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FOREWORD

Working with young people is key for the expansion of table tennis and, with our many programmes, Table Tennis England try to give the opportunities for young people to participate and help them on their way to achieving their sporting and social ambitions. Additionally Table Tennis England is very proud of its ethos of inclusivity throughout our sport and recognises the key part that vulnerable adults have to play. It is very important that support is given to the volunteers, staff, players and parents by way of good practice guidelines and this document, Table Tennis England's Safeguarding and Vulnerable Adults Policy and Guidelines is part of the practice.

We would fail as the National Governing Body for table tennis in England if programmes of training and competitions were not available for all involved in our sport and, at the same time, we must ensure that everyone's welfare is a priority and the standards of all those involved is maintained.

This document was put together following many consultations and inputs and I would like to thank all those involved and acknowledge the support given to Table Tennis England by the Child Protection in Sport Unit (CPSU).

INTRODUCTION AND PRINCIPLES

- For the purposes of this policy and Table Tennis England's procedures the term young person refers to anyone aged under 18 (The Children's Act 1989).
- The definition of a 'vulnerable adult' is a person who is 18 years or over and is in need of community care services by reason of mental health or other disability, age or illness; and who is or maybe unable to take care of, or unable to protect themselves against significant harm or exploitation (Who Decides – HM Government 2007).
- Table Tennis England recognises that child and vulnerable adult abuse are very emotive and difficult subjects for anyone to have to deal with and can occur in many everyday situations including the home, school and sporting environments.
- Table Tennis England believe that all young people and vulnerable adults have a right to have fun and be safe in the activities they choose, and parents/carers should have confidence that the clubs and people within table tennis will protect their welfare.
- Table Tennis England is fully aware of its responsibilities and the need to safeguard against individuals who may abuse their position within the sport. By implementing these guidelines Table Tennis England recognises the rights and needs of both young and disabled people and others who may be particularly vulnerable.
- There are some individuals who will seek employment or voluntary work in order to gain access to young people and vulnerable adults in order to harm them Table Tennis England will uphold all employment checks and regulations to try and limit these individuals access to our sport.

- It is the responsibility of the child protection experts and statutory agencies to determine whether or not abuse has taken place but everyone working within table tennis has a responsibility to safeguard the welfare of young and vulnerable people at all times.
- Coaches, officials and volunteers working within table tennis who have regular contact with the most vulnerable within the table tennis community have a key role to play in identifying and recognising when abuse may be occurring whether that be inside or outside of the sport and Table Tennis England will commit to providing training and updates to support them.
- Table Tennis England will commit to the following:
 - ✓ To appoint a lead officer for safeguarding.
 - ✓ Appoint a Child Protection Case Management Group led by the lead officer to receive any reports and allegations, and to refer and liaise with the statutory agencies to ensure that appropriate action is taken.
 - ✓ Apart from the managing of cases the role of the lead officer to be instrumental in reviewing, updating and implementing policies and training with support from the Senior Management Team.
 - ✓ Ensure that Table Tennis England's Child Protection and Vulnerable Adults Policy and Guidelines is communicate, understood and implemented across the organisation including its affiliated members and bodies and all organisations in good standing with Table Tennis England.
 - ✓ Support clubs and leagues in the recruitment of local welfare officers.
 - ✓ Refer cases of abuse or poor practice to Table Tennis England's Disciplinary Committee within agreed timescales via the lead officer.
 - ✓ Make decisions on abuse or poor practice within the agreed timescales.
 - ✓ Inform all appropriate individuals and bodies of decisions within the agreed timescales.
 - ✓ Maintain records of all suspended, disciplined and permanently suspended people and, where appropriate, refer all permanently suspended people to the appropriate statutory agencies.

It is important that people are aware that Table Tennis England's Safeguarding Policy and Guidelines has been written and put together with inclusivity built in and not as an addition. However, we all need to understand that sometimes individuals can be disadvantaged by their additional vulnerabilities and backgrounds for example some disabled people and some Black and Minority Ethnic (BME) groups.

Disabled people may be more vulnerable because they may:

- Be more isolated from society as a result of their disability
- Have additional needs requiring support
- Use different forms of communication
- Not be believed
- Have medical needs that may be used to explain abuse



People from BME groups may be more vulnerable because they may:

- Be experiencing racism and racist attitudes
- Want to fit into society and therefore not 'make a fuss'
- Not communicate in English – it may be their second language

Table Tennis England, therefore, can make this document available in different formats to meet the needs of the individual. If you would like to take advantage of this please speak to Table Tennis England's lead officer for safeguarding. Contact details for all Table Tennis England staff can be found on the website www.tabletennisengland.co.uk.

Always remember in whatever we do as staff or volunteers:

THE WELFARE OF THE CHILD IS PARAMOUNT!

TABLE TENNIS ENGLAND'S POLICY STATEMENT

The aim of this policy is to promote good practice by ensuring that all Table Tennis England members will:

- ✓ **Be fully aware of their responsibilities with regard to safeguarding and child protection**
- ✓ **Safeguard and promote the interests and wellbeing of the young and vulnerable people with whom they are working**
- ✓ **Respond appropriately to all concerns**
- ✓ **Respect and promote the rights, wishes and feelings of all young and vulnerable people and take all reasonable and practical steps to protect them from harm, discrimination or abuse**
- ✓ **Be offered support and training to allow them to fulfil their individual role with regard to the protection and safeguarding of young and vulnerable people.**

Table Tennis England believes in and seeks to uphold the following principles:

- ✓ **The welfare of the child is paramount and also that of any vulnerable member of our society.**
- ✓ **All young and vulnerable people have the right to protection from abuse regardless of their age, culture, disability, gender, racial origin, religious belief and/or sexual identity.**
- ✓ **All allegations will be taken seriously and any reports or concerns will be dealt with promptly and sensitively ensuring that all appropriate action is taken.**
- ✓ **Staff and volunteers recognise they have the responsibility to ensure that they act upon any concerns or allegations.**
- ✓ **Processes for dealing with all complaints and allegations are fair and open to challenge through an appeals process.**



- ✓ **Table Tennis England commits to support anyone who, in good faith, reports their concerns.**
- ✓ **Require all staff and members to adopt and abide by Table Tennis England's Safeguarding and Vulnerable Adults Policy and Guidelines which incorporates Table Tennis England's Codes of Conduct.**

In drawing up this Policy and the Guidelines Table Tennis England have taken into account the following guidance and legislation:

- **The Children Act 2004**
- **The Children Act 1989**
- **The Protection of Children Act 1999**
- **The safeguarding Vulnerable Groups Act 2006**
- **The Every Child Matters strategy 2004**
- **Working together to Safeguard Children**
- **The Sexual Offences Act 2003**
- **Human Rights Act 1998**
- **The Rehabilitation of Offenders Act 1974**
- **Data protection Act 1998**
- **Police Act 1997**
- **Protection of Freedoms Act 2012**

Personal information will be treated in strict confidence, within the limits of the law, which requires that the Police, Children's Social Care and/or any other statutory agencies including the NSPCC be informed where there are concerns that a child or adult is at serious risk of harm or it is believed that a crime has been committed.

WHAT IS ABUSE?

It is important that we all try to understand what is meant by 'abuse' because there is often a very fine line between what we may consider to be either acceptable or unacceptable behaviour. Whilst it is important to understand the different types of 'abuse' that may occur, how to recognise them and what actions to take it is imperative that we all take responsibility for putting in place good practice to try to stop 'abuse' taking place.

If we suspect that 'abuse' may be taking place it is not an option to do nothing it should be reported either directly to Table Tennis England's lead officer, the local welfare officer or the statutory authorities, reporting procedures are dealt with in a later section.

Reports of 'abuse' should be taken seriously and always be aware of the welfare of the victim who may feel unable or scared to either confide or talk to anyone.

There are 4 recognised types of abuse recognised in the Children's Act (1989) and Working Together to Safeguard Children (2006) – **Neglect, Physical, Sexual, Emotional** we would also include **Bullying** as the 5th.

NEGLECT

Because neglect involves adults consistently or regularly failing to meet a child's basic physical and/or psychological needs, it is likely to result in serious impairment of the child's health or development. It can go unnoticed for a long time, yet have lasting and very damaging effects on children. Children who do not receive adequate food or physical care will often develop and mature more slowly, while those who are left alone, unsupervised of unoccupied will often find it difficult to make friends or socialise adequately. It is important to be able to recognise both physical and emotional signs.

