs operating there should obtain and follow the applicable Northern Ireland guidance.

6. DATA PROTECTION AND PRIVACY

Clubs routinely handle personal information concerning members, parents, children, instructors, volunteers and visitors.

Appropriate arrangements should therefore be maintained for:

- membership records;
- emergency contact information;
- medical information;
- safeguarding information;
- photographs and video;
- attendance records;
- disciplinary information;
- complaints;
- DBS-related information;
- electronic communications; and
- retention and secure destruction of records.

The Data (Use and Access) Act 2025 received Royal Assent on 19 June 2025 and makes changes to UK data protection and privacy legislation. It does not replace the UK GDPR or Data Protection Act 2018, and provisions are being commenced in stages.

Clubs should therefore ensure that their privacy notices, data-handling procedures and record-management practices remain current.

7. HEALTH AND SAFETY

Clubs must take reasonable and appropriate steps to protect participants, instructors, volunteers and visitors from foreseeable risks.

Depending upon the circumstances, this may include consideration of:

- premises;
- training surfaces;
- equipment;
- martial arts contact;
- warm-up and conditioning;
- age and ability;
- supervision;
- overcrowding;
- slips, trips and falls;
- medical conditions;
- first aid;
- emergency procedures;
- fire and evacuation;
- electrical equipment;
- safeguarding;
- hygiene;
- changing facilities; and
- risks associated with specific activities.

The Health and Safety at Work etc. Act 1974 provides an important framework for health and safety responsibilities in Great Britain, while clubs must also consider the legislation applicable to their particular organisational circumstances and jurisdiction.

8. ACCIDENTS AND RIDDOR

Clubs should maintain an appropriate accident and incident reporting system.

An accident does not automatically become a RIDDOR reportable incident merely because an injury has occurred.

Whether an incident must be reported depends upon the circumstances and the statutory reporting criteria. Clubs should therefore consult the current HSE guidance whenever a serious injury, dangerous occurrence, work-related illness or other potentially reportable event occurs.

Where there is uncertainty concerning a potentially reportable incident, the club should obtain appropriate advice rather than assuming that no report is required.

9. FIRE AND PREMISES SAFETY

Clubs must comply with applicable fire-safety requirements and the conditions imposed by the venue or premises owner.

This should include consideration of:

- emergency exits;
- evacuation arrangements;
- assembly points;
- emergency lighting where applicable;
- fire-fighting equipment;
- occupancy limits;
- accessibility;
- safe storage;
- electrical equipment;
- communication arrangements; and
- arrangements for participants requiring assistance during evacuation.

Venue-specific requirements should always be followed.

10. SAFEGUARDING ADULTS

Safeguarding procedures should not be limited to children.

Where clubs work with adults who may be at increased risk of abuse, neglect or exploitation, appropriate safeguarding arrangements should be maintained.

In England, the Care Act 2014 and associated statutory guidance provide an important framework for safeguarding adults. Different statutory arrangements apply in other UK jurisdictions.

11. OFFICIAL GUIDANCE REGISTER

Safeguarding Children: Working Together to Safeguard Children 2026

Safeguarding Children: DBS checks in sport – working with children

Safeguarding Children: 2026 regulated activity changes

Safeguarding Children: Out-of-school settings safeguarding guidance

Equality: Equality Act 2010 – 2026 Code of Practice

Health & Safety: Health and Safety at Work etc. Act 1974

Health & Safety: HSE – First Aid at Work

Health & Safety: HSE – RIDDOR

Fire Safety: GOV.UK – Fire Safety Responsibilities

Data Protection: GOV.UK – Data Protection

Data Protection: Data (Use and Access) Act 2025 – Data Protection Changes

Safeguarding Adults: Care and Support Statutory Guidance

Wales: Welsh Government – Safeguarding Guidance

Scotland: Scottish Government – National Child Protection Guidance

Northern Ireland: Northern Ireland – Regulated Activity with Children

Northern Ireland: Northern Ireland – Co-operating to Safeguard Children and Young People

12. OPERATIONAL DISCLAIMER

This document should be regarded as a controlled governance document rather than a guarantee of legal compliance.

Before adoption, every UKTKDC club should consider whether the document accurately reflects:

THE CLUB → THE INSTRUCTORS → THE MEMBERS → THE VENUE → THE ACTIVITIES → THE RISKS → THE INSURANCE → THE JURISDICTION → THE LAW

No affiliation, membership, qualification, accreditation, DBS check, insurance policy or governing-body status should be represented as providing immunity from legal responsibility.

Similarly, the existence of a policy does not by itself demonstrate compliance. The policy must be implemented, communicated, monitored, recorded and periodically reviewed.

Where a club identifies a significant safeguarding concern, serious accident, allegation of abuse, suspected criminal offence, serious regulatory issue, significant data breach or potentially reportable incident, it should follow the appropriate UKTKDC procedure and, where necessary, seek advice or notify the appropriate statutory authority.

13. FINAL GOVERNANCE PRINCIPLE

“Good governance is not simply having policies. It is demonstrating that those policies are understood, implemented and consistently applied.”

UKTKDC therefore encourages every affiliated club to maintain a culture in which safety, safeguarding, dignity, equality, respect, accountability, transparency and ethical conduct take priority over performance, reputation or organisational convenience.

This document should be reviewed at least annually and immediately following any significant change in legislation, statutory guidance, DBS requirements, safeguarding arrangements or the club's activities.

Document review: September 2026

Next scheduled review: September 2027, or earlier if required by changes in law or guidance.