



# Child Protection Policy

APRIL 2021 V6



*International<sup>®</sup>  
Taekwon-Do*

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## **Introduction and Acknowledgements:**

Dear Masters, Instructors, Members, Parents, Guardians and our extended family and community.

This is the sixth iteration / version of this important document.

Previous versions and drafts have been an on-going work to ensure that we, as an organisation, act with true prudence and focus in ensuring that our 'Child Protection Policy' is a workable document, clear and above all useful to our membership.

Regarding this, you will see that this version (V6), has undergone a whittling down process to simplify and make the information easier to access and utilise.

I acknowledge the work of:

- The Standards and Discipline Advisor Group for their substantial feedback throughout this process and for their initial work on the previous draft document (2018).
- Ms Nicole Kettings, Senior Social Worker / Instructor Jikida TKD. Who has been instrumental in the redesign of this, Version 6, of the policy.

Master Kane Raukura 7th Degree  
Head Instructor – Dragon's Spirit Taekwon-Do  
ITFNZ Board of Directors

## Our beliefs:

Within the International Taekwon-Do Foundation of New Zealand (ITFNZ) children and young people make up the majority of our membership. We want to be an organisation that is known for ensuring the safety and wellbeing of children in Aotearoa, New Zealand. We believe that all children have a fundamental right to be respected, nurtured, and safeguarded by all.

We vouch that ITFNZ has a zero tolerance towards any form of abuse or exploitation. We promise that we will report any disclosures and/or any suspected cases and concerns to the relevant agencies noted in this policy. Our organisation commits to giving full support to: any victim/s and their families, first and foremost. Support will be extended to others who may be impacted including but not limited to the other students, their families, instructors, clubs and schools. Statutory organisations will receive ITFNZ's full cooperation.

ITFNZ teaches self-defence as part of its syllabus, this syllabus is around supporting people in having skills that will reduce their risk of being in a self-defence situation and helping them develop means to protect themselves. We want to be an organisation that expands on the concept of self-defence, an organisation that develops a strong culture of child protection.

Some of the definitions in this policy may be hard for some to read. Thank you for taking the time to read this heavy content, your awareness on the topic and dedication to help protect the children and young people in our organisation is appreciated.



## **POLICY INTRODUCTION:**

### **Who is this policy for?**

Firstly, this policy is for all the children and young people within ITFNZ, we want your Taekwon-do club/school to be a safe place for you in your life.

This policy is also for all other personnel within and associated with ITFNZ, including instructors, assistant instructors, and volunteers. This includes part-time and temporary positions such as Kiwi Sport Coaches and guest presenters at seminars, conferences, and courses as per our annual calendar of events.

### **What is Child Abuse? (courtesy of Child Matters 2021).**

Child Abuse is defined in the Oranga Tamariki Act 1989 as "the harming (whether physically, emotionally, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person."

It includes:

#### **Emotional Abuse**

Emotional abuse occurs when a child or young person's emotional, psychological or social well-being and sense of worth is continually battered.

It can include a pattern of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting and terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities.

Emotional abuse is almost always present when other forms of abuse occur.

#### **Neglect**

Neglect is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child or young person. It is the failure to provide for a child's basic needs.

Neglect may be:

- **Physical** – failure to provide necessary basic needs of food, shelter or warmth
- **Medical** – failure to seek, obtain or follow through with medical care for the child or young person
- **Abandonment** – leaving a child or young person in any situation without arranging necessary care for them and with no intention of returning
- **Neglectful supervision** – failure to provide developmentally appropriate or legally required supervision
- **Refusal to assume parental responsibility** – unwillingness or inability to provide appropriate care for a child or young person

## **Physical Abuse**

Physical abuse can be caused from punching, beating, kicking, shaking, biting, burning or throwing the child. Physical abuse may also result from excessive or inappropriate discipline or violence within the family, and is considered abuse regardless of whether or not it was intended to hurt the child. Physical abuse may be the result of a single episode or of a series of episodes.

Injuries to a child may vary in severity and range from minor bruising, burns, welts or bite marks, major fractures of the long bones or skull, to its most extreme form, the death of a child.

## **Child Sexual Abuse**

Sexual abuse includes acts or behaviours where an adult, older child or more powerful person uses a child or young person for a sexual purpose.

While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts.