Physical signs include:

- *Constant hunger, sometimes begging or stealing food from other children*
- *An unkempt state (frequently dirty or smelly)*
- *Loss of weight or being constantly underweight*
- *Inappropriate dress*

Behavioural signs of neglect include:

- *Being tired all the time*
- *Frequently being late for school or not going to school at all*
- *Failing to attend hospital or medical appointments*
- *Having few friends*
- *Being left alone or unsupervised on a regular basis*

In terms of sporting needs it may be when an athlete's personal or intimate requirements are ignored particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs. It could also mean failing to ensure they are safe or exposing them to harm.

PHYSICAL

Most children will collect cuts and bruises in their daily life, and certainly through their involvement in sport. In sports where advantages are gained by delaying the onset of puberty, drugs and diet may be used to retard physical and sexual development. This may result in serious medical disorders such as anorexia or osteoporosis. In other sports where strength, power or speed are key attributes, there is a potential for abuse from the use of performance enhancing drugs. In sports where participants qualify to compete in weight based categories there can be risk of harm to young competitors who are required to sweat off weight in a very short time shortly before competing. There may be serious medical consequences associated with severe dehydration, together with obvious risks of competing in a weakened condition. In any sport there is also the potential for physical abuse from overuse injuries. Children should avoid training or competing when suffering from injury, or before injury or illness rehabilitation has been fully completed.

For sport it might also occur if a person is forced to train beyond their capabilities or the intensity of training disregards an individual's ability/impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.

SEXUAL

Concerns about sexual abuse are most likely to be detected through changes in a child's behaviour. Concerns may be reported to you by a third party. Children may not tell you either directly or indirectly that they are being sexually abused. Direct disclosures from children are comparatively rare. This will have taken enormous courage on their part because it is likely that they will feel ashamed, afraid, confused and may have been threatened by the abuser. They may be aware, and very frightened of the potential consequences of disclosing the abuse. In all cases, children will tell you because they want the abuse to stop, therefore, it is very important that you listen to them and take them seriously.

There may be physical signs of sexual abuse, such as:

- *Pain or itching in the genital area*
- *Bruising or bleeding near the genital area*
- *Having a sexually transmitted disease*
- *Vaginal discharge or infection*
- *Stomach pains*
- *Discomfort when walking or sitting down*
- *Pregnancy*

If you suspect or become aware of such signs, it is inappropriate for you to check them out yourself. In these circumstances always refer the child to a medical expert and discuss your concerns with your club or welfare officer or the Table Tennis England Safeguarding Manager.

The sort of behavioural signs you may notice include:

- *Sudden or unexplained changes in behaviour*
- *Apparent fear of someone*
- *Running away from home*
- *Having nightmares*
- *Having sexual knowledge that is beyond the child's age or developmental level*
- *Making sexual drawings or using sexual language*
- *Wetting the bed*
- *Having eating problems such as overeating or anorexia*
- *Self harming or mutilating, sometimes leading to suicide attempts*
- *Saying they have secrets they cannot tell anyone about*
- *Abusing substances or drugs*
- *Suddenly having unexplained sources of money*
- *Taking over a parental role at home and seeming beyond their age level*
- *Not being allowed to have friends*

- *Acting in sexually explicit way towards adults or other young people*
- *A child telling someone about the abuse*

This could range from sexually suggestive comments to actual sexual contact in a sporting context, or could involve inappropriate photography or videoing, for the gratification of the viewer.

EMOTIONAL

Emotional abuse is perhaps the most difficult of all forms of abuse to measure. Often, children who appear well cared for may be emotionally abused by being taunted, put down or belittled or because they receive little or no love, affection or attention from their parents. Coaches and others involved in performance sport should also consider the potential emotional abuse from excessive pressure during training regimes or in relation to competition.

Physical signs of emotional abuse may include:

- *A failure to thrive or grow, particularly if the child puts on weight in other circumstances*
- *Sudden speech disorders*
- *Developmental delay either in terms of physical or emotional progress*

Behavioural signs may include:

- *Being unable to play, unwilling to take part*
- *Excessive fear of making mistakes*
- *Sudden speech disorders*
- *Self harm or mutilation*
- *Fear of parents being contacted*

Emotional abuse in sport occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely it can occur also if a person is over-protected. This can be present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given. Psychological abuse often includes emotional abuse and can include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidating, coercion, harassment, verbal abuse, isolation or withdrawal of services or supportive networks.

BULLYING

The damage inflicted by bullying is frequently underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or in extreme cases, causes them significant harm (including self harm).

Physical signs of bullying may include:

- *Stomach aches or headaches*
- *Scratches or bruising*
- *Damaged clothes*
- *Bingeing*
- *A shortage of money*
- *Fatigue*
- *Frequent loss of possessions*

Behavioural signs may include:

- *Fear and/or an avoidance of a particular individual or group*
- *Reduced concentration*
- *Becoming withdraw or depressed*
- *Being clingy*
- *Emotional fluctuations or mood swings*
- *A reluctance to go to school/training*
- *A drop off in performance in sport or at school*

Where bullying is concerned the abuser may well be another young person. Bullying can occur where there is inadequate supervision. In a sports context this could be on residential (training, tournaments, camps), in changing rooms and in under-staffed environments. Increasingly bullying occurs through the use of social media such as the internet (Facebook and Twitter) and mobile phones.

POOR PRACTICE AND ABUSE includes any behaviour that contravenes existing Codes of Conduct, infringes and individual's rights and/or reflects on a failure to fulfil the highest standards of care. Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the participants. This in turn will also encourage and develop a safer environment that could support all involved in the club and deter abusers.

DISCRIMINATORY ABUSE can occur in the shaper of psychological, emotional and physical abuse and is based on the ground of, racism, sexism and any form of abuse targeting a person's ability/disability, age, sexual identity or religious belief.

FINANCIAL AND MATERIAL ABUSE means failing to act in a person's best interests when managing money issues. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

Indications that a young person maybe being abused or suffering abuse may include the following:

- ✓ Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.

- ✓ An injury for which the explanation seems inconsistent.
- ✓ The child describes what appears to be an abusive act.
- ✓ Someone expresses concern about the welfare of the child.
- ✓ Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts of temper).
- ✓ Inappropriate sexual awareness.
- ✓ Engaging in sexually explicit behaviour.
- ✓ Distrust of adults particularly those with whom a close relationship would be expected.
- ✓ Difficulty making friends.
- ✓ Difficulty in socialising with other children.
- ✓ Displays variations in eating patterns including overeating or loss of appetite.
- ✓ Weight loss for no apparent reason.
- ✓ Becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place.

Remember that:

It is not the responsibility of coaches, staff or volunteers to decide that abuse is taking place, but it is their responsibility to act on any concerns.

If a child or young person says or indicates that they are being abused, or information is obtained which gives concern that they are being abused, the person receiving the information should listen carefully and - **react calmly so as not to frighten the young person:**

- Tell the young person they are not to blame and that it was right to tell.
- Do not show distaste, disgust or anger.
- Do not ask direct questions – who, what, where, when.
- Do not put words into their mouth by suggesting what has happened and by whom.
- Do encourage them to talk.
- Take what they say seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in languages says.
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.
- Keep calm and, even if you find what they are saying difficult or painful, keep listening.
- Reassure them but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments.
- Make a full record of what has been said, heard and/or seen as soon as possible including dates and times.

- Do not contact or confront the individual who is alleged to be responsible.

RESPONDING TO SUSPICIONS OR ALLEGATIONS

It is not the responsibility of anyone working under the auspices of Table Tennis England, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. However, there is a responsibility to protect children by informing Table Tennis England's Safeguarding Manager and the local club/league welfare officer. In an emergency where the child's welfare could be affected (this could occur if the suspicions relate to the parent/carer of the child) all suspicions should be referred immediately to the local Children's Social Care services or the Police in order that they can then make enquiries and take any necessary action to protect the child. As soon as realistically possible Table Tennis England's Safeguarding Manager should also be informed of any actions taken.

Children's Social Care has a statutory duty under the Children Acts 1989 and 2004 to ensure the welfare of the child. When a child protection referral is made its staff has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

What to do if there are concerns:

There is always a commitment to work in partnership with parents or carers where there are concerns about their children, therefore, in most situations it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a young person seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concern still exists, any suspicion, allegation or incident of abuse must be reported to the local club/league welfare officer or Table Tennis England's Safeguarding Manager as soon as possible and be recorded.

If you are concerned about the welfare of a young person or suspect that a young person has been, is being, or is likely to be abused, inform the club/league welfare officer, the leisure/sports centre manager or Table Tennis England's Safeguarding Manager. It is the responsibility of the person informed to contact the local Children's Social Care services without delay. If this person is not available, or the concerns/allegations relate to this person, the person discovering or being informed of the abuse should immediately contact Children's Social Care or the police.

If you have serious concerns about the immediate safety of a young person contact the Police or Children's Social Care; record who you spoke to and tell Table Tennis England's Safeguarding Manager and/or your club/league welfare officer what you have done.



