



# **CHILD PROTECTION POLICY**

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## **GUIDELINES**

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**April 2009**

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# **FOREWORD AND INTRODUCTION**

For the purposes of this policy and procedures, child refers to anyone aged 17 or under.

Child abuse is a very emotive and difficult subject. Abuse can occur within many situations including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. All individuals involved in table tennis activities with children have a responsibility to safeguard their welfare. When a child enters a club having experienced child abuse outside of the sporting environment, table tennis can play a crucial role in building their confidence and improving self-esteem. The majority of children who participate in table tennis do so in a safe and positive atmosphere with the support and encouragement of all those involved with our sport.

Children have a right to have fun and be safe in the activities they choose and parents/carers should be able to have confidence that the clubs to which they entrust their children will look after them. Unfortunately sometimes children's experiences in sports clubs are not so positive. The TTAW recognises the organisation's responsibilities and the need to safeguard against individuals who may abuse their position in table tennis. The TTAW by implementing this policy recognises children's rights to protection and that the needs of disabled children and others who may be particularly vulnerable must be taken into account. Everyone working in table tennis, be it in a paid or voluntary capacity, has a role to play in safeguarding the welfare of children and preventing their abuse, and can contribute to supporting children and young people in our sport.

Coaches, officials and volunteers within table tennis have regular contact with children and are important links in identifying situations that may suggest that abuse has or is occurring.

## *The TTAW:*

- *Accepts that as an organisation dealing with children through coaching and competition, it has both a moral and legal obligation to ensure the highest possible standard of care is provided.*
- *Will meet its obligations and responsibilities by implementing this child protection policy and procedures throughout the sport.*
- *Will take seriously and respond swiftly and appropriately to all suspicions and allegations of abuse, in accordance with these procedures. The TTAW will implement the appropriate disciplinary and appeals procedures as necessary.*
- *Will recruit, train and supervise employees to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.*
- *Requires all staff and volunteers to adopt and abide by the organisation's code of ethics and conduct and child protection policy and procedures.*

## **1. TTAW POLICY**

The aim of this policy is to promote good practice by ensuring that all TTAW members:

Are fully aware of their responsibilities with regard to child protection.

Safeguard and promote the interests and well being of children with whom they are working.

Respond appropriately to concerns.

Take all reasonable and practical steps to protect children from harm, discrimination or degrading treatment.

Respect and promote children's rights, wishes and feelings.

Make informed and confident responses to child protection issues.

The TTAW Child Protection Policy and Guidelines will:

Offer safeguards to children, coaches, staff, officials and volunteers.

Help to maintain high standards of professionalism and practice at all levels of the sport.

Implementation procedures that demonstrate a commitment to:

The provision of support, appropriate training (and updating) and adequate supervision of coaches, staff and members to enable them to work together with parents, coaches and other organisations to ensure that the welfare and needs of children remain paramount.

The TTAW believes in and seeks to uphold the following principles:

The child's welfare is paramount.

All children whatever their age, culture, disability, gender, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

Staff, officials and volunteers are not trained to decide whether abuse has occurred but are vested with the responsibility for ensuring that they act upon any concerns or allegations in relation to children/young people.

That processes for dealing with complaints are fair and open to challenge through an appeals process.

## **2. PROMOTING GOOD PRACTICE**

All children have a right to have fun and be safe in sport. Adults and children have the right to be treated with dignity and respect. The TTAW acknowledges that false allegations of abuse do occur but are, however, rare. The TTAW is committed to safeguarding children, coaches, volunteers, staff, officials and the sport through adherence to these procedures

The TTAW's policy of good practice includes monitoring in the following areas:

### **Introduction**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people, disabled and/or vulnerable adults. These procedures should be adopted whether staff are paid or voluntary, full or part time. Please see information on the Protection of Children Act 1999 and other current legislation relating to the protection of children and vulnerable adults in Appendix C.

### **Pre-recruitment checks**

The following pre-recruitment checks should always be carried out:

- **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 child protection

- **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 (formerly social services) 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 the TTAW's Code of Ethics and Conduct
  - ✓ The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the membership of the TTAW. Sample forms are supplied in Appendix A.
  
- **Checks and References**
  - ✓ With regard to applications for posts, paid or voluntary, with substantial access to children aged 17 years and under, a minimum of two written references should be taken up with at least one associated with former work with children/young people. If an applicant has no experience of working with children training is strongly recommended. Written references should always be followed up and confirmed by telephone.
  - ✓ All volunteers and staff with significant access to children and vulnerable adults must undergo Criminal Records Bureau (CRB) checks or be able to produce a current certificate i.e. less than 3 years old - see the later section for the TTAW's CRB Policy.

If any doubts or concerns are raised through the application form, references or CRB checks process, all information must be reported to the TTAW's Child Protection Officer. Subsequent periodical requests for a criminal conviction certificate will also be made if an individual takes up a new position within table tennis or after 3 years.

There are two different levels of criminal record checks and related certificates under the Police Act 1997, they are as follows:

- **A criminal record certificate** (or standard disclosure) will include details of convictions, including 'spent' convictions under the Rehabilitation of Offenders Act, and cautions, reprimands and warnings held at national level. In addition, where the post involves working with children or vulnerable adults, a check will

be made of lists maintained by the Department of Health and the Department for Education and Employment of persons considered unsuitable for such positions.