It includes any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child or young person, or seeking to have a child touch them for a sexual purpose. It also includes voyeurism, photographing children or young people inappropriately, involving the child or young person in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children or young people.

## **What is child protection?**

Child protection is about practices that keep children safe, ensuring that potential abuse and neglect, along with general concerns about child wellbeing, are identified and appropriately responded to. It is key to building a culture of child protection where the safety and security of children is paramount.

## **Who are the agencies outside of ITFNZ that we need to be aware of?**

### **Oranga Tamariki**

The agency responsible for investigating and responding to suspected abuse and neglect and for providing care and protection to children found to be in need. Oranga Tamariki operate under the Oranga Tamariki Act 1989.

Contact: 0508 326 459

Email: [contact@ot.govt.nz](mailto:contact@ot.govt.nz)

Web: [www.orangatamariki.govt.nz](http://www.orangatamariki.govt.nz)

## **New Zealand Police**

The agency responsible for responding to situations where a child is in immediate danger and for working with Oranga Tamariki in child protection work and investigating cases of abuse or neglect where an offence may have occurred. The NZ Police operate under the Crimes Act 1961

Contact: 111 (emergencies), 105 (non-emergencies)

Web: [www.police.govt.nz](http://www.police.govt.nz)

## **Community agencies:**

There are community agencies round the country that are available to support families and people within our clubs and schools, a simple google search can provide local relevant supports for you and your members. There are also online resources for instructors to enhance their knowledge in the area of child protection. A main resource used within this policy, is the [www.childmatters.org.nz](http://www.childmatters.org.nz)

## **What other parts of the law are relevant to this policy?**

### **Vulnerable Children's Act 2014**

This Act forms a significant part of comprehensive measures to protect and improve the wellbeing of vulnerable children and strengthen our child protection system. The Act rests on the belief that no single agency alone can protect vulnerable children.

### **Health and Safety in Employment Act 1992**

This Act deals with the health and safety obligations of an employer to its employees. There is also an obligation to ensure the safety of volunteers (some of whom may be children) while they undertake the work activity. Employers will be held vicariously liable to a third party for acts of its employees.

### **Privacy Act 1993**

Sport and recreation providers gather certain personal information about participants. The Privacy Act governs the collection and use of personal information where a person's identity is apparent from the information. When there is worry or concern about risk to a child or young person, the information collected can be shared with relevant statutory agencies to help ensure the safety and wellbeing of the child or young person.

## How will I know if a child is at risk?

ITFNZ will utilise the following approach to identify abuse or neglect. These guiding principles will help support our decision making, process and due diligence. For more information, it is recommended that you refer to the Child Matters, "How can I tell" Resource.

[20057-how-can-i-tell-04 \(childmatters.org.nz\)](https://www.childmatters.org.nz/20057-how-can-i-tell-04)

All ITFNZ Instructors, Assistant Instructors and relevant members who teach and come in contact with children and young people must have an awareness of the signs of potential abuse, which could be but is not limited to the following: (Note, some children and young people may make disclosures and not exhibit any of these behaviours).

- The child talking about things that indicate abuse (sometimes called an allegation or disclosure).
- Signs of physical abuse: bruising, unexplained injuries, burns, fractures.
- Signs of sexual abuse: age-inappropriate sexual interest or play, itching, genital injuries, and sexually transmitted diseases.
- Signs of emotional abuse and neglect: small for their age, cognitive delays, falling behind in school, poor speech and social skills, sleep problems, low self-esteem, obsessive behaviour, inability to cope in social situations, sadness/loneliness and evidence of self-harm, out and about unsupervised, left alone, no safe home to return to.

## What does this mean leadership in ITFNZ?

### Leadership / governance:

- Commit to uphold and promote a culture where safeguarding children and wellbeing practices are demonstrated through practice and action.
- Develop practices to participate and validate safeguarding compliance and a culture of ongoing practice improvement.
- Develop mechanisms for the monitoring of risk, including risk controls and treatments.
- Develop and maintain systems and processes to ensure ongoing education, socialisation and activations of policies and procedures.
- Ensure compliance with all policies, procedures and reporting requirements; and contribute to the ongoing development of child safeguarding throughout the organisation.
- Take seriously any accusation made, and if they feel out of their depth, they must seek the appropriate advice and support to ensure they do right by the children and young people in our organisation.