Children's Social Care, together with Table Tennis England's Safeguarding Officer, where appropriate, will advise about how and when parents and carers will be informed.

IF YOU ARE NOT SURE WHAT TO DO ADVICE CAN BE OBTAINED BY TELEPHONING:

**THE NSPCC (24 HOUR) FREEPHONE HELPLINE ON 0808 8005000, OR
TABLE TENNIS ENGLAND'S CHILD PROTECTION HELPLINE ON
07977243327**

Records and Information

Information may need to be passed on to the statutory agencies so needs to be as helpful as possible. A reporting template can be found in the Appendices but should include the following:

- ✓ Name of young person, age and date of birth, gender, and disability
- ✓ Address and contact details
- ✓ Whether the concerns/allegations are your own or somebody else's
- ✓ The nature of the concern/allegation
- ✓ What you have observed, heard or been told
- ✓ A description of any visible bruising or other injuries
- ✓ The young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- ✓ Any times, dates or other relevant information
- ✓ A clear distinction between what is fact, opinion or hearsay

Reporting the matter to Children's Social Care or the Police should not be delayed by attempts to obtain more information. Whenever possible referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or police officer to whom the concerns were passed, together with the time and date of the call in case any follow up is needed. All the information must then be passed on to the Table Tennis England's Safeguarding Manager.

WHISTLE BLOWING POLICY

This Whistle Blowing Policy applies to everyone whether a member of staff, a volunteer or in any way connected to Table Tennis England.

The aim of this policy is to provide a clear and transparent way for anyone within or connected to Table Tennis England to raise genuine concerns about acts of wrongdoing or

malpractice in the organisation. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

The policy enables those people authorised to deal with allegations within Table Tennis England the means to ensure that staff and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.

The procedure does not apply to child protection concerns or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with following the relevant safeguarding processes nevertheless anyone reporting a concern or allegation relating to child protection will be afforded the same protections as described in this policy.

What to do if you wish to raise a concern

1. Speak to your manager or another colleague if you are a member of staff; or the Safeguarding and Ethics Manager. If your concern relates to your manager then speak to the Safeguarding and Ethics Manager.
2. Your manager or the Safeguarding and Ethics Manager will arrange to meet with you as soon as possible to discuss your concern. The meeting should take place within 7 days of the report being received and may take place away from the office if necessary particularly if the person reporting the concern is a volunteer.
3. You will be told either at the meeting or as soon as possible afterwards what, if any, action will be taken to address your concern or allegation. It may not always be possible to tell you the full outcome at this point particularly if an investigation has to take place which involves statutory agencies. If no action is to be taken you will be informed of the reasons why this decision has been reached.
4. If you do not want the person you have concerns about to know your identity, you should make this clear to the responsible manager at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
5. If members of staff feel that they need support in raising their concern then they may bring a trade union representative to the meeting with the responsible manager. Anyone reporting a concern may bring a colleague with them to the meeting with the responsible manager.

What to do if someone raises a concern with you

If someone tells you they are concerned about the actions of another staff member or volunteer, you should arrange to meet them within 7 days of the initial conversation. If you are not the person's manager, you should establish why they have chosen to discuss the concern with you. You may suggest that the person speaks to another responsible manager if you wish, but should not refuse to hear what the person has to say.

You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet them away from the office if they wish particularly in the case of a volunteer, and allow them to bring a colleague or trade union representative to the meeting. You should also remind the person with the concern about other sources of support available to them. Some are listed at the end of this document.

If the person reporting the concern wants their identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable.

Make notes of your discussions with the individual, and check the accuracy of your notes with them.

Deciding what action to take

Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally.

If the concern appears more serious, you must consider first whether any immediate action is needed to protect children or a vulnerable adult. If so, you should report the concern immediately to the Safeguarding and Ethics Manager or directly on to the statutory agencies in line with Table Tennis England's Safeguarding Procedures.

If you are not the manager of the person who is the subject of the concern, you should refer the matter to the person's manager, who will decide what action to take.

Conducting an investigation

Unless the matter is relatively minor and can be dealt with informally, the responsible manager should arrange for an investigation to be completed following Table Tennis England's normal processes as set out in the Safeguarding Guidelines and the Disciplinary Regulations.

The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be interviewed and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in human resources.

Once the investigation is completed, a report will be produced in line with Table Tennis England's normal process summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Measures will be taken to preserve the anonymity of the person who raised the concern, if this has been their wish. If the concerns are not upheld, this should also be made clear.

If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling,



the implementation of new policies or procedures for the whole workforce, or a referral to the Disclosure and Barring Service.

If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police will be informed in which case the Table Tennis England investigation may have to be suspended pending the outcome of any police investigation.

The person who raised the concern will be informed of the outcome, but not the details of any disciplinary action. It appropriate support or counselling will be offered to that person.

If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain then disciplinary action may be taken against them.

ALLEGATIONS PROCESS

Allegations can be made about anyone involved in table tennis and could include anyone working with young people in a paid or voluntary capacity (e.g. club volunteers or helpers, officials, team captains or managers, assistants in addition to qualified coaches).

Child abuse can and does occur outside the family setting and, although it is a sensitive and difficult issue, it has occurred within table tennis. Recent statistics indicate that abuse, which takes place within a public setting, is rarely a “one off” event. It is crucial that those involved in table tennis are aware of the possibility and that allegations are taken seriously and appropriate action taken. People who harm children and young people will travel across countries, borders and sports in order to access their victims.

The club/league welfare officer may be informed of situations where they are unsure whether the allegations constitute abuse or not and can be, therefore, unclear about what action to take. There may be circumstances where allegations relate to poor practice rather than abuse. Those responsible should always consult Table Tennis England’s Safeguarding Manager in the first instance or seek advice from Children’s Social Care or the NSPCC (if the Table Tennis England Safeguarding Manager is not available). It may be the particular allegation is one of a series of concerns which together could be significant or build a picture of behaviour giving cause for concern.

It is acknowledged that feelings generated by the discovery that a coach or volunteer has abused, or may be, abusing a child will raise concern amongst other coaches or volunteers, particularly in relation to the difficulties inherent in reporting such matters. It is important, however, that any concerns for the welfare of any child arising from the abuse or harassment by a coach or volunteer should be reported immediately. The welfare of the child must always be of paramount importance,

Table Tennis England will assure all coaches, volunteers, helpers, staff or officials that it will fully support and protect anyone who, in good faith, reports their concerns that a colleague has abused, or may be, abusing a child.

When there is a complaint there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the Police and Children's Social Care investigation may well influence the disciplinary investigation.

What happens when a concern is reported:

- ✓ The report is received by the Table Tennis England's Safeguarding Manager who will, in conjunction with the Case Management Group, decide what actions need to be taken.
- ✓ If, following consideration, the allegation is clearly about poor practice, it may be dealt with as a disciplinary issue or appropriate education and support may be put in place following advice from Table Tennis England's Safeguarding Manager or other relevant senior staff.
- ✓ If the allegation is about poor practice or if the matter has been handled inadequately and concerns remain, it should be referred to Table Tennis England's Safeguarding Manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- ✓ Any suspicion that a young person has been abused by either a coach or volunteer should be reported to the club/league welfare officer and Table Tennis England's Safeguarding Manager who will take such steps as considered necessary to ensure the safety of the young person and/or any other young person who may be at risk.
- ✓ Table Tennis England's Safeguarding Manager and/or the club/league welfare officer will refer the allegation to the Children's Social Care or the Police.
- ✓ The parents or carers of the child will be contacted as soon as possible following advice from the statutory agencies (Children's Social care or the Police).
- ✓ The club/league welfare officer must also notify Table Tennis England's Safeguarding Manager who will deal with any media enquiries and represent Table Tennis England at any strategy meetings.
- ✓ Every effort will be made to ensure that confidentiality is maintained for all concerned.
- ✓ If the club/league welfare officer is the subject of the suspicion/allegation, the report must be made to ETTA's Safeguarding Manager, who will then be responsible for taking the action outlined above.
- ✓ Table Tennis England will make an immediate decision regarding any individual accused of abuse regarding their temporary suspension pending further Police and Children's Social Care enquiries.



- ✓ Table Tennis England's Safeguarding Manager will involve Table Tennis England's Child Protection Case Management Group in the making of all decisions regarding child abuse, poor practice, inappropriate behaviour and information received from the Disclosure and Barring Service checks (DBS checks).