- **A criminal enhanced record certificate** (or enhanced disclosure) in addition to the range of information available under the criminal record certificate will include information from local police records including relevant non-conviction information.
- **Interview and induction** - it may or may not be appropriate to conduct a formal interview. If it is it should be carried out according to acceptable protocol and recommendations.

*All staff, paid or voluntary, will undergo a formal or informal induction in which:*

- ✓ *Their qualifications as a coach/official/volunteer are substantiated*
  - ✓ *They complete a profile to identify training needs/aspirations*
  - ✓ *They sign up to the TTAW's Code of Ethics and Conduct*
  - ✓ *The expectations, roles and responsibilities of the job are clarified – this could be through formal or informal work programmes or goal setting exercises*
  - ✓ *Child protection procedures are explained and training needs established*
- **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. It is recommended that all staff, paid or voluntary, with substantial access to children 17 years and under must be up to date or receive training in the following areas:
    - ✓ Child protection awareness e.g. Sport Council for Wales workshop on *Safeguarding and Protecting Children*
    - ✓ First aid e.g. Sport Council for Wales *Emergency Life Support*, St John or St Andrews' Ambulance First Aid qualifications
    - ✓ How to work effectively with children e.g. Sports Council for Wales workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*
    - ✓ Child centred coaching styles e.g. Sports council for Wales workshop *Coaching Methods and Communication*
    - ✓ *Time to Listen* training course

It should be noted that the TTAW Coach Education Programme and UKCC (United Kingdom Coaching Certificate) already facilitates much of this training.

- **Monitoring and Appraisal** - at regular intervals all staff or volunteers should be given the opportunity to receive formal (e.g. 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 TTAW Welfare Officer and the TTAW's Child Protection Officer. They should also offer appropriate support to those who report concerns/complaints.
- **Complaints and disciplinary procedures** - clubs should ensure that parents and young people are aware of the complaints and disciplinary procedures.

### **3. CODES OF CONDUCT**

It is possible to reduce situations of possible abuse and to protect coaches and volunteers by promoting good practice. The following are the TTAW's Codes of Conduct to which all volunteers and staff must be aware of, and sign up to:

#### **Coaches and Volunteers**

All officials and volunteers should:

- consider the well being and safety of participants at all times
- contribute to a positive ethos, based on mutual trust and respect
- recognise the developmental capacity of the child and do not push them against their will or train them excessively.
- promote fair play
- uphold high standards of behaviour and appearance
- abide by all the TTAW's rules, policies and codes of conduct and follow TTAW guidelines
- never exert undue influence over participants to obtain personal benefit or reward
- never condone rule violations nor the use of prohibited substances
- treat all children equitably with respect and dignity, and recognise the potential disadvantages and needs of all children particularly those of disabled children and those from minority backgrounds. Always challenge injustice that may occur within the sport.
- encourage all involved with table tennis to use their skills and talents whether as players, officials or volunteers to contribute to the success of the sport
- attend appropriate volunteer training courses provided by the TTAW and other recognised agencies, e.g. Sport England, Sports Council for Wales, Sportscoach UK or local authority
- always be publicly open when working with children.
- avoid working with a child unobserved.
- if any form of physical contact is 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.
- bullying of players will not be tolerated under any circumstances.
- do not take children to your home.
- where possible parents should take the responsibility for their children in the changing room. If groups have to be supervised in the changing rooms, always try and work in pairs. Encourage an open environment (i.e. no secrets).
- where mixed teams are travelling away from home they should, ideally, be accompanied by both a male and female coach. Be aware of the potential for sex abuse to occur.
- ensure that at tournaments and residential events, adult and child sleeping arrangements are separate. Ensure that adults do not spend time in children's rooms unless absolutely necessary. However, if it necessary ensure that they are in the company of others and that children are never invited to adults' rooms.
- ensure parental permission is sought to act *in loco parentis*, and those in charge are aware of any medical/special needs and make preparations to meet these needs.
- do not take children alone on car journeys however short. Always seek parental consent when transporting children and ensure they are not left in a position of risk.
- be an excellent role model – do not drink alcohol, smoke or condone the use of any type of performance enhancing drugs in the company of children.
- keep up to date with technical skills, qualifications and insurance.



- if any injuries occur, keep a detailed written record of the incident along with details of any treatment given.

### **NEVER**

- ✘ *Engage in rough, physical or sexually provocative games including horseplay.*
- ✘ *Share a room with a child.*
- ✘ *Allow or engage in any form of inappropriate touching.*
- ✘ *Allow children to use inappropriate language unchallenged.*
- ✘ *Make sexually suggestive comments to a child even in fun.*
- ✘ *Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.*
- ✘ *Do things of a personal nature for children that they can do for themselves.*
- ✘ *Invite or allow children to stay with you at your home unsupervised.*
- ✘ *Ridicule a child or reduce them to tears as a coaching method.*

It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children, especially if they are young or have disabilities. These tasks should only be carried out with the full understanding and consent of the parents and the children involved. There is a need to be responsive to a child's reactions – if a child is 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 child to carry out particular activities.