### **Instructors:**

- Demonstrate in both their public and private lives behaviours which bear witness to our values and commitment to safeguarding children.
- Report any actual or suspected harm to a child or young person.
- Engage with and demonstrate their understanding of ITFNZ policies related to safeguarding children and young people and engage with all relevant training required to maintain currency of knowledge.
- Engage in honest, respectful communication with children and young people, and welcome and encourage feedback.
- Ensure that clear information is provided to children, young people and their families about activities, their rights and responsibilities and provide access to support and feedback mechanisms.
- Ensure the adults within their club/school behave appropriately around children and young people by setting clear boundaries.

### **What does this mean for clubs/schools and Taekwon-do events?**

The following protocols provide guidance to clubs and schools within ITFNZ, it also outlines things that need to be considered when organising any event that is associated with ITFNZ. The intention of these protocols is to reduce the likelihood of harm to a child as well as minimising the risk of an allegation or complaint being made.

### **Our responsibility within the Dojang / Training venue:**

- Avoid situations where instructors and/or relevant members may be alone with children,
  - o If a child or young person needs assistance toileting or has had a toileting accident, ensure your safety, have another adult present or if appropriate call their parents.
- Applying a child-centred approach where all children are treated equally and with dignity.
- All activities should be appropriate for the age and development of the children in our care.
- Ensure all feedback to children is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to children and in their presence.
- If a child or young person is intellectually or physically impaired, involve the parents/caregivers in a plan around what to do if there is a situation whereby the student may require physical assistance for any issue. This may also require outside agency support, of which the family should be able to inform you.
- Instructors should be aware of where all children are at all times.

- Have access to a register of every child involved with our activities including relevant medical details and have a contact name and number accessible in case of emergencies. Keep this register up to date.
- Visitors should be monitored at all times by the instructor(s).
- Outside instructors should be monitored by the hosting club at all times.
- Ensure that all physical contact with children is relevant and appropriate to the activity and seek permission to touch when teaching or demonstrating.
- Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 16 years.
- Ensure that any filming or photography of children is appropriate. Obtain consent prior to filming or photographing and explain purpose e.g. to promote course etc.

### **Our responsibility around Taekwon-do events:**

(this includes but is not limited to: Camps, seminars, tournaments, specialist trainings, club/school events or functions).

- Ensure parental consent before allowing a child or young person to participate in the event.
- Request parental consent before transporting young people in a vehicle. Ensure vehicle is registered, warranted and has insurance.
- Do not offer alcohol to anyone under the age of 18. If at an event whereby adults are consuming alcohol, ensure there are designated sober adults to look after the safety and wellbeing of the children present. Also ensure that the alcohol is not accessible for anyone under the age of 18.
- At events children and young people are the responsibility of their parent or guardian. If the parent or guardian is not present a designated and vetted adult will be appointed by the parent or guardian.
  - o It is advisable to develop a permission slip, whereby the parent or notes down who they wish to be responsible for their child or young person during the event.
  - o It is also advisable for adults attending any event to be aware of and to limit the number of children and young people they are responsible for.
- Avoid entering changing rooms / toilet facilities. If you must enter, knock and announce yourself and try to have at least one other adult with you.
- Always have another adult present when staying overnight anywhere with children.
- Do not share a room with a child, other than your own child.
- Do not leave children under the age of 14 years of age unsupervised.
  - o If their ride is late, then remain with that child or young person until their family have arrived. If substantial amount of time has passed, then you need to attempt to contact that parent and/or their other emergency contacts.

- Ensure adequate supervision of children and young people at events, keeping in mind that offending can occur between 2 minors.

### **Our responsibility outside of the Do-jang:**

- Do not condone or engage in any form of child abuse, including exposing children or young people to family violence.
- Do not engage in communication on a one-to-one basis through social media, email or via any other means, other than relevant coach/trainee feedback or administration.
- Do not invite or encourage children to your home.
- Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this includes cyber bullying).
- Do not engage in any bullying activity.

### **I am worried, what do I do?**

It is important to note that it is not our responsibility to assess or investigate any allegations or suspicions of child abuse or neglect. Our obligation lies in reporting it to the relevant agencies for them to do their job, they are specially trained to do this role.

