

Introduction:

Table Tennis England (TTE) takes its responsibility for the duty of care towards all its members very seriously and works hard to ensure people's welfare is a high priority throughout our sport. Everyone involved with table tennis has a responsibility to promote a safe and positive environment so that the welfare of our children and adults is at the heart of all our activities. For the purposes of these guidelines' children are defined as anyone under the age of 18 years.

These Safeguarding Guidelines have been put together with inclusivity built in and not as an addition, understanding that sometimes people can be disadvantaged by their additional vulnerabilities and backgrounds. We acknowledge that children and adults at risk have the right to protection from abuse when involved in table tennis whether playing, coaching, volunteering or in leadership roles regardless of their age, disability, gender, racial origin, religious belief, ethnic origin, social status, transgender status and sexual identity. All relevant current legislation has been taken into account in preparing these guidelines.

Table Tennis England's Commitment:

We will commit to:

1. Appointing and having in post a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL).
2. Tasking the DSL with managing cases and being instrumental in writing, reviewing, updating, and implementing policies and training linked to safeguarding.
3. The referral to the DBS of any members banned from working with young people or adults at risk
4. Having in place a Case Management Group to support the DSL in managing cases.

Detail:

1. What to do if you suspect a safeguarding issue:

- A. **Call 999** if the child or adult is at **immediate risk** of harm.
- B. If you have safeguarding concerns about a child or an adult, then you must raise this with the Welfare Officer at your club / school / office / facility. You should also report this to the DSL / DDSL at TTE - If the issue involves the Welfare Officer then talk directly to the Table Tennis England Safeguarding contact in the first instance:

Designated Safeguarding Lead (DSL): Judy Rogers: **01908 208860 option 3**

Deputy Designated Safeguarding Lead (DDSL): Victoria Wiegleb **01908 208860 option 3**

The email address for *all* safeguarding issues is: safeguarding@tabletennisengland.co.uk

An [incident form](#) should be completed as soon as possible and copies emailed to the club welfare officer (if appropriate) and the Table Tennis England safeguarding team on safeguarding@tabletennisengland.co.uk.

TTE will liaise with you regarding the report, as necessary.

- C. For details on “what happens next” please see appendix A at the end of this document.

Please note: It is not the responsibility of anyone involved in table tennis to decide whether abuse is or has taken place, but it is everyone’s duty & responsibility to act on any concerns.

For more information see the [Safeguarding Reporting Flowchart](#) and terms of reference on the Case Management Group.

Recognising Abuse

The important thing is that if anyone involved in table tennis sees or hears anything that gives them a cause for concern relating to the welfare of either a child or an adult then they have a duty of care to report that concern.

Coaches, officials, and volunteers who work closely with those most vulnerable people in our sport are key in identifying and recognising when abuse is taking place. For more information click here for Types of Abuse: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

2. Training & Development – A Safeguarding Culture:

What is Safeguarding?

Safeguarding is putting the policies and guidelines in place to protect the welfare of children and adults at risk from the people who may wish to cause them harm.

What is Child Protection?

This is focusing on the individual needs of children at risk and responding to any concerns.

On this page, you will find the guidelines to ensuring you build the correct foundations for safe training, recruitment & development of staff and volunteers within Table Tennis England and affiliated clubs, Leagues and Counties.

- A. All clubs, leagues and counties affiliated to Table Tennis England, need to adopt, and agree to abide by:
1. The [Table Tennis England Safeguarding Policy](#)
 2. The Codes of Conduct for:
 - [Coaches](#)
 - [Officials](#)
 - [Players](#)

- B. The committee are required to appoint a Welfare Officer, a template of the job description can be found here: <https://tabletennisengland.co.uk/wp-content/uploads/2021/05/6.-Safeguarding-Welfare-Officer-Job-Role-and-Description-Dec-2020.pdf>
- C. All those involved with running clubs and leagues should access accredited and Table Tennis England approved training in terms of safeguarding. This may be in the form of workshops or online courses dependent on their role – for a full list of available courses click here [NB link not yet available](#)
- D. The Welfare Officer should ensure that club members and volunteers review the training for them and know how to access the courses. They should also keep a record, an example of which can be found here: [NB link not yet available](#)

Safer Recruitment

The majority of people involved with and working within our sport are well motivated and our clubs and leagues could not operate without them. There are some individuals who will seek employment (paid or unpaid) to gain access to children and adults at risk. Table Tennis England will uphold checks and regulations to try and limit these individuals' access to our sport using the safer recruitment process.

Where appropriate to the role Table Tennis England will use Disclosure and Barring Service checks (DBS) to screen individual's backgrounds.

All volunteers & candidates applying for a role within a table tennis department / club should be recruited by conducting a formal interview. Detailed background checks will be made & references contacted to ensure the safeguarding guidelines are adhered too.

Regardless of whether the position is paid or unpaid, **all** volunteers, coaches and staff are governed by the safer recruitment process.

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 is inside or outside of the sport.

Links will be added to this section shortly.

Appendix A

Associated Forms	
1	Disabled and BME Vulnerability – link not yet available
2	Types of child abuse (NSPCC website)
3	Safeguarding policy
4	DSL contacts – link not yet available
5	What happens next document – link not yet available
6	How to manage a notification document – link not yet available
7	Safeguarding Reporting Flowchart
8	Terms of Reference for The Case Management Group – link not yet available
Associated Safeguarding Guidelines	
1	Safeguarding Guidelines (this document)
2	DBS guidelines (link not yet available)
3	Photography Guidelines
4	Social Media Guidelines
5	Travel Guidelines
6	Welfare Officer Role Description
Associated Guidance / Legislation	
1	NSPCC Safeguarding Report Template
2	Safer recruitment procedure

Training on this procedure is required for

- All employees
- All volunteers

Review:

The procedure is reviewed every two years or updated as and when necessary. The next review is: November 2022			
Procedure Updates			
Issue No.	Description	Date	Action By
1 draft	New procedure	Nov 20	JKB