If you accidentally hurt a child 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.

## 4. WHAT IS ABUSE?

*Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, ability, culture or sexual orientation.*

Coaches, volunteers and officials are not experts in recognising abuse, therefore, any suspicions or concerns should be discussed with/reported to the local club/league welfare officer or the TTAW's Child Protection Officer. If this is not possible then it should be the person in charge of the session this may be the head coach, the club official, the head teacher or the sports centre manager.

It is the responsibility of these people to obtain appropriate advice from the local Children's Social Care (formerly Social Services), the NSPCC or the Police. If the person in charge is not available, or the concern is about the person in charge, then the person in receipt of the information should contact the statutory agencies directly.

## 5. THE MAIN FORMS OF ABUSE

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (Welsh Assembly Government 2006)

- ✓ **Neglect** - *“Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.”*
- ✓ **Physical Abuse** - *“Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child.”*
- ✓ **Sexual Abuse** - *“Girls and boys are abused by adults, both male and female, who use children to meet their own sexual needs.” Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.”*
- ✓ **Emotional Abuse** - *“Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.”*

## 6. RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. If anyone has a concern about a child, it is not an option to do nothing. The staff and volunteers in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child. Initially any concerns should be shared / discussed with the TTAW's Child Protection Officer.

- ✓ **Poor Practice** – this includes any behaviour that contravenes the TTAW's Code of Ethics and Conduct.
- ✓ **Abuse** – abuse in sport does happen. Children and disabled adults of any age can be abused. The effects of abuse can be damaging and, if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.
- ✓ **Disabled People** – there have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.
- ✓ **Race and Racism** – children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However, this may be categorised as emotional abuse, under child protection procedures.
- ✓ **Bullying** – it is important to recognise that in some cases of abuse it may not always be the adult abusing the child. Sometimes the abuser may be the child, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons*. Anyone can be the target of bullying although victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Girls and boys can be bullies, although it seems to be more conspicuous in boys. Bullying often takes place in schools, although research\* shows it can and does occur anywhere there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life and will bully for a variety of different reasons. Typically bullies may have been abused themselves, can have low self-esteem, be excitable, aggressive and jealous. Crucially they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime\*\*.

The competitive nature of sport makes it an ideal environment for the bully who can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all-costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include: -

- Physical – hitting, kicking and theft
- Verbal – name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
- Emotional – tormenting, ridiculing, humiliating and ignoring
- Sexual – unwanted physical contact or abusive comments

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

There are a number of signs that may indicate that a child or disabled adult is being bullied: -

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clinging, depression, tearful, emotionally up and down, reluctant to go to school, training or sports club
- A drop off in performance at school or standard of play
- Physical signs such as; stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, or damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

\* Research by Sheffield University reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week

\*\* The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals

### **Indications that a child maybe being abused or suffering abuse 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.

## **7 RESPONDING TO THE CHILD**

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

- Tell the child 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 the child’s mouth by suggesting what has happened and by whom.
- Do encourage them to talk – do you want to talk to me about this?
- Take what the child says 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 the child 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.
- Do not contact or confront the individual who is alleged to be responsible.

## **8 RESPONDING TO SUSPICIONS OR ALLEGATIONS**

It is not the responsibility of anyone working under the auspices of the TTAW, in a paid or voluntary capacity, to take responsibility or decide whether child abuse is taking place. However, there is a responsibility to protect children by informing the local club/league welfare officer and/or the TTAW Child Protection Officer. In an emergency where the child’s welfare could be affected (this could occur if the suspicions related 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 the TTAW’s Child Protection Officer should also be informed of any actions taken.

Children’s Social Care (formerly Social Services) 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 child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child 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 TTAW's Child Protection Officer as soon as possible and be recorded.

If you are concerned about the welfare of a child or suspect that a child has been, is being, or is likely to be abused, inform the club/league welfare officer, the leisure/sports centre manager or the TTAW Child Protection Officer.) 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 child contact the Police or Children's Social Care; record who you spoke to and tell your club/league welfare officer or the TTAW's Child Protection Officer what you have done. In these circumstances you do not have to give your name, but it is helpful if you do. Children's Social Care, together with the TTAW's Child Protection 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 800 5000**

## **Records and Information**

Information passed to Children's Social Care or the Police must be as helpful as possible, hence the necessity for making a detailed record as follows:

- ✓ Name of child, age and date of birth
- ✓ 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 or heard
- ✓ A description of any visible bruising or other injuries
- ✓ The child'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.

## **9 ALLEGATIONS AGAINST COACHES AND/OR VOLUNTEERS**

This includes anyone working with children 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, 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 will travel across countries, borders and sports.