- **We should not act alone**, we need to call Oranga Tamariki for advice even if we are unsure, or if we are sure we need to call them report our concerns (also known as making a Report of Concern). It is important that this information is shared with Oranga Tamariki as soon as possible, particularly if a child or young person has told you directly that something has happened to them.
  - o Contact: 0508 326 459 or you can email: [contact@ot.govt.nz](mailto:contact@ot.govt.nz)
  - o For more information: [www.orangatamariki.govt.nz](http://www.orangatamariki.govt.nz)
- **Call police, 111.** If there are immediate physical safety concerns, you may need to call police and emergency services.
- **Talk to someone else within ITFNZ**, after you have sought advice from the relevant agencies, you should then advise the relevant people within ITFNZ about what you have needed to do to ensure a child or young persons safety.
  - o This may be your instructor, a standards and disciplines advisor, or your regional director.
  - o
- **Keep a record.** Write down your concerns, who you have spoken to and the dates and times. Keep this somewhere safe.

### **Important to consider:**

- We should not be intimidated by calling the relevant agencies, they will guide you and give you advice. If a Report of Concern is not required at this stage, they will give you advice about what you can do next.
- It is better to have shared your worries or observations around a child or young person than to regret not acting. The information or concerns you hold could be part of a wider picture that you are not aware of.
- Do not stress about categorizing the types of abuse, your role is to share what you have observed, what has been told to you and to inform them of what makes you think this child or young person is at risk or in danger.
- You do not need to inform the family about contacting Oranga Tamariki or Police, unless you are comfortable with the family knowing, you can ask to be confidential.
- This process should not differ if the allegation is being made about a fellow Taekwon-do practitioner, it is not important to keep these issues in house, it is vital that we ensure the safety and wellbeing of children and young people first.
- Exposure to Family violence is a form of child abuse, if you are aware of family harm going on then you can also contact Oranga Tamariki for advice around what to do.

### **Conclusion:**

Thank you for taking the time to read the policy ITFNZ have developed. Keep in mind our tenets and oath, the child abuse statistics in NZ are harrowing and being a voice for a child or young person in need is adhering to the tenets and oath of Taekwon-do. Specifically, it shows integrity and displays genuine attempts in helping a child or young person make their world more peaceful.



**Appendix 1: PERSONAL PROFILE FORM (Child Protection)**

**To be completed by all new instructors/volunteers/employees/contractors.**

**1. Organisation's Name:**

**International Taekwon-Do Foundation of NZ (ITFNZ/ITKD)**

**2. Personal Details:**

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No (incl. STD code): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Postcode: \_\_\_\_\_

Occupation: \_\_\_\_\_ Currently Employed: **YES/NO**

**3. Declaration** – I have read and understood the organisation's Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform **International Taekwon-Do Foundation of NZ** of any change in circumstances.

**4. Referees** – Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have knowledge of your ability to work with children and young people. You should secure prior agreement of referees before providing their names.

**Referee 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ email: \_\_\_\_\_

**Referee 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ email: \_\_\_\_\_

<b>Appendix 2: VETTING CHECKLIST</b>
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**To be completed by an International Taekwon-Do Foundation of NZ Regional Director.**

1. Organisation's Name: **International Taekwon-Do Foundation of NZ**

2. Name of Instructor/Volunteer/Employee: \_\_\_\_\_

**This Checklist and a Child Protection profile form must be completed for all new instructors/assistant instructors/guest instructors from outside the organisation of International Taekwon-Do Foundation of NZ who have substantial access to children.**

1. Have you explained the need for vetting to the potential volunteer/employee? **YES / NO**
2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her? **YES / NO**
3. Have you set up a personal file for the potential volunteer/employee? **YES / NO**
4. Has volunteer/employee completed a Child Protection Personal profile Form? **YES / NO**  
*(Please attach the completed form to this checklist)*
5. Have you carried out appropriate vetting? **YES / NO**
6. Were the results satisfactory? **YES / NO**
7. Have you taken up two written references? **YES / NO**  
*(Please attach the references to this checklist)*
8. Have you followed up the references with either a telephone call/conversation. **YES / NO**  
*(Please attach a written record with full details including the date of the call or conversation to this checklist)*
9. Has the above individual been approved as a volunteer/employee with International Taekwon-Do Foundation of NZ? **YES / NO**

*You must be able to answer YES to questions 1-8 above before you sign this form*

- **Signed:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Name (in block capitals):** \_\_\_\_\_
- **Position held in International Taekwon-Do Foundation of NZ :**

\_\_\_\_\_

### Appendix 3: MAKING AN EFFECTIVE REPORT OF CONCERN

**Is the child or young person of concern at immediate risk of harm? If YES, call 111 immediately.**

The quality of the information you share can make the difference between an individual of concern receiving the help they need or not. When making a Report of Concern it is recommended that you take the time to plan the information you intend to include.

