



Guidelines for dealing with a child left after class

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Introduction

These guidelines outline the steps coaches must follow when a child is not promptly collected after class. These guidelines apply to all those under the age of 12, and those aged 12 – 18 who do not routinely make their own way to and from classes.

If these instructions conflict with current British Taekwondo coaches training, always follow the official training provided.

General Safeguarding Principles

- Both the Lead Coach and Assistant Coach must remain at the dojang until all children have been collected.
- No adult should ever be left alone with a child; this protects both the child and Bluewave representatives.
- Maintain an open, observable environment at all times.

Step-by-Step Procedure

A. Immediately After Class (First 10 Minutes)

1. Ensure the child remains inside the dojang; do not allow them to wait outside.
2. Reassure the child that they will be looked after until collected.
3. Stay in open, public areas—never move to private or unobserved spaces.

B. 15–60 Minutes After Class Ends

1. If the child is still present 15 minutes after class:
 - Do not rely solely on the child's assurance that someone is coming.
 - Contact the parent/guardian using the phone number on the attendance sheet.
 - For new students (joined within the last month), use contact details from the taster form (red clipboard in the office).
2. Notify the Bluewave Welfare Officers that you have contacted the parent/guardian. Welfare Officer contact details are on the office notice board.
3. If someone other than the parent/guardian is sent to collect the child:
 - Obtain confirmation from the parent/carer about the individual's identity.
 - Verify the identity of the person upon arrival.
4. If the child remains after 30 minutes, repeat the phone call. Continue contacting every 15 minutes as needed.

C. After 60 Minutes

1. If the child has not been collected after one hour:
 - Contact Social Services at 0300 555 1373 to report the incident.
 - If Social Services do not respond, contact the Police at 101.
2. Remain with the child until collected by the appropriate service.
3. Verify the identity of any service personnel collecting the child.
4. Do not feel guilty for involving official services—the child's welfare is paramount.
5. If official services are involved, Bluewave may not receive updates. When the child returns to training, check in with the parent/guardian at their first class back.

Roles and Responsibilities

- Lead Coach and Assistant Coach share responsibility for supervision.
- If neither coach can remain, contact the Welfare Officers immediately to arrange relief.
- Welfare Officers and Senior Coaches will manage post-incident communication with parents/carers and conduct a welfare review.

Incident Reporting

- Upon the child's collection, complete an incident report including:
 - Child's name
 - Times and details of attempted contacts with the responsible adult
 - Names of individuals spoken to
 - Account of the child's behaviour during the waiting period
- Use the standardised incident report form (available from the office).

Regular Late Pickups

- If a child is collected more than 15 minutes late on two occasions, within a three month period:
 - A formal meeting will be requested with the parent/guardian to discuss the pattern and agree on solutions.

Data Protection and Confidentiality

- Handle all contact information in accordance with data protection laws.
- Maintain confidentiality throughout the process.

Communication Guidance

- Use clear, calm language when speaking with children and parents/carers.
- Example script for contacting parents:
“Hello, this is [Your Name] from Bluewave Korean Martial Arts. [Child’s Name] has not yet been collected after class, that finished at [Time]. Could you please let us know your estimated arrival time or who will be collecting them?”

Training and Review

- All coaches should regularly review these guidelines and attend safeguarding training.
- Feedback on these procedures is encouraged; suggestions for improvement can be submitted to the Welfare Officers.

For further information, refer to the British Taekwondo Safeguarding Policy (available in the office) and contact the Welfare Officers with any concerns.