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. If there is any doubt those responsible should always consult the TTAW's Child Protection Officer and seek advice from Children's Social Care or the NSPCC. 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,

The TTAW 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 to do if there are concerns:**

- ✓ If, following consideration, the allegation is clearly about poor practice, it will be dealt with as a misconduct issue following advice and guidelines obtained from the TTAW's Child Protection Officer.
- ✓ If the allegation is about poor practice or if the matter has been handled inadequately and concerns remain, it should be referred to the TTAW Child Protection Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- ✓ Any suspicion that a child has been abused by either a coach or volunteer should be reported to the club/league welfare officer or the TTAW's Child Protection Officer who will take such steps as considered necessary to ensure the safety of the child and/or any other child who may be at risk.
- ✓ The TTAW's Child Protection Officer will refer the allegation to the Children's Social Care who may involve 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 TTAW Child Protection Officer will decide who will deal with any media enquiries.
- ✓ 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 TTAW's Child Protection Officer, who will then be responsible for taking the action outlined above.
- ✓ The TTAW will make an immediate decision regarding any individual accused of abuse regarding their temporary suspension pending further Police and Children's Social Care enquiries.
- ✓ Irrespective of the findings of statutory agency enquiries, the TTAW will assess all individual cases under the appropriate misconduct/disciplinary procedure to decide whether an individual can be reinstated and how this can be handled sensitively. This may be a difficult decision particularly where there is insufficient evidence to uphold any decision by the police. In such cases the TTAW will reach a decision based upon the available information, which could suggest that on the balance of probability, it is more likely than not the allegation is true. The welfare of the child should always remain paramount.
- ✓ The TTAW's Child Protection Officer will involve the TTAW's Child Protection Case Management Group in the making of all decisions regarding child abuse, poor practice, inappropriate behaviour and information obtained from criminal records bureau checks. Consideration will be given regarding available support to the child, the parents/carers/guardians, coaches, members and volunteers.



## **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). 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 children in table tennis, or outside the sport, may be at risk from this person. Anyone who has a previous criminal records conviction for offences relating to abuse is automatically excluded from working with children 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:

- TTAW lead Child Protection Officer
- TTAW Chairman
- Person making the allegation
- Children's Social Care / police
- 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.

## **10 REINSTATEMENT AND AFTERMATH**

Each individual case will be assessed by the TTAW's Risk 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. The TTAW is committed to ensuring that all parties are kept informed and are supported throughout the process.

## **11 INFORMATION SHARING GUIDANCE**

The TTAW has adopted and is working to the information sharing protocol (Appendices E and F) that has been developed through partnership between the major sports national governing bodies, including the TTAW, and the NSPCC Child Protection in Sport Unit. This protocol is a model of best practice and sets out clearly how information will be shared, at what level, in what circumstances and with whom to ensure that the TTAW works together effectively with other organisations and the statutory agencies in the interests of safeguarding and protecting children. This reflects the current legal framework and government guidance and should promote the confidence of both external agencies and our membership. The protocol (Appendix K) provides a framework within which sports organisations, statutory bodies and relevant others can share information appropriately in the interests of protecting children from harm.

- see the appendices for the full Guidance as adopted by the TTAW

## **12 COMPLAINTS AND DISCIPLINARY PROCEDURE**

The TTAW has in place a procedure to deal with complaints. Parents and all club members should be made aware of the procedures for raising a complaint or concern. Provision should be made in the rules or constitution to allow complaints and disciplinary procedures to be implemented. Table Tennis organisations should ensure that parents and young people are aware of the existence of these procedures. Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication **Employment Matters** and the publication **Investing in Coaches – A Guide to Local Coaching Development** (both available from Coachwise Ltd on 0113 231 1310)

## **13 SECURITY OF DATA**

The TTAW undertake responsibility for the security of information on their volunteers, coaches, members, officials and staff achievements, competence and certification.

Any information held regarding reports of child protection issues or relating to individual's criminal records will be kept in a securely locked, fire resistant cabinet. The keys to this cabinet will be held by the TTAW's Child Protection Officer. In line with Criminal Records Bureau Regulations certificates will be held for a period of no longer than 6 months before being destroyed, this includes any photocopied, scanned or faxed copies.

Any reports, complaints or concerns relating to the TTAW's Equality Policy will also be held in a securely locked, fire resistant cabinet with the only keys being held by the TTAW's Child Protection Officer.

Information received relating to the TTAW's Equality and Child Protection Policies will be dealt with in a confidential manner and shared on a 'need to know' basis only.

It is recommended that all clubs, leagues, counties and regions ensure that any personal information held on any of their members is similarly stored in a safe and secure way. Further, that personal information is not shared unless permission has first been obtained from the individual. All information should be shared on a 'need to know basis' at all times. Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

The following person \_\_\_\_\_ has expressed an interest in working with \_\_\_\_\_. The post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate’s suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you know this person? .....

In what capacity? .....

What attributes does this person have that would make them suited to this work?  
.....  
.....

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes  No

If you have answered YES we will contact you in confidence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

This form is to be completed by employees and volunteers in sport.