Consideration will be given regarding available support to the young person, the parents, carers, guardians, coaches, members, volunteers and the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a coach or volunteer who is still working with children and young people). Where such an allegation is made the procedures given under the section 'Responding to Suspicions and Allegations' will be followed. This is important as other young people in table tennis, or outside the sport, may be at risk from this person. Anyone who has a previous conviction for offences relating to abuse is automatically excluded from working with children, young people and vulnerable adults and is not welcome in table tennis.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned and gossiping or spreading rumours about any person involved in a child protection issue must be avoided (beyond giving information as part of a legitimate investigation process) as such behaviour can result in legal action. Information should be handled and disseminated on a need to know basis. This includes the following people:

- Table Tennis England's Safeguarding Manager
- Table Tennis England's Chief Executive
- Club/League Welfare Officer
- Person making the allegation
- Children's Social Care/police
- Table Tennis England's Case Management Group
- Parents of the child - take advice from Children's Social Care or the Police if the parent/carer is the alleged abuser
- The alleged abuser (and parents if the alleged abuser is a child) - take advice from the Police and Children's Social Care as to whom should approach the alleged abuser and what information they can be given

Reinstatement and Aftermath

Each individual case will be assessed by Table Tennis England's Case Management Group irrespective of the findings of any investigations carried out by the Children's Social Care or the Police to decide whether a member of staff or volunteer can be reinstated and how, if

appropriate, the situation can be handled sensitively. The process may be difficult due to lack of evidence so the decision will be based upon the available information, which may suggest that on a balance of possibility it is more likely that the allegation is true. At all times the welfare of the children will be paramount.

Consideration will be given regarding the support that may be necessary not only for the young people, parents and members of staff involved in an individual case but also to the alleged perpetrator of the abuse. Table Tennis England is committed to ensuring that all parties are kept informed and are supported throughout the process.

RECRUITMENT OF STAFF AND VOLUNTEERS

Introduction

Table Tennis England is aware that in order to be successful it relies not only on its paid staff but also on the dedicated volunteer workforce delivering table tennis at all levels across England. All volunteers and staff should ensure that they take the appropriate steps to ensure that unsuitable people are prevented from working with young people, disabled and/or vulnerable adults. The following guidelines should be adopted by everyone in table tennis:

- **Advertising** - if any form of advertising is used to recruit staff, whether paid or voluntary it should reflect the:
 - ✓ Aims of the organisation whether club, league, county, region or national and, where appropriate, the particular programme involved
 - ✓ Responsibilities of the role
 - ✓ Level of experience or qualifications required
 - ✓ The organisation's open and positive stance on safeguarding
- **Pre-application information** - pre-application information sent to interested or potential applicants should contain:
 - ✓ A job description including roles and responsibilities
 - ✓ A person specification
 - ✓ An application form
- **Applications** - all applicants whether for paid or voluntary, full or part time positions should complete an application form which should elicit the following information:
 - ✓ Name, address and national insurance number
 - ✓ Relevant experience, qualifications and training undertaken
 - ✓ Listing of past career or involvement in sport
 - ✓ Any criminal record
 - ✓ Whether the applicants are known to Children's Social Care as being an actual or potential risk to children or young people, a self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence

- ✓ The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
 - ✓ Any former involvement with table tennis or any other sport
 - ✓ The applicant's consent to criminal record and employment checks being undertaken
 - ✓ The applicant's consent to abide by Table Tennis England's Codes of Conduct.
 - ✓ The form should also state that failure to disclose information or subsequent failure to conform to the Codes of Conduct could result in disciplinary action and possible exclusion from the membership of Table Tennis England. Sample forms are available on the website.
- **Checks**
All volunteers and staff with significant access to children and vulnerable adults must undergo DBS Enhanced checks. See later section for the Disclosure and Barring Guidelines. If any doubts or concerns are raised through the application form, references or DBS checks, all information must be reported to Table Tennis England's Safeguarding Manager. The recommendation is that DBS checks should be carried out every 3 years.
 - **Interview**
Where possible all staff and volunteers should undergo a formal interview process.
 - **Induction**
All staff, paid or voluntary, should undergo an induction in which:
 - ✓ Their qualifications are verified
 - ✓ Training needs are identified
 - ✓ They sign up to Table Tennis England's Codes of Conduct and policies and procedures are explained
 - ✓ The roles and responsibilities are explained.
 - **Training**
Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. Table Tennis England recommends the following:
 - ✓ Recognised safeguarding and child protection awareness e.g. Sportscoach UK workshop *Safeguarding and Protecting Children* be attended and refreshed every 3 years
 - ✓ Relevant equality training
 Coaches should also obtain their UKCC qualification and, as part of the process, attend an Emergency First Aid course.
 - **Monitoring and Appraisal**
All staff or volunteers should be given the opportunity to receive formal (through an appraisal) or informal feedback, to identify training needs and set new goals. Club management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage by liaising with the local welfare officer and Table Tennis



England's Safeguarding Manager. They should also offer appropriate support to those who report concerns/complaints.

- **Complaints and disciplinary procedures**

Clubs and Leagues should have in place a complaints and disciplinary process of which all parents, young people, members, staff and volunteers should be aware.

CODES OF CONDUCT

It is possible to reduce situations of possible abuse and to protect coaches and volunteers by promoting good practice. Full copies of all Table Tennis England's Codes of Conduct to which all parents/carers, volunteers, coaches and players staff should read, be aware of, and sign up to may be found in the Appendices at the end of these Guidelines and also on the Table Tennis England website.

It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children and young people, especially if they are very young or have disabilities. These tasks should only be carried out with the full understanding and consent of the parents and the young people involved. There is a need to be responsive to a young person's reactions – if they are fully dependant on you, explain what you are doing and give choices where possible. This is particularly necessary if you are involved in dressing or undressing, or where there is physical contact whilst lifting or assisting a young person to carry out particular activities.

If you accidentally hurt a young person and they appear distressed in any way, appear to be sexually aroused by your actions or misunderstand or misinterpret something you have done, report any such incident as soon as possible to the local child welfare officer or the person in charge and make a brief written note. Parents should be informed of the incident.

PHOTOGRAPHY AND USE OF CAMERAS/VIDEOS INCLUDING MOBILE PHONES GUIDELINES

Table Tennis England is committed to providing a safe and enjoyable environment for young people to play and compete in their chosen sport. Part of this is recognising that both Table Tennis England and the player's relatives will want to celebrate their success and promote table tennis whilst at all times protecting our young players and, therefore, asks that everyone abides by the following:

- ✓ Consent must be given by parents/carers for the taking and publication of photographic images of young people.
- ✓ Young people should be appropriately dressed for table tennis.
- ✓ Photography should focus on the activity rather than the person and any personal details e.g. address should never be published.
- ✓ Any concerns should be passed on to Table Tennis England's Safeguarding Manager.

PHOTOGRAPHIC/VIDEO/MOBILE PHONE EQUIPMENT

- Anyone wishing to use photographic and/or videoing equipment at any Table Tennis England organised event must first register their intent with the Event Organisers.
- Anyone taking photos must have a valid reason for doing so and should produce, if asked, a valid Coach or Player Licence, be able to prove that they are related to a player or have an official Press Card.
- The organiser will provide the person with a sticker for the day, which must be worn, and visible at all times.
- Permission to use photographic equipment is solely at the discretion of the event organiser.
- The tournament organiser or referee may challenge any person using cameras or videos during the course of a competition or event.
- Anyone using a camera/video who is not displaying their sticker may be stopped immediately from filming or taking photographs.
- Anyone continuing to use photographic equipment after being warned may be asked to leave the event and the matter reported to the Table Tennis England's Safeguarding Manager as soon as possible to allow any further action, if needed, to be taken promptly.
- To help enforce this policy Table Tennis England suggests that large signs be displayed at the entrance to the venue stating that 'NO UNAUTHORISED USE OF CAMERAS OR VIDEOS ALLOWED'. These can be obtained from the Table Tennis England headquarters office.

CHILD PROTECTION CONTACT AT EACH EVENT

- It is the recommendation of Table Tennis England that event organising committees should appoint one member to act as the child protection contact at their event.
- The name of the person appointed should be displayed at the Registration Desk during the event.
- The nominated person should have attended a Safeguarding Workshop.
- The role of the contact is to report concerns about any incidents of child abuse to Table Tennis England's Safeguarding Manager and/or, if the incident is considered to be serious, to the local police or Children's Services.
- The contact will not be asked to make any judgements as to whether abuse was or was not taking place but to report the incident.



- A supply of incident reporting forms may be obtained from Table Tennis England free of charge.

It is hoped that the implementation of these guidelines will only cause a minimal amount of additional administration for tournament organisers and referees. For full information please see Table Tennis England's Safeguarding Policy and Guidelines.