Key questions to consider include:

1. Will the person receiving the report be able to easily understand your concerns? Ask a trusted friend or colleague to read it before submitting it - are your concerns clear?
2. What is your plan regarding follow up with the agency you filed the report with ensure your concerns are being addressed?

The following list of information has been compiled by “Safeguarding Children NZ” that is useful for Oranga Tamariki or Police to identify a child, young person or adult of concern and also, for them to better understand your concern(s). The more detail you are able to provide the more effective your report becomes.

- Name of child or young person
- If known, date of birth or approximate age
- If known, address or place of residence
- If known, contact phone numbers
- Name(s) of any other children in household/whanau/group/team
- Name(s) of parent/caregiver
- Name(s) of any other adults in household/whanau/group/team
- Name(s) of adult you are concerned about and their relationship or connection to the child
- School, Early Childhood Centre or group(s) attended
- Name of GP or Plunket nurse
- What are you concerned about?
- What have you seen or heard?
- Who was present when you noticed something?
- When did it happen?
- What did the child say? Use speech marks.
- What did the adult say or do that concerned you? Use speech marks.
- Is it a one-off incident or always occurring?
- If injury is present or disclosed, provide detail of where on the body. If you have one, use a body map and indicate left and right hand sides.
- Using the child or adult's own words, record how the injury happened and any other details disclosed. Use speech marks.
- Provide details of any questions you have asked and the response given. Use speech marks.
- What have you done to safeguard or protect the child?
- Who else is aware of or shares your concern(s)?
- Have you spoken to the child's family of your concern(s)? If not, detail why. For example, fear of child's or own safety.
- Do the family know you are making a Report of Concern? If yes, what was their response?
- If you have any reason to believe that a child will be at increased risk of harm as a result of submitting the Report of Concern, please ensure you highlight this concern in your report.
- Include your full name, job title or relationship to child or young person. Also, your contact number and name of organisation.
- We encourage you not to remain anonymous and to include your details in the report. This provides the agency you file the report with the option to contact you for more detail or clarification if necessary.
- If you wish to remain anonymous, please indicate this in your report and clearly state the reason why. Ensure you have included as much detail as possible as the agency will be unable to contact you for more detail or clarification.

Reference: <https://safeguardingchildren.org.nz/>

## Appendix 4: SUPPORT SERVICES

Due to the sensitive nature of topics covered in our training, some individuals may feel the need for support. The following list has been provided by “Safeguarding Children NZ”. This compiled list of service providers can provide the help or guidance required to put you in the right direction for support.