Position applied for:	
Last Name and Title (Mr/Mrs/Ms/Miss):	
Any first name, last name or maiden name previously known by:	
First Name (s):	
National Insurance No:	
Address:  Postcode: Telephone Numbers: E-mail Address:  Former Address (if moved within the previous three years):	
Current occupation:  Role:  Start Date:	Name of organisation:  Address:
Previous occupations:  Role:  Start Date:	Name of organisation:  Address:  Finish Date:

Relevant experience:		
Previous experiences of working with young children in a voluntary or professional capacity:		
Qualifications:		
Academic/school: (not essential for those applying for voluntary positions to complete)		
Vocational/interests:		
Sporting qualifications and experience:		
Reason for applying;		
Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:		
Name: Address:  Tel. No: E-Mail:	Name: Address:  Tel. No: E-Mail:	With your approval we shall also contact
your current employer (where appropriate) for a reference		
I agree to abide by any Code of Ethics and Conduct which the Organisation has in force.		
Signed:	Date:	
Print Name:		
NB Failure to disclose this information may result in exclusion from the club or organisation		

**APPENDIX C**

**SAMPLE INCIDENT RECORD FORM**

Your Name:
Your position:
Child's name:
Parent/carers names and addresses:
Child's date of birth:
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 Social Care/Social Services: Yes/No	If yes – which:  Name and contact number:  Details of advice received:
NGB: Yes/No	If yes – which:  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:	

NB A copy of this form should be sent to Children’s Social Care (Social Services) after the telephone report.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.



## **APPENDIX D**

## **USEFUL INFORMATION**

Department of Health Consultancy Service  
Room 133, Department of Health, Wellington House,  
133-135 Waterloo Road, London DE1 8UG.

NSPCC Child Protection in Sport Unit (CPSU)  
NSPCC National Training Centre, 3 Gilmour Place,  
Beaumont Leys, Leicester, LE4 1EZ  
T: 0116 234 7278  
E-Mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)  
Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

NSPCC Cymru / Wales  
Floor 13 Capital Tower  
Greyfriars Road  
Cardiff CF10 3AG  
T: 02920 267 000  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

The NSPCC,  
National Centre, 42 Curtain Road, London EC2A 3NH.  
NSPCC free 24 hour Helpline 0808 800 5000

Table Tennis Association of Wales Child Protection Officer  
28 Trevalyn Way, Rossett  
Wrexham, LL12 0EJ  
Tel. 01244 - 571335  
E-Mail: - [pingpongcarter@aol.com](mailto:pingpongcarter@aol.com)

WCVA CRU  
Morfa Hall, Bath Street  
Rhyl, LL18 3EB  
Tel: 0800 197 391

Criminal Records Bureau (CRB),  
POBox 110, Liverpool, L3 6ZZ  
[www.crb.gov.uk](http://www.crb.gov.uk)

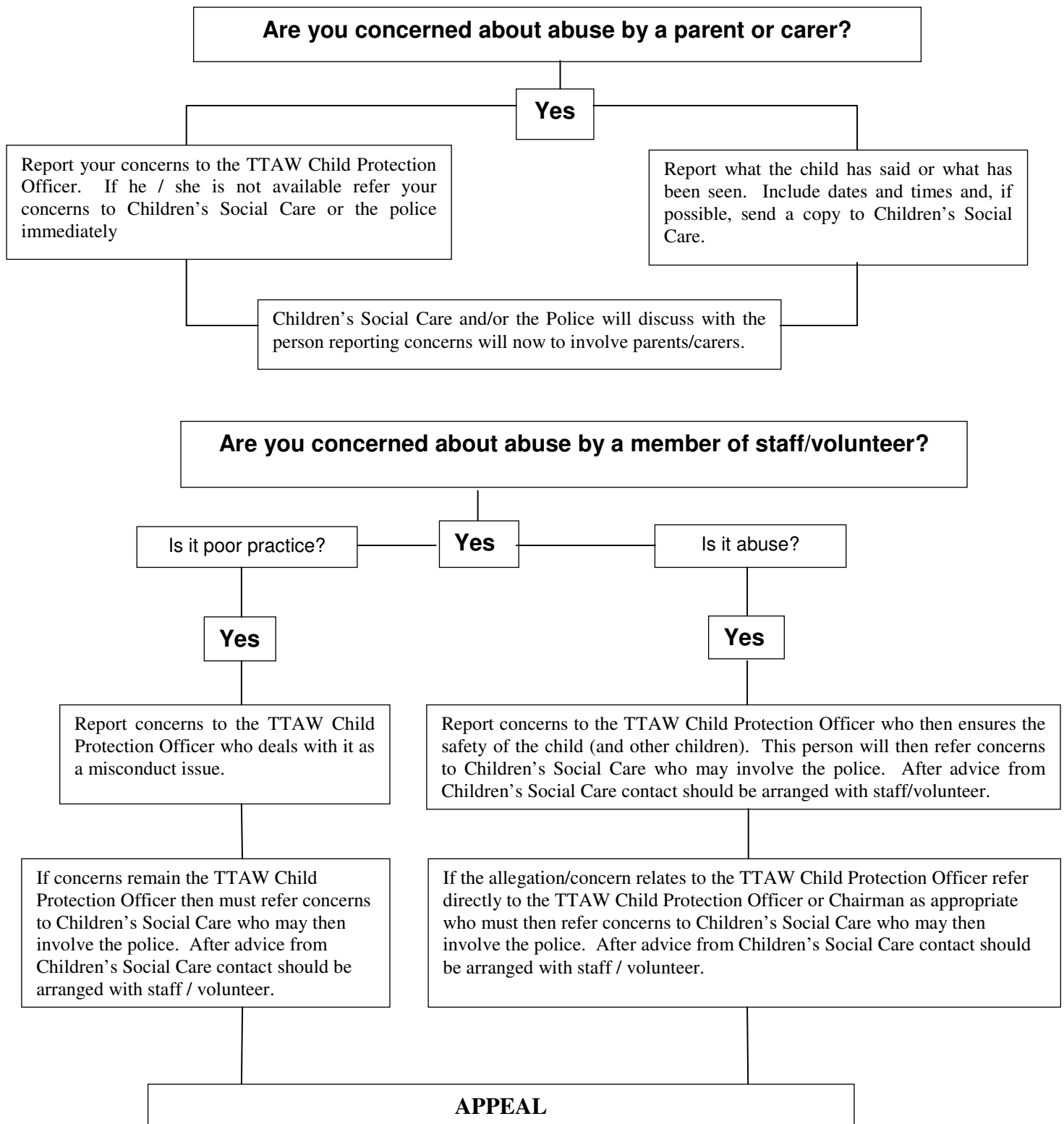
Childline,  
Studd Street, London N1 0QV Tel: 0800\_1111  
[www.childline.org.uk](http://www.childline.org.uk)

