



Safe Recruitment Policy

For the All England Taekwon-Do Association

The All England Taekwon-Do Association (AETA) is committed to ensuring the safety and well-being of all individuals who come into contact with our coaching services, including participants, clients, employees, and volunteers. This policy outlines our commitment to safe recruitment practices when employing coaches to work with our organisation.

1. Purpose

The purpose of this policy is to establish clear guidelines for the recruitment, screening, and employment of coaches to ensure the safety and welfare of all individuals involved in our programs.

2. Scope

This policy applies to all employees and volunteers involved in the coaching process, including but not limited to coaches, trainers, and support staff.

3. Recruitment and Selection:

- 3.1. All coach positions will be advertised openly, and candidates will be selected based on their qualifications, experience, and suitability for the role.
- 3.2. A job description and person specification for coach positions will be created to clearly define the role's responsibilities and required qualifications.
- 3.3. All candidates for coach positions will undergo a rigorous interview process, including background checks and reference checks, to assess their suitability for working with vulnerable populations.
- 3.4. The All England Taekwon-Do Association (AETA) will provide equal employment opportunities to all qualified candidates, regardless of race, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

4. Background Checks

- 4.1. All potential coaches will be required to undergo a comprehensive background check, which may include criminal history, child abuse registry, and reference checks.
- 4.2. The All England Taekwon-Do Association (AETA) will comply with all applicable laws and regulations regarding background checks.

5. Training and Certification

- 5.1. Coaches will be required to possess the necessary qualifications and certifications relevant to their coaching role.
- 5.2. Coaches will be provided with training on The All England Taekwon-Do Association (AETA) policies and procedures, including child protection and code of conduct.



6. Supervision and Monitoring

- 6.1. Coaches will be supervised and monitored regularly to ensure they comply with The All England Taekwon-Do Association (AETA) policies and maintain appropriate professional boundaries with participants.
- 6.2. Any concerns or complaints regarding the conduct of a coach will be promptly investigated and addressed.

7. Code of Conduct

- 7.1. Coaches will be required to adhere to a code of conduct that outlines expected behaviour, including appropriate interactions with participants and clients.
- 7.2. Coaches will be informed of the consequences of violating the code of conduct, which may include disciplinary action, up to and including termination.

8. Reporting

- 8.1. All employees and volunteers are obligated to report any concerns or suspicions of inappropriate behaviour, abuse, or neglect involving coaches immediately to secretarygeneral@aeta.uk.
- 8.2. The All England Taekwon-Do Association (AETA) will ensure that all reports are handled confidentially and in accordance with applicable laws and regulations.

9. Review and Revision

This policy will be reviewed and updated as necessary to reflect changes in legislation, best practices, or organizational needs.

10. Implementation

This policy will be communicated to all employees and volunteers and will form part of their training and orientation process.

11. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination.

12. Contact Information

Concerns can be raised and reported at safeguarding@aeta.uk

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