**If your safety is at risk, contact 111 immediately.**

<p><b>Family Services Directory</b> Family Services Directory is a great resource to find a specific service provider to help you. Please let others know about it. <a href="http://www.familyservices.govt.nz/directory">www.familyservices.govt.nz/directory</a></p>	<p><b>Youthline</b> Established to ensure young people know where to get help and can access support when they need it. Youthline also works to develop leadership and personal skills in young people. <a href="http://www.youthline.co.nz">www.youthline.co.nz</a></p>
<p><b>Netsafe</b> Helps keep people of all ages safe online. Provides free support, advice and education seven days a week. <a href="http://www.netsafe.org.nz">www.netsafe.org.nz</a></p>	<p><b>Kia Kaha – New Zealand Police</b> A school-based programme that aims to help create environments where all members of the community feel safe, respected and valued, and where bullying cannot flourish. <a href="#">Kia Kaha link</a></p>
<p><b>Parentline</b> Works with children who have been traumatised by abuse and domestic violence. Provides advice and support to parents and caregivers and counselling for children who present with challenging behaviours in the classroom and playground. <a href="http://www.parentline.org.nz">www.parentline.org.nz</a></p>	<p><b>It’s NOT OK Campaign</b> Family violence is not okay but it is okay to ask for help! <a href="http://www.areyouok.org.nz">www.areyouok.org.nz</a></p>
<p><b>Kidsline</b> New Zealand's only 24/7 helpline for children and young people, run by specially trained youth volunteers! <a href="http://www.kidsline.org.nz">www.kidsline.org.nz</a></p>	<p><b>Lifeline Aotearoa</b> A textline to discuss any issue with qualified counsellors and trained volunteers - 24/7, confidential support. <a href="http://www.lifeline.org.nz">www.lifeline.org.nz</a> or call 0800 543 354</p>
<p><b>0800 What’s Up?</b> A free, nationally-available counselling helpline and webchat service for children and teenagers. A safe place to talk about anything, run by qualified counsellors and open 365 days. <a href="http://www.whatsup.co.nz">www.whatsup.co.nz</a> or call 0800 942 8787</p>	<p><b>Womens Refuge</b> Support and help for women and children experiencing family violence. <a href="http://www.womensrefuge.org.nz">www.womensrefuge.org.nz</a> or call 0800 733 843</p>
<p><b>Male Survivors of Sexual Abuse</b> Enabling the well-being of male survivors of sexual abuse. <a href="http://www.malesurvivor.nz">www.malesurvivor.nz</a></p>	<p><b>Shine</b> Provides a range of effective, practical and innovative services to help achieve making homes violence free. <a href="http://www.2shine.org.nz">www.2shine.org.nz</a> or call 0508 744 633</p>
<p><b>Samaritans Aotearoa New Zealand</b> Confidential, non-judgemental &amp; non-religious support. Contact immediately if you are experiencing loneliness, depression, despair, distress or suicidal feelings. <a href="http://www.samaritans.org.nz">www.samaritans.org.nz</a> or call 0800 72 66 66</p>	<p><b>Safe to talk</b> Available to anyone affected by sexual harm in anyway. Offers free confidential contact with trained specialists and connects individuals to support services in the community. <a href="http://www.safetotalk.nz">www.safetotalk.nz</a> or call 0800 044 334</p>

Reference: <https://safeguardingchildren.org.nz/>

# The Protection of the Child and Young People ITFNZ Commitment Statement



The International Taekwon-Do Foundation of New Zealand (ITFNZ), is committed to ensuring that all children and young people are safeguarded from harm, protected, and are respected and nurtured.

There is a clear expectation that at all times and under all circumstances, everyone will uphold the ethical and moral commitment we have to those we serve and to whom we teach the Korean Martial Art of Taekwon-Do.

Accordingly, a zero tolerance approach to child abuse or safety violations is expected and enforced across the organisation. All official branches (clubs) are required to provide appropriate means and processes for addressing matters of concern, including disclosures of abuse or harm. This includes ensuring that matters are dealt with in a timely manner, respectfully and compassionately and in accordance with the requirements of mandatory reporting, relevant NZ legislation and the ITFNZ Child Protection Policy.

All official branches (clubs) must be places of safety and all personnel must uphold and demonstrate through their actions and interactions the duty of care we have towards all children and young people. Accordingly, to ensure suitability of our contributing instructors / assistant instructors, all Regions must have robust recruitment (including eligibility checks), police vetting, and selection and performance monitoring procedures for those engaged in the delivery of Taekwon-Do on the behalf of ITFNZ.

Our commitment to safeguarding also includes a commitment to learning and development. ITFNZ will provide personnel with ongoing education and training which equips them with the knowledge and skills required. Training is provided in-line with their roles and responsibilities.

Compliance with the ITFNZ Child Protection Policy and its procedures is mandatory for all members. Relevant sections and material will be reviewed on a regular basis to ensure adherence to NZ law and regulations. This will ensure continuous improvement and reinforcement of the paramountcy of the child.

Importantly, the ongoing evolution of our practices and policies is informed through genuine engagement with children and young people.

