

This safeguarding flowchart is a visual representation of our organisation's procedure for reporting, and responding to, safeguarding concerns. It explains lines of reporting, how a referral is made, and the outcome of the referral.

If you have concerns about the behaviour of a member of staff or volunteer towards any child or adult, firstly, **ensure their immediate safety, then:**

Report your concerns to the relevant Welfare Officer and Table Tennis England's Safeguarding Team – who, with the Case Management Group will decide if the concern constitutes:

Poor practice or breach of Table Tennis England's Code of Conduct

Possible child or adult abuse

Poor practice or breach of Table Tennis England's Code of Conduct

Table Tennis England complaints/disciplinary procedures initiated – decision taken by Designated Safeguarding Lead and Chief Executive regarding temporary suspension pending the outcome of any statutory investigations.

Concerns referred to Children's Services/Adult Services who may involve the Police, if concerns relate to someone in a position of responsibility

<u>Possible outcomes</u> of the process/hearing:

- 1. No case to answer
- 2. Warrants advice/warning as to future conduct/sanctions
- Further training/support needed
- 4. Sanctions put in place
- 5. Dismissal and referral to the DBS

Table Tennis England complaints/disciplinary investigation undertaken informed by the outcome of the statutory investigation

Possible outcomes:

- 1. Statutory threshold not met so referred to Table Tennis England for disciplinary process to take place.
- 2. Children's /Adult's
 Services/Police enquiries and
 investigation undertaken
- 3. Following 2 above no case to answer.
- 4. Criminal proceedings.
- 5. Possible civil proceedings.

Appeals procedures available as part of natural justice

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