

WCKUK Safeguarding Policy

Version 1.0 – Last updated: 22 May 2025

Safeguarding Lead: Wes Hussey | Email: info@wckuk.org

1. Our Commitment

WCKUK is committed to safeguarding and promoting the welfare of all students, especially children, young people, and vulnerable adults.

We aim to provide a safe, respectful, and supportive environment across all affiliated clubs.

Safeguarding is the responsibility of every instructor and applies at all times — during classes, events, gradings, and external workshops.

2. Who This Policy Applies To

- All WCKUK instructors, assistant instructors, and volunteers
 - Any club representative working with or supervising students
 - External parties hosting or supporting WCKUK events involving under-18s or vulnerable adults
-

3. Safeguarding Lead Contact

Name: Wes Hussey

Role: Designated Safeguarding Lead (DSL)

Email: info@wckuk.org

All concerns or disclosures must be reported to the Safeguarding Lead immediately.

4. Safer Recruitment & DBS Checks

All WCKUK instructors teaching children or vulnerable adults must:

- Hold an up-to-date Enhanced DBS check, renewed at least every three years
- Not teach unsupervised until this check is confirmed and recorded
- Provide proof of clearance on request to venues, schools, or parents

We keep secure records of checks and update them in line with safeguarding guidance.

5. Instructor Conduct & Behaviour

All instructors are required to:

- Maintain clear and professional boundaries at all times
 - Only use physical contact when necessary for safety or instruction — and always explain first
 - Avoid 1-to-1 situations with children unless visible (e.g. in open halls or with prior consent)
 - Never share personal phone numbers, message students privately, or communicate outside authorised channels
 - Wear appropriate clothing and maintain a respectful teaching environment
-

6. Recognising and Reporting Concerns

Instructors must be alert to:

- Unexplained injuries
- Poor hygiene or signs of neglect
- Behaviour changes or signs of distress
- Inappropriate comments or disclosures
- Bullying or isolation

If you suspect a safeguarding concern:

1. Report it immediately to the WCKUK Safeguarding Lead
2. Record what you saw/heard — stick to facts
3. Do not investigate or confront the individual involved
4. Maintain confidentiality — only inform the safeguarding contact

If the concern involves the safeguarding lead, report directly to:

- NSPCC Helpline: 0808 800 5000
 - Children's Social Care (local authority)
 - Police: 101 or 999 (emergency)
-

7. Safeguarding in Schools & Workshops

When delivering classes in schools, colleges, or youth settings, WCKUK will:

- Follow the host venue's safeguarding procedures
 - Provide DBS and insurance documents if requested
 - Adjust teaching style as needed for SEN or additional support requirements
 - Ensure staff remain visible and supervised throughout
-

8. Digital Safety & Social Media

WCKUK instructors must:

- Only use official channels for club communication
 - Never privately message students (under 18s)
 - Avoid posting photos/videos of children without written parental consent
 - Use discretion and professionalism on all personal and club social media accounts
-

9. Policy Review

This policy will be reviewed annually, or sooner if new legislation or NSPCC/Sport England guidance is issued.

Latest version: 22 May 2025