If anyone has any queries or would like any further information please contact:

Table Tennis England's Safeguarding and Ethics Manager,
Tel: 07507860034
Email: judy.rogers@tabletennisengland.co.uk

DISCLOSURE AND BARRING SERVICE CHECKING GUIDELINES

Table Tennis England is committed to trying to create a safe environment for children and young people in our sport, and believes that everyone involved with the sport should be aware of the importance of Disclosure and Barring Service (DBS) checking in the recruitment process for both staff and volunteers.

The following guidelines have been agreed by Table Tennis England as best practice in respect of all staff and volunteers working with children and young people – for the purposes of these guidelines children and young people are defined as under 18s.

The guidelines try to ensure that people with a history of relevant and significant offending are prevented from contact with children or young people and do not have the opportunity to influence policies of practice with them. Table Tennis England acknowledges that many people who offend against children and young people are not caught and that offending can be undetected for many years. In view of this the Association urges all its staff, volunteers and anyone who is in anyway involved with the sport to follow and adopt its safeguarding policies and guidelines and to maintain a vigilant approach to the welfare of children and young people.

THE GUIDELINES

Table Tennis England's guidelines relate to all coaches, club and league welfare officers, staff and volunteers whose role meets the criteria for regulated activity or supervision. Anyone falling into regulated activity must have an enhanced DBS check carried out every 3 years in order to continue in that role.

This could include people (including parents unless it is their own children) transporting players who are aged under 18 years to local league matches, local and national competitions and coaching sessions on a regular basis.

THE PROCESS



The decision has been taken that the Association will not carry out the checking process 'in house'. In order to assist our members an arrangement has been agreed with TMG CRB, an Umbrella Body registered with the DBS, for them to process checks on the behalf of the Table Tennis England.

It has also been agreed that Table Tennis England will not accept DBS checks processed through any registered body other than TMG CRB.

CONVICTIONS

Table Tennis England is committed to recruiting and retaining staff and volunteers, and to their fair treatment regardless of their ethnicity, gender, sexual orientation, age, religion, sensory impairment, physical or learning disability or offending background. It further recognises that a mix of talent, skills, potential background, knowledge and experiences are important amongst its staff and volunteers so that children and young people are provided with a wide range of role models and people to provide support. The Association will ensure that all people involved in making decisions or recommendations on its behalf are themselves subject to similar vetting, where appropriate, and are properly trained with full knowledge of all the relevant statutory requirements and codes of practice.

Where there is evidence shown on the DBS check of convictions, the following process will be undertaken:

1. Table Tennis England's Safeguarding Manager will ask the person concerned to provide a written statement regarding the circumstances surrounding the conviction/s plus any other relevant supporting evidence.
2. If the person decides to withdraw from the process at this point without providing a statement or evidence Table Tennis England retains the right to hold the decision on a case file as a recruitment decision.
3. All the relevant information will be forwarded to the Table Tennis England's Child Protection Case Management Group who will take any decisions regarding employment of the individual.
4. A criminal record will not necessarily stop a person from working with children and young people in table tennis, but Table Tennis England has a responsibility for the welfare of children and young people within the sport and will make all decisions in good faith, taking into account:
 - Whether the conviction, or other matter revealed is relevant to the position in question
 - The seriousness of any offence or other matter occurred.
 - The length of time since the offence or other matter occurred.
 - Whether the applicant has a pattern of offending behaviour or other relevant matters.
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
 - The circumstances surrounding the offence and the explanation offered.

- The person concerned will be advised if any actions are deemed necessary by the Table Tennis England’s Safeguarding Manager.
- If the recommendation is that the applicant should be suspended from the sport the Safeguarding Manager will liaise with Table Tennis England’s Disciplinary Committee.
- Any appeals will be heard by Table Tennis England’s Appeals Committee.

CHILD PROTECTION CASE MANAGEMENT GROUP

PURPOSE

1. To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the route a case will take internally and/or external referral to statutory agencies. Decisions as to the route a case should take will be made within 48 hours of the initial report.
2. To make initial decisions as to what level each case will be dealt with i.e. minor poor practice which may be referred back to a club complaints/disciplinary procedures with advice; or suspected abuse of a child which requires dealing with at a national level through disciplinary procedures. These initial decisions will be taken within 7 days of the initial report.
3. To advise others within Table Tennis England about actions they may need to take, such as initiating disciplinary procedures.
4. To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.
5. All decisions will be kept on a ‘need to know basis’ and anyone directly involved with a case will be kept informed as to progress by the Table Tennis England’s Safeguarding and Ethics Manager.

PRINCIPLES

1. **Independence** - it is essential that the group is empowered by Table Tennis England to make decisions on the route that cases will take without influence or prejudice by others in the Association.
2. **Confidentiality** – all child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and the Human Rights Act.
3. **Expertise** – the group will be led by Table Tennis England’s Safeguarding and Ethics Manager. The group will include the Head of Operations, Chief Executive Officer and an independent member. Decisions will be made by a minimum of 2 members.
4. **Equity and Anti-discriminatory Practice** – all decisions made by the group need to be fair, open and transparent. An open mind will need to be kept in all cases until they have been investigated and concluded. The group should be guided by Table Tennis England’s Safeguarding and Equality Policies and the principle that **ALL** children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.
5. **The welfare of the child is paramount** – this principle is enshrined in the Children Act 2010. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

MEMBERSHIP

Safeguarding and Ethics Manager
Head of Operations
Chief Executive Officer
An independent member – Phil Goulding

TRANSPORT GUIDELINES

Table Tennis England operate an extensive competitions programme within England in addition to local events and league play. Some of these trips may involve overnight stays or even travelling abroad and we want all participants to have an enjoyable and exciting experience. For travel involving overnight stays or foreign travel please see the Safe Events Guidelines on our website.

For local travel including league matches:

- Ensure drivers are qualified
- Check correct insurance cover is in place
- Make sure the vehicle has MOT, Road Tax etc
- If possible 2 adults should travel but if this is not possible then make sure the young people travel in the back of the vehicle.
- Obtain parental consent – sample letter in the appendices

Late collection

Issues around late collection can create many problems for club officials and it is important that clubs adopt guidelines and communicate them to all parents/carers. Clubs should not be responsible for transporting young people in the event of late collection other than in the case of an emergency.

Club officials:

- Make sure parent/carer contact details are available
- Ensure that 2 club officials stay with the individual if possible
- If an official is left alone then stay in an open place
- Do not take the individual to your own home or to any other location
- Do not send the individual home with anyone else unless you have parental consent

Whilst we all accept that sometimes emergency situations arise but all parents and carers should be made aware of the problems their late arrival can cause the club.



USEFUL CONTACTS

Table Tennis England,
Norfolk House,
Silbury Boulevard,
Milton Keynes,
MK9 2DL

www.tabletennisengland.co.uk

Safeguarding helpline: 07977243327

Child Protection in Sport Unit (CPSU)
NSPCC National Training Centre,
3 Gilmour Close,
Beaumont Leys,
Leicester
LE4 1EZ

www.thecpsu.org.uk

Tel: 0116 234 7278

Childline

Freepost 1111,
London

N1 0BR

www.childline.org.uk

Tel: 0800 1111

APPENDICES

Guidance for Parents/Carers	Page 28
Code of Conduct for Responsible Adults and Organisers	Page 29
Coaches Code of Conduct	Page 31
Code of Conduct for Players	Page 34
Club Complaints Procedure Guidelines	Page 35
Parental Consent Form	Page 38
Safeguarding Incident Reporting Form	Page 40
DBS Flowchart for Eligibility	Page 42
Reporting Procedures Flowchart	Page 43
Role of Sports and Statutory Agencies	Page 44

GUIDANCE FOR PARENTS/CARERS

In order to gain the best experience from their involvement in sport young people generally rely on their parents/carers for both emotional and financial support. This influence can be critical as they become involved in training squads and competitive play. Parents/carers should be aware that Table Tennis England expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse. It is hoped that the following will prove useful to parents/carers to play a positive part in their child's career in table tennis:

1. Support your child's involvement and help them to enjoy all that table tennis has to offer.
2. Ensure that your child reads and understands the Code of Conduct for Players.
3. Encourage respect for the laws of table tennis, support and promote fair play at all times and the acceptance of umpires and officials' decisions and also do not condone the use of prohibited substances.
4. Encourage recognition of good performances in others as well as themselves.
5. Uphold high standards of behaviour, appearance, punctuality and the importance of being a good team member.
6. Always use appropriate language and ensure your child does the same.
7. Encourage your child to take responsibility for their own actions on and off the table e.g. not blaming others or seeking excuses for their own shortcomings or mistakes, and encourage their greater independence.
8. Never exert undue pressure on your child to compete or get results be realistic about your child's ability.
9. Establish a positive partnership with the coach to help provide the best possible balance between the demands of table tennis, education and home.
10. Show respect and trust the coach working with your child. If you have any questions or queries communicate directly with the coach do not compromise the relationship between the coach and player.
11. Ensure that your child is aware of all the arrangements for any trips including the correct equipment and clothing.
12. Encourage your child to take responsibility for their own safety.
13. When at a competition or event please always remember that your role is as a supporter and allow the coach the space to work with your child.