Data Protection - [www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)

**WEB RESOURCES** - [www.nspcc.org.uk](http://www.nspcc.org.uk)

Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication 'Employment Matters' and the NCF publication 'Investing in Coaches – a Guide to local coaching development' (both available from Coachwise).

# APPENDIX E      QUICK GUIDE TO REPORTING PROCEDURES



## **APPENDIX F    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 club/league/county/region/national 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 questions in BLOCK CAPITALS and ensure all writing is legible.

### **PERSONAL DETAILS OF PARTICIPANT:**

Last Name:				
First Name:				
Preferred 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 the club 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 Code of Conduct and, in signing this form below I agree to abide by the Code.

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:

## **APPENDIX G      CRIMINAL RECORDS BUREAU CHECKING**

Everyone involved with sport should be aware of the importance of Criminal Records Bureau checking (CRB) for all those staff, coaches, members, volunteers, officials and parents involved in any way with young people. Indeed this is an integral part of the TTAW's Child Protection Policy and Guidelines.

The Table Association of Wales (TTAW) has agreed the following policy in respect of all staff and volunteers working with children and young people – for the purposes of the TTAW's Child Protection Policy this relates to those aged under 18 years.

CRB checking should be mandatory for all coaches, officials, staff and volunteers working with or organising activities that involve young people as defined within the TTAW's Child Protection Policy and Guidelines.

### **1. COACHES**

- From 1<sup>st</sup> March 2006 all registered TTAW coaches must have a current CRB check in place.
- CRB checks must be renewed every 3 years.
- Coaches not meeting the requirement will be considered to be 'not active' and not receive any update information or invitations to attend conferences from the TTAW. In addition they will not be recommended by the TTAW for any coaching positions with outside agencies.
- Regional Development Officers, County Associations, Leagues and Clubs will be advised of coaches who have not got a cleared CRB.

### **2. REFEREES, TOURNAMENT ORGANISERS AND UMPIRES**

- From 1<sup>st</sup> September 2007 all referees, tournament organisers and umpires must have a current CRB check in place.
- CRB checks must be renewed every 3 years.
- A database for all referees, tournament organisers and umpires will be set up by the TTAW's National Child Protection Officer to enable the chasing and administration of the CRB checks.
- A list of any outstanding CRB checks will be sent to the appropriate national committees to ensure that only officials with current CRB checks are used at any TTAW events.

### **3. PROFESSIONAL STAFF**

- All Regional Development Officers, National Coaches, National Equality and Child Protection Officer, Operations Manager and anyone else as deemed necessary by the Child Protection Officer must have current CRB checks.
- CRB checks must be renewed every 3 years.
- The National Child Protection Officer will be responsible for ensuring that all the checks are current.

#### **4. SUPER CLUB WELFARE OFFICERS**

- From 1<sup>st</sup> January 2007 all Club and League Welfare Officers must have a current CRB check in place.
- CRB checks must be renewed every 3 years.
- The National Child Protection Officer will be responsible for updating the database and chasing the Club and League Welfare Officers to ensure that they all have current CRB checks.
- Any Club and League Welfare Officer not complying with this policy will not be allowed to continue in the role.

#### **5. VOLUNTEERS**

The recommendation of the TTAW is that all key volunteers either at national, regional, county, league or club level who have significant contact with young people and children should be required to have a CRB check renewable every 3 years. This could include the following examples:

1. Local Junior League organizers.
2. People (including parents unless it is their own children) transporting players to local league matches, local and national competitions and coaching sessions.

#### **THE PROCESS**

The TTAW have several CRB Verifiers throughout Wales. These people are registered with the Wales Council for Voluntary Action and are authorised to verify the required documents when an application for a CRB is made.

The TTAW will accept a CRB certificate applied for and verified by the following bodies for an interim period of 3 months maximum. This gives sufficient time for all new applicants, for any position, to obtain a satisfactory CRB certificate processed via TTAW verifiers.