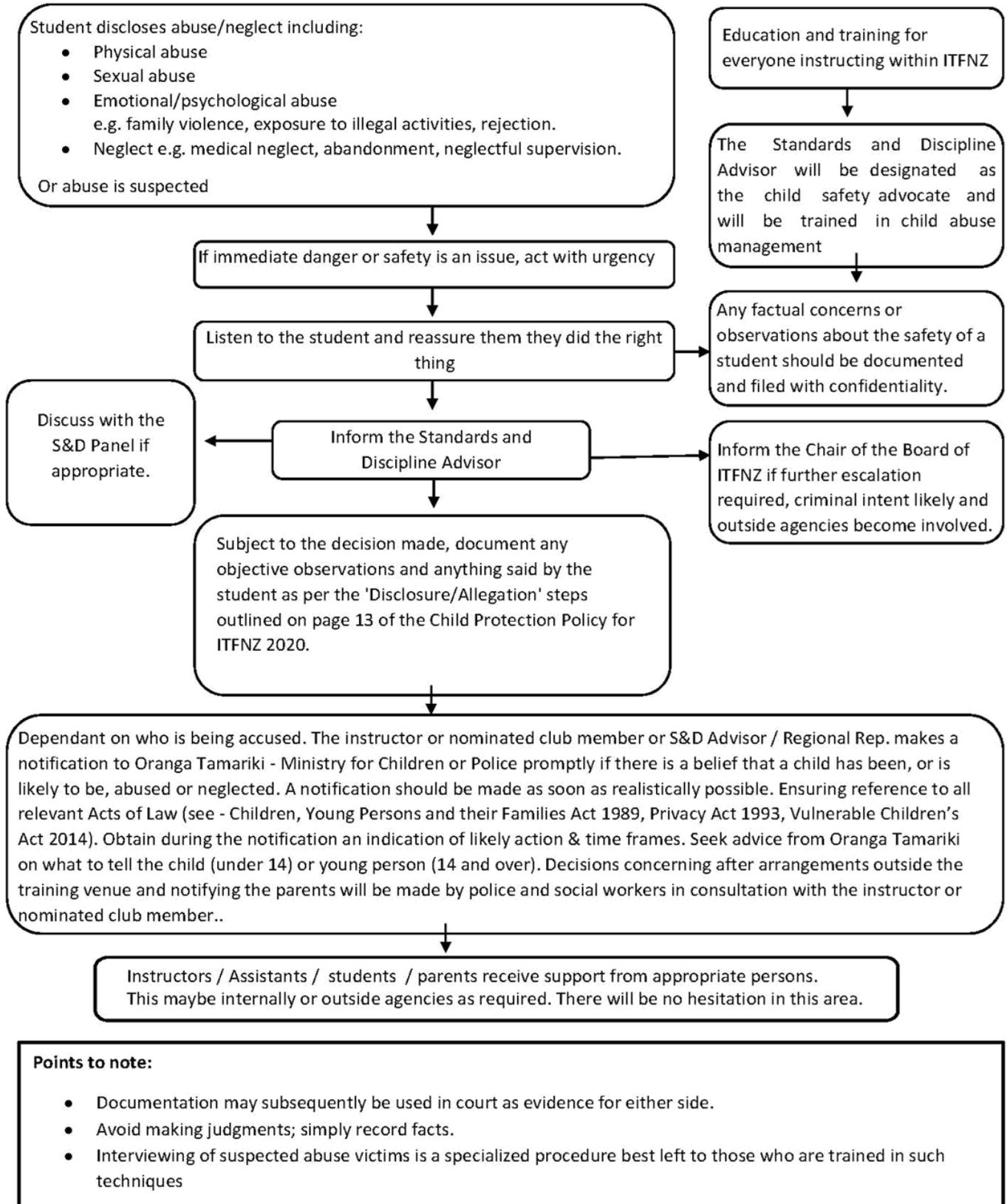
*"To help others to develop and succeed in life is a reward itself and only has value when nothing is expected in return." – General Choi Hong Hi (Founder of Taekwon-Do)*

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### Flow Chart of Action (ITFNZ Child Protection Policy 2020)



## BEING SAFE AND RESPECTED WHEREVER YOU ARE...



- We want no harm to come to you
- You have the right to feel safe – everywhere and at all times
- You have the right to be respected – that means to be listened to and cared for

## BEING SAFE MEANS:

- People care about you and you feel good about being with others when doing things
- You know where to go if you need help or support
- You are not hurt and don't feel that you will be hurt by others
- You know the rules about being safe
- People listen to you and you are asked for your ideas



## WHAT IF YOU OR SOMEONE YOU KNOW DOESN'T FEEL SAFE

- You always have the right to be safe and to feel safe, no matter where you are.
- If you are worried about yourself or someone else then tell someone you trust.
- Your Mum or Dad, your instructor or another grownup or senior are some people you might be able to go to.
- It can be hard to talk about why you don't feel safe but be brave and know that your safety is very important to us and you will be listened to.



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