CODE OF CONDUCT FOR RESPONSIBLE ADULTS AND ORGANISERS

INTRODUCTION

Table Tennis England expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

Table Tennis England operate an extensive competition programme within England in addition to organising training camps and travel abroad for the elite players, and want these experiences to be exciting and enjoyable for the participants. It is hoped that these guidelines will not only assist those with responsibility for organising and implementing trips for groups of players, but also provide a resource for inclusion in parents/carers information packs.

Anyone involved in table tennis who is in charge of groups of children should be aware **AT ALL TIMES** that they are legally and morally responsible for the children's welfare and behaviour.

Where it is not possible to follow the guidelines below exactly then everyone should use a common sense approach but **ALWAYS ENSURING THAT THE WELFARE OF THE CHILD IS PARAMOUNT** and should never take any actions that could prejudice this statement.

- ✓ A programme should be drawn up for each trip and made available to all players and their parents/carers which will include all departure, approximate return times, collection and drop off times and details of a point of contact for the trip.
- ✓ Ensure that the appropriate insurance is in place and check if any additional cover is required if foreign travel is involved.
- ✓ Collect and hold consent forms, emergency contact numbers and medical information for all players.
- ✓ All players should have a copy of Table Tennis England's Code of Conduct and be made aware of the contents and the consequences of breaking any of the rules.
- ✓ Players should be made aware of arrangements for them to contact their parents/carers whilst they are away from home.
- ✓ For groups including children under the age of 11 the ratio of adults to children should be a minimum of 1:8, and for over the age of 11 the ratio should be a minimum of 1:10 with 2 adults at all times for groups in excess of 4. Mixed gender groups of any size must always be accompanied by at least one male and one female adult.
- ✓ Should a situation arise where a person is travelling alone with a group of children they

must be aware at all times of their own fallibility in case of accident or illness, and take steps never to compromise the safety of the group members.

- ✓ Ensure that anyone transporting children either in their own vehicle or a hired vehicle has a valid driving licence, MOT, road tax, vehicle insurance, breakdown cover and that the vehicle is fitted with seat belts. The vehicle should be apparently roadworthy. The driver must not be responsible for squad supervision during the journey.
- ✓ Check if vaccinations or pre-trip medication are needed and also visas.
- ✓ Check the culture and climate of the country being visited to ensure that the squad take the appropriate clothing.
- ✓ Check the country's culture being visited if participating in any activities e.g some countries do not allow teenage girls to attend mixed swimming sessions.
- ✓ Check that the dietary needs, both medical and cultural, for the squad can be met.
- ✓ All beds should be single and with en-suite toilet and bathroom facilities where possible.
- ✓ Where rooms are equipped with satellite TV ask for any inappropriate programmes to be disconnected.
- ✓ All players must know where and how to find the responsible adult at all times and the responsible adult should also know where to find their players.
- ✓ Ensure the person in charge has a list of all the room numbers and their occupants.
- ✓ All players' rooms should be alcohol free.
- ✓ Check the accommodation has night time security arrangements and that there is safe storage for money and valuables..
- ✓ Ensure fire and evacuation procedures are in place for the whole trip and ensure that all participants are also made aware of the arrangements.
- ✓ Adults travelling with the group must not share a room with the players under any circumstances unless they are their own children.
- ✓ Males and females must not share rooms.
- ✓ Never enter the players' rooms unless in an emergency and always leave the room door open.
- ✓ Never invite individual players to your room when travelling away.
- ✓ All coaches and responsible adults must have attended a child protection workshop and have been CRB checked.
- ✓ If any of the players are on short or long term medication they must be made aware of their responsibility for administering it themselves.
- ✓ Always be publicly open when working with children and avoid situations where you are working with a child unobserved.
- ✓ If any form of physical contact is absolutely necessary it should be used openly. Always explain to the child what you are doing and why the physical contact is necessary. If possible avoid all physical contact.
- ✓ When supervising groups of children in changing rooms, where possible, work in pairs, and never supervise children of the opposite gender to yourself.
- ✓ Avoid taking children alone on car journeys where possible.
- ✓ Remember you are a role model so always avoid inappropriate use of alcohol and tobacco, and never condone the use of any type of enhancing drugs in the company of children.
- ✓ If any injuries occur keep a detailed written record of the incident along with any

treatment given

- ✓ No relationship of an intimate nature should occur between players, or players and coaches whilst travelling together.
- ✓ Always give clear instructions as to what you expect from the players at all times.

More information on Safeguarding at events can be found on the Table Tennis England website

COACHES CODE OF CONDUCT

Table Tennis England expects that everyone involved with table tennis will be respected, valued and has the right to be protected from any form of abuse, as a qualified Table Tennis coach, you are expected to adhere to this code of conduct at all times.

If you are concerned about the welfare of a child, you have a responsibility to report your concerns and/or seek advice from the Safeguarding and Ethics Manager. Coaches must **not** carry out investigations into any concerns.

1. Respect

Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination.

Table Tennis coaches must:

- 1.1. Treat everyone fairly and equally, within the context of their activity, regardless of gender, disability, ethnic origin, religion or beliefs, political persuasion, socio-economic status, athletic potential, marital status, sexual orientation or gender reassignment.

2. Relationships

Developing professional relationships is central to the role of an effective coach. Coaches must act with integrity and are expected to be honest, sincere and honourable in their relationships with participants and others.

Table Tennis coaches must:

- 2.1. Accept responsibility for participants' conduct and challenge inappropriate behaviour, including the use of foul or abusive language
- 2.2. Encourage participants to accept responsibility for their own behaviour and performance whether in training, competing or in life in general
- 2.3. Abide by the Table Tennis England E-Safety Guidelines and should be transparent in the use of social media to communicate with athletes
- 2.4. Follow the appropriate welfare guidelines and take the necessary actions if there

is a concern over the wellbeing of an athlete.

Table Tennis coaches must not:

- 2.5. Engage in any relationship of a sexual nature with a participant for whom they are responsible. This can include flirting or use of inappropriate gestures and/or language
- 2.6. Ridicule, embarrass, bully or abuse a participant or reduce them to tears as a coaching method.

3. Personal Standards

Table Tennis coaches are expected to demonstrate proper personal behaviour and conduct at all times. Coaches are expected to act as a role model for athletes at all times.

Table Tennis coaches must:

- 3.1. Display high levels of punctuality, dress, language and preparation at all times
- 3.2. Engage with and support any individuals who are involved in the development of athletes
- 3.3. Recognise personal limitations and be prepared to pass athletes on to more capable coaches to ensure the continued development of the athlete

Table Tennis coaches must not:

- 3.4. Criticise fellow coaches; either privately or publicly
- 3.5. Drink alcohol or use recreational drugs whilst in the company of athletes, including when travelling
- 3.6. Drink alcohol or use recreational drugs before or during coaching sessions or events
- 3.7. Smoke in front of participants

4. Professional Responsibilities

Coaches should be well-prepared and possess up-to-date knowledge of Table Tennis so as to maximise the benefits and minimise risk to the athletes. Coaches are reminded that they are responsible for the image and integrity of the sport and coaching profession and their actions should reflect this.

Table Tennis coaches must:

- 4.1. Hold a coaching licence and keep credentials up to date in order to maintain the validity of that licence
- 4.2. Ensure that when entering into any agreements with players, teams, groups, clubs, schools or any other employer the nature of the agreement is understood

- and agreed by all parties
- 4.3. Provide a safe and secure environment for training and competition, minimising any risks to athletes
 - 4.4. Ensure that player information and medical details are available at all times
 - 4.5. Work in a publicly open environment and avoid situations where they are working alone and unobserved with a young person
 - 4.6. Ensure that any form of physical contact with athletes is appropriate to the situation and is absolutely necessary. Coaches must ask permission of the participant and explain what they are doing and why the physical contact is necessary
 - 4.7. Follow good practice guidelines regarding safeguarding children and young people. This includes:
 - 4.7.1. Not inviting athletes to their home
 - 4.7.2. Not taking children alone on car journeys
 - 4.7.3. Not being left in an enclosed or private space with athletes unless accompanied or in an emergency
 - 4.8. Abide by all Table Tennis England policy documents and guidelines including:
 - 4.8.1. A Safeguarding Policy and Guidelines
 - 4.8.2. B Equality Policy
 - 4.8.3. C DBS Policy and Guidelines
 - 4.8.4. D Photography Guidelines

Table Tennis coaches must not:

- 4.9. Misrepresent the level of qualifications and should seek opportunities to update their knowledge and develop their skills
- 4.10. Administer drugs or medicines

5. Fair Play

Coaches and athletes alike should abide by the principles of fair play during training and competition. All those involved in sport should recognise the importance of fairness, a respectful attitude and appropriate conduct when involved in Table Tennis activities.