The TTAW will accept interim CRB checks taken out with the following registered bodies:

1. Other national governing bodies of sport
  2. Local authorities
  3. Local education authorities including schools and colleges
- CRB checks from any other bodies WILL NOT BE ACCEPTABLE.

These interim CRB certificates must be forwarded to the National Child Protection Officer for checking purposes. They will then be returned to the person named on the check.

#### **CONVICTIONS**

Where there is evidence shown on the CRB check of convictions:

1. The person concerned will be asked to provide a written statement regarding the circumstances surrounding the convictions
2. Once all the information has been forwarded to the TTAW's National Child Protection Officer the Child Protection Risk Management Group will take a decision as to whether any action be taken against the person concerned
3. Any investigations or information requested will be dealt with on a need to know basis and confidentially
4. The Child Protection Risk Management Group and will have 28 days in which to submit an appeal
5. Any appeal will be heard by the TTAW's Disciplinary Committee.

## **APPENDIX H    Photography and Use of Cameras/Videos Guidelines**

### **Photographic/Video Equipment**

Anyone wishing to use photographic and/or videoing equipment at any Table Tennis Association of Wales (TTAW) organised events must apply for a Photography License.

Forms to apply for a license can be obtained from the TTAW or as a downloadable document from the website [www.TTAW.co.uk](http://www.TTAW.co.uk).

Licenses may only be used at the discretion of the tournament organiser or referee.

The TTAW encourages all tournament organisers to include these forms in any entry forms for events or competitions in which they may be involved. A supply of the forms can be obtained from the TTAW Registered Office.

Authorisations for the use of photographic equipment will be issued by the TTAW's National Child Protection Officer. The following conditions will apply:

All forms must be accompanied by 2 passport sized photographs of the person applying for the authorisation signed on the reverse by an independent witness

Each authorisation costs £2.00 – cheques should accompany this form and be made payable to the TTAW Ltd.

Each authorisation will last for a period of 3 years

relatives of players must apply for a licence although they will not be required to submit a CRB (Criminal Records Bureau) check.

Authorisations for coaches will only be issued to those TTAW registered coaches who have previously provided evidence of a CRB check

Any other people applying for authorisation must submit a current (less than 3 years old) CRB check with their application

Professional photographers/filming/video operators wishing to record any TTAW events should register their intent with the event organiser by producing their professional identification or TTAW accreditation. Day licenses will still be available at events and issued at the discretion of the referee/tournament organiser. All people with authorizations must present them to the registration desk at the start of any competition or event to indicate their intention to use photographic or video equipment and should display the licence at all times.

It is also suggested that the Registration Desk keep a record of each person authorized for their particular event and send it to the TTAW's National Child Protection Officer (Address in Appendix D) immediately after the event.

Any person using cameras or videos during the course of a competition or event may be challenged by the tournament organizer or referee.

If anyone using a camera or video who is unable to produce a license, even if it has been issued, may be stopped immediately from filming or taking photographs.

Anyone continuing to use photographic equipment after not being able to produce a license may be asked to leave the event and the matter reported to the TTAW's National Child Protection Officer as soon as possible to allow any further action, if needed, to be taken promptly.

To help enforce this policy the TTAW 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 TTAW Registered Office.

Mobile phones with the facility to take photographs must be treated as cameras.

## **Parental Consents**

Parental consents should also be obtained before photographs are used in any promotional or publicity material

The TTAW's licence application form contains a section for parents and carers to give their consent to the TTAW to use photographs of their children or children in their care.

The TTAW's National Child Protection Officer keeps a master list of all the players for whom parental consent has been granted for use of their photographs in promotional or publicity material.

Tournament Organizers or Referees may have access to or request a copy of the list for their information at any time during the season.

## **Child Protection Contact at Each Event**

The TTAW are working towards ensuring that all event-organizing committees have one member to act as the child protection contact at each individual event.

The name of the person appointed should be displayed at the Registration Desk.

The nominated person should have attended a Child Protection Workshop and hold a current Criminal Records Bureau check (see the TTAW's Policy on CRB checking for further information).

The role of the contact is to report concerns about any incidents of child abuse to the TTAW's Child Protection Officer and/or, if the incident was considered to be serious, to the local police.

The contact will not be asked to make any judgments 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 the TTAW free of charge.

It is hoped that the implementation of these guidelines will only cause a minimal amount of additional administration for tournament organizers and referees. However, it is important for the future of our sport that we all try to provide a safe environment in which children can participate in competitions and events, whilst we continue to promote and celebrate their achievements and successes.



## **APPENDIX I   Roles and Responsibilities – Superclub/League Welfare Officer**

<b>Role:</b>	
<b>Status:</b>	Volunteer
<b>Appointed by:</b>	Superclub/League committee
<b>Responsible to:</b>	SuperClub/League Committee and TTAW Child Protection Officer
<b>Reports to:</b>	TTAW Child Protection Officer
<b>Approx. time commitment:</b>	30 minutes per week on average
<b>Useful skills and experience:</b>	Diplomatic, discreet, good listening skills and must have attended Safeguarding & Child Protection Workshop.