Table Tennis coaches must:

- 5.1. Always encourage and actively support participants to abide by the rules of Table Tennis
- 5.2. Educate participants on the issues around taking drugs in sport and never condone the use of performance enhancing drugs
- 5.3. Always treat opponents and officials with respect both when winning and in defeat and always encourage participants to do the same
- 5.4. Maintain dignity in all circumstances, and demonstrate self-control.

6. Breaches of the Code of Conduct

Table Tennis England qualified coaches are expected to abide by the requirements of the Code of Conduct. Any coaches in breach of the Code of Conduct will give rise to disciplinary proceedings in accordance with the Table Tennis England Disciplinary Procedure.

CODE OF CONDUCT FOR PLAYERS

Table Tennis England expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

- Always do your best in every situation and set a positive example to others.
- Be punctual at all times for training and competition and be ready at the table to play.
- If you feel unwell or have an accident you should report immediately to one of the responsible adults.
- Treat both the competition and training venues with respect and always leave kit bags neatly where they will not cause an obstruction to others.
- Once at the competition playing arena no player should leave the venue unless given specific permission or instructions by one of the responsible adults.
- Players must be responsible for ensuring that they arrive at either the competition or training venues with all their correct kit and equipment and must be responsible for their belongings.
- No player should take or in anyway interfere with another person's property or belongings.
- Always obey any instructions given by one of the responsible adults.
- Be courteous and polite to all the people you meet whilst a member of the squad, particularly your opponents, practice partners, coaches and fellow team and squad members. This also includes negative body language whilst on the table tennis table.
- Take responsibility for yourself in and out of competition and training and always be aware of your personal safety as you would at home i.e. do not talk to strangers, do not get into a vehicle with a stranger.
- Always respect and never underestimate your opponents.
- Always encourage and support your fellow team members at all times without behaving in an unsporting manner towards their opponents.
- Bullying (verbal and physical) of fellow team/squad members or opponents will not be tolerated under any circumstances.
- Never use inappropriate language.
- Resist any temptation to take banned substances.
- No relationship of an intimate nature will be allowed between players or players and coaches travelling together and when staying as a group no boys should enter girls' rooms and vice versa.
- Treat all accommodation with respect and always leave hotel rooms tidy.

- When travelling abroad all players must respect the culture, clothing and customs of the country they are visiting.
- Always address officials or coaches at any competitions or training camps with respect and never question their judgement.
- Use any free time constructively e.g. relax, focus on the next session.

GUIDELINES FOR COMPLAINTS PROCEDURE FOR CLUBS

Club Complaints Procedure

Some clubs may have in place codes of conduct for players, parents/carers, coaches and officials – Table Tennis England has a set of codes, which we would encourage clubs and leagues to adopt. They may be found earlier in these appendices and also on the Table Tennis England’s website. However, Codes of Conduct can only be effective if there is a disciplinary process to support them and in this the club or league must be fair and consistent at all times.

The following are some options that might be considered as sanctions:

- Verbal warning
- Written warning
- Exclusion from specified number of training sessions
- Exclusion from club trips and/or competitions
- Exclusion from the club or league which could be permanent or time limited

Initially look at instigating one sanction, preferably a fairly light one, and then add to it as appropriate. An example might be in the case of bad behaviour or poor practice that a verbal warning is given, if there is no improvement then a written warning can be given then if there is still no change excluding the person from the club or activities for a period of time could be the next step. Be aware that once a sanction has been imposed on a person it is difficult to reverse so better to have a progressive process in place.

Having a complaints process

Writing and adopting clear Codes of Conducts and advertising the ethos of your club is key to limiting the number of potential complaints. If everyone involved with table tennis and your club knows the expectation from them with regard to their conduct both on and off the table, in addition to their responsibility as an individual towards everyone involved with our sport complaints can be dealt with simply and effectively. Initially it may be a case for just referring the individual to Table Tennis England’s and the club’s Codes of conduct.

If the complaint cannot be dealt with in this way then the following processes could be implemented:

- If the complaint is to do with child protection then it should be submitted to the Club/League Welfare Officer or directly to Table Tennis England's Safeguarding Manager where appropriate guidance will be given
- If the complaint is to do with technical issues then the club/league coach could be involved
- For all other complaints then they could be directed towards the club/league chairman or to the club's disciplinary panel.
- Similarly to the progression of sanctions the way complaints are handled could initially be verbally, then in writing
- Once a complaint has been received and dealt with then there should also be a clear appeals process which could be with the club/league

The whole process should be formally written and adopted by the club/league and available on the club/league's website, placed in any handbook and/or displayed on a noticeboard so that every member or visitor can see and access the information.

Clubs and leagues should also be aware that Table Tennis England has a formal disciplinary process which is included in Table Tennis England's Rules Book, a copy of which can be obtained by from the Table Tennis England website.

Sample Club/League Complaints Procedure

In the event that any member feels that they have suffered discrimination in any way or that the Club/League Policies, Rules or Codes of Conduct have been broken they should follow the procedures below:

1. If the matter is a child protection issue or involves anyone aged under 18 years it should be reported to the club/league welfare officer or Table Tennis England's Safeguarding Manager (Judy Rogers on 07507860034). Sample incident report forms for any child protection issues are included in these appendices or can be found on Table Tennis England's website.
2. For all other complaints the matter should be referred to the club/league disciplinary chairman or other appropriate officer. The report should include:
 - i) Details of the incident
 - ii) The date and time the incident occurred
 - iii) Names of any witnesses or people present at the time of the incident
 - iv) Statements from any witnesses

3. The club/league disciplinary chairman or other appropriate officer will refer the information either to the club/league management committee or to the club/league disciplinary panel if in place. The designated committee will:
 - i) Treat every report as confidential
 - ii) Not discuss any matters with anyone outside of the committee other than to request expert advice
 - iii) Declare immediately if they have a conflict of interest
 - iv) Treat each reported incident fairly and equitably

4. The club/league management or disciplinary committee will have the power to:
 - i) Issue a verbal warning as to future conduct
 - ii) Issue a written warning as to future conduct
 - iii) Suspend from activities or membership for a period of time
 - iv) Remove/expel from the club/league



PARENTAL CONSENT LETTER TEMPLATE

Dear Parent/Carer,

This form has been designed to collect information on young people travelling to events and training camps, and is important as it will provide the organisers with vital contact details and medical information in case of accident/illness.

The information contained will be used only for administrative purposes and will remain confidential and available to those persons responsible for transport and accommodation arrangements. Please complete all questions and ensure all writing is legible.

PERSONAL DETAILS OF PARTICIPANT:

Last Name:		First Name:	
Address:			
Postcode:			
Telephone Numbers: Home:		Mobile:	
Age:		Date of Birth:	
Gender: Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

EMERGENCY CONTACT DETAILS:

First Name:	
Last Name:	
Telephone Numbers: Home:	Work:
Mobile:	
Relationship to Participant:	

MEDICAL INFORMATION:

Does your child have any specific medical conditions requiring medical treatment and/or medication?
Are there any other medical details you feel we should know about?
Does your child suffer from any allergies?
Please provide details of the type of pain/flu medication that may be given to your child:
Doctor's Name:
Doctor's Telephone Number:
Does your child have any special dietary needs?
Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify:

RELIGIOUS NEEDS:

Do you have any specific religious requirements e.g. Prayer Room?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please specify:	

I acknowledge that the club/league/county/region (delete where applicable) will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during any events or training camps.* I understand that the coaches/responsible adults have a common law duty to act in the capacity of a reasonably prudent parent.

I, _____ being parent/guardian/carer (delete where applicable) of the above named child hereby give permission for the coach/team manager/event organiser to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child’s interest, in the doctor’s medical opinion, for any delay to be incurred by seeking my personal consent.

I have read the Player’s Code of Conduct and agree that my child should abide by this whilst in the care of _____ and I understand that a serious or continued breach of this Code may result in my child being sent home early at my expense.

I confirm that I have also read the Parent/Carers Guidelines and, in signing this form below I acknowledge the content.

I am aware that photographs will be taken during the Event for promotional purposes and do/do not (delete as applicable) give consent for my child to feature in such photos.

Parent/Guardian/Carer Name: (please print) (must be person with legal parental responsibility)
Signature of Parent/Guardian/Carer:
Once completed please return this form to:

Yours sincerely,

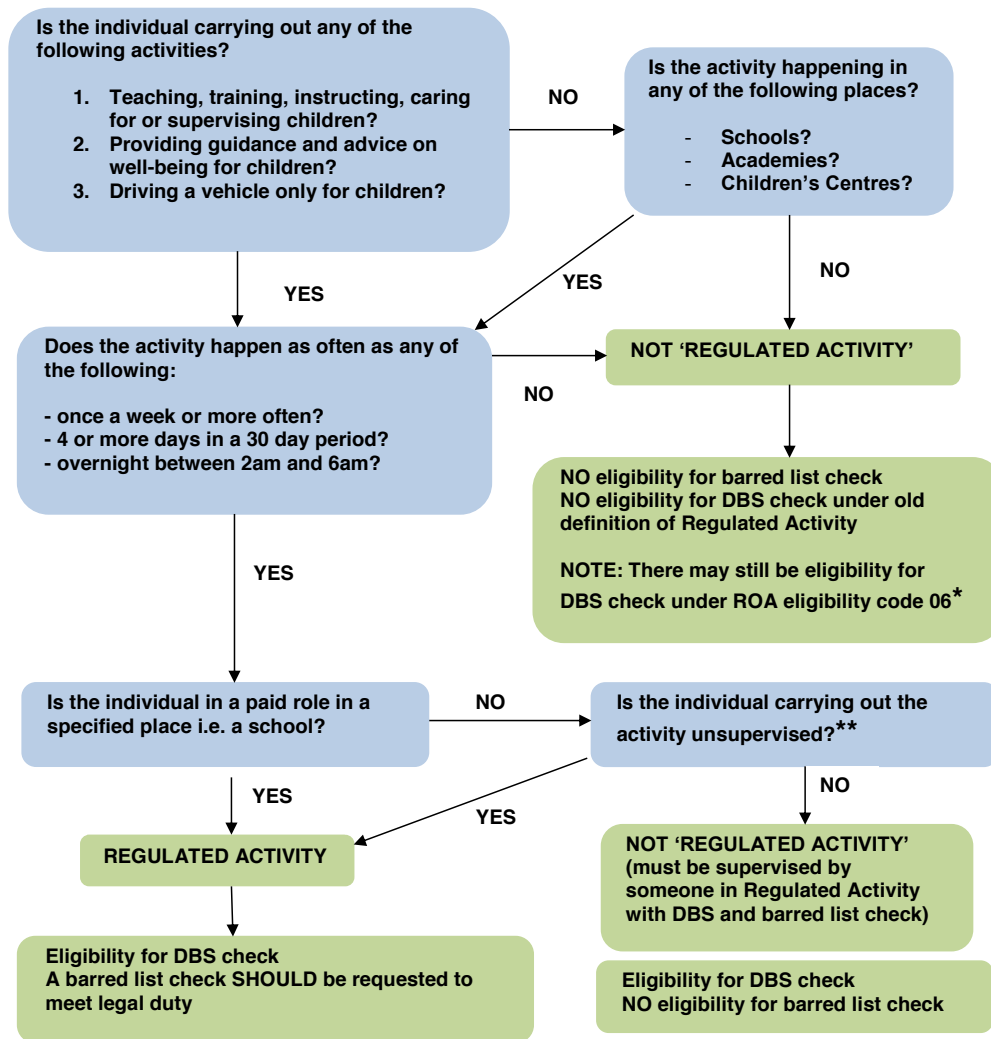


SAMPLE INCIDENT RECORD FORM

Your Name:	Your position:
Child's name:	Child's date of birth:
Parent/carers names and addresses:	
Date and time of any incident:	
Your observations:	
Exactly what the child said and what you said: (remember do not lead the child – record actual details, continue on separate sheet – if necessary)	
Action taken so far:	

External agencies contacted (date and time):	
Police: Yes/No	If yes – which: Name and contact number: Details of advice received:
Children’s Services: Yes/No	If yes – which: Name and contact number: Details of advice received:
Table Tennis England: Yes/No	Name and contact number: Details of advice received:
Local Authority: Yes/No	If yes – which: Name and contact number: Details of advice received:
Other : Yes/No (eg NSPCC)	If yes – which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

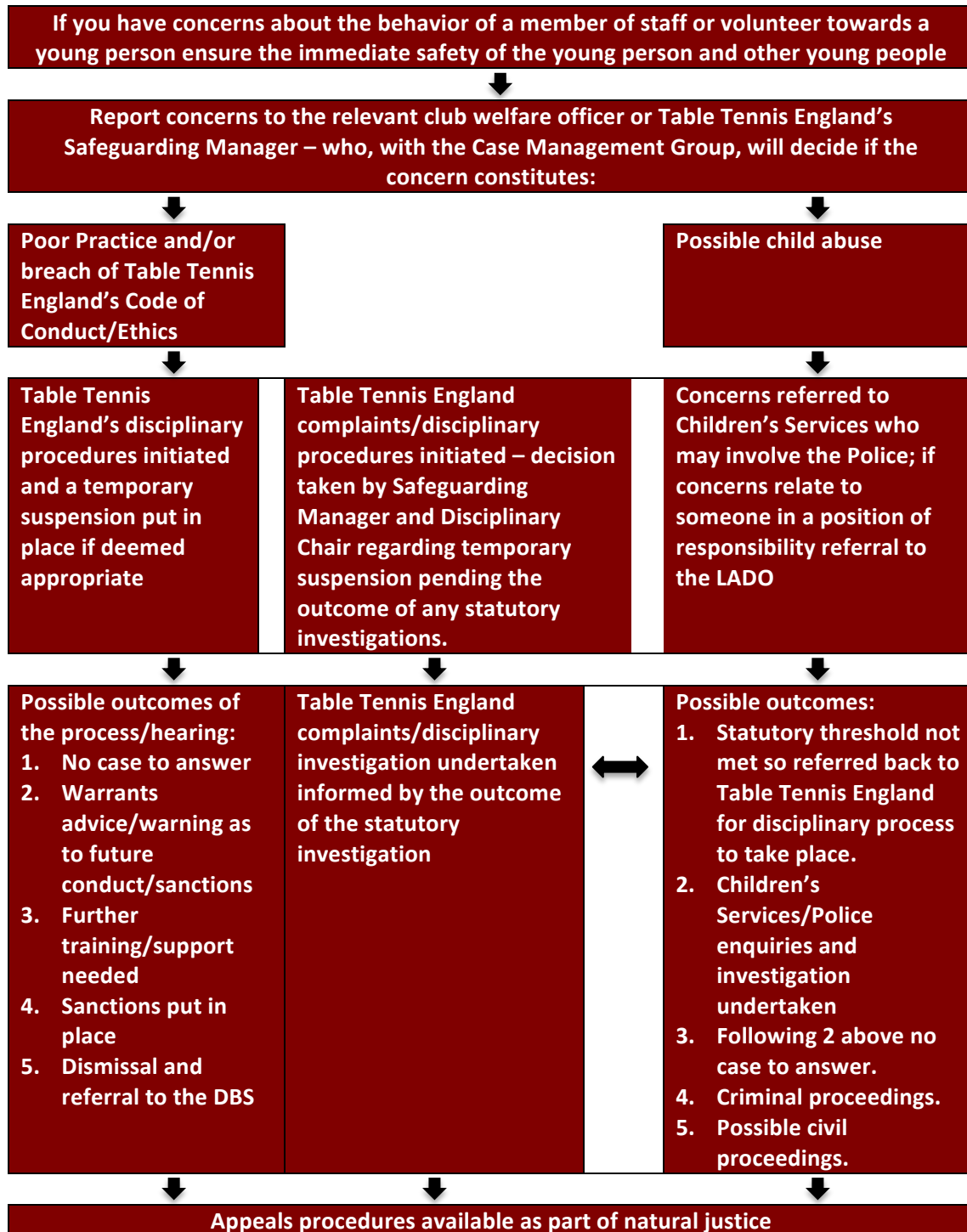
Flow chart to determine if an individual is in 'Regulated Activity':



* Rehabilitation of Offenders Act eligibility code 06 'Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children' is still available for sport to use. The word 'regularly' in this eligibility code is not linked to the requirements in the definition of 'Regulated Activity' – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer 'No' to this question the individual carrying out the activity must be supervised by an individual who is in 'Regulated Activity' themselves.

PROCESS FOR RESPONDING TO CONCERNS ABOUT STAFF/VOLUNTEERS IN YOUR CLUB



THE ROLE OF SPORTS ORGANISATIONS AND STATUTORY AGENCIES