### Responsibilities:

- Agree to, act on, promote and uphold both the TTAW’s Child Protection and Equity Policies.
- Ensure that Superclub/league officials follow application and disclosure procedures as set out in the TTAW’s Child Protection Policy and Guidelines during the appointment of coaches to work with young people.
- Attend Child Protection Workshops as appropriate to ensure an understanding and knowledge of the most up to date information with relation to child protection issues.
- Encourage all Superclub/league personnel and coaches working with young people and vulnerable adults have attended child protection workshops.
- Ensure that all Child Protection and Equity updates and new initiatives from the TTAW are communicated to the club/league and its members.
- Check that Child Protection and Equity are included on all Superclub/league committee meeting agendas.
- Demonstrate high standards of personal behavior at all times promoting a positive role model for all young people who attend the club/league.
- Support and advise the Superclub/league committee to ensure that all young people are provided with a safe environment, which maximizes benefits and minimizes risks to them.
- Promote relationships with all Superclub/league members and others that are based on openness, honesty, trust and respect and ensure that confidentiality is maintained at all times.
- Check that the Superclub/League Welfare Officer’s contact details are readily available to all club/league members.
- Maintain contact details for local Children’s Social Care and Police, and know how to obtain the Local Safeguarding Children Board Guidelines.
- Be the first point of contact with the TTAW’s Child Protection Officer,
- Be the first point of contact for volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified.

The Superclub/League Welfare Officer is **NOT** expected to make judgments on whether child abuse has or has not taken place but to ensure that either the appropriate authorities or the TTAW’s Child Protection Officer are informed of any suspicions as soon as possible. The Superclub/League Welfare Officer will be expected to advise the TTAW’s Child Protection Officer of any such reports and any local action taken.

### **Supporting Information:**

The TTAW Child Protection Policy and Guidelines

## **APPENDIX J**

## **Guidelines for Complaints Procedure for Clubs**

### **Club Complaints Procedure**

Many clubs will already have in place codes of conduct for players, parents/carers, coaches and officials – for more information see the section in the TTAW’s Child Protection Policy and Guidelines or on the TTAW website ([www.TTAW.co.uk](http://www.TTAW.co.uk)). However, Codes of Conduct can only be effective if there is a disciplinary process to support them. It is essential that the club is fair and consistent and 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.

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 the TTAW’s and the Superclub’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 Superclub/League Welfare Officer or directly to the TTAW’s Child Protection Officer 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
- 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 or via the TTAW’s formal process

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 notice board so that every member or visitor can see and access the information.

Clubs and leagues should also be aware that the TTAW has a formal disciplinary process, a copy of which can be obtained by from the TTAW website.

## Sample Superclub/League Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Superclub/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 Superclub/league Welfare Officer or the TTAW's Child Protection Officer. Sample incident report forms for any child protection issues are available on the TTAW's website.
2. For all other complaints the matter should be referred to the Superclub/league Chairman (*enter contact details or other club/league officer to whom the referral should be made*). 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 Superclub/league Chairman (or other designated officer) will refer the information either to the Superclub/league management committee or to the Superclub/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

## **APPENDIX K**

## **Protocol for Information Sharing**

### **Purpose**

To provide a framework within which sports bodies, statutory bodies and relevant others can share information appropriately in the interests of protecting children from harm.

To provide a tool to:

- to clarify the principles upon which decisions: to share, or not to share, information; at what relevant level to share; how to share; and with whom (internally and with external agencies)
- share appropriately relevant information to protect children from actual or potential harm
- raise awareness of best practice in information sharing which will assist in developing consistent processes and practices both within and outside of the sport sector
- enable other agencies to share relevant information confidently with the sports sector
- ensure that information sharing practice reflects the framework of legislation and guidance
- ensure that those who are the subject of the information to be shared understand and have confidence in the processes followed by the bodies which have adopted this protocol
- clarify appropriate routes of communication for all agencies (sports organisations, statutory agencies and appropriate others) for information **sharing**<sup>1</sup>

### **Principles**

- A child is defined as being under the age of 18 by the Children Act 1989 and when making decisions about sharing information about a child/children their welfare is the paramount consideration. Decisions to share information may be for the purpose of protecting an individual child or children in general)
- Sports organisations will share information where they reasonably believe that it is necessary to share in order to protect or safeguard a child/children
- Sports organisations will explain openly and honestly, or at least notify, at the outset what information will or could be shared, and why, and seek agreement – except where doing so puts the child or others at risk of significant harm
- Consent to share information will usually be sought, however, if consent is refused or there are good reasons not to seek consent, consideration will be given as to whether there is a sufficient public interest for the information to be shared (principles of openness, consultation and inclusion)
- Sports organisations will respect the wishes of children or families who do not consent to share confidential information – unless in their judgement there is sufficient reason to override that lack of consent
- Sports organisations will share no more information than is necessary for the specific purposes of sharing that relevant information (principle of proportionality)
- Sports organisations will ensure that people to whom this protocol applies are aware of the protocol and implications for them in order to ensure that its application is a transparent process
- When sharing information sports organisations will ensure that they clarify which information they are sharing is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts)
- Sports organisations will ensure that the way that information is shared is appropriate to the level of urgency but information will always be supported by a written report.
- Information that is shared will be accurate, up to date, necessary for the purpose for which it is being shared, shared only with those with a need to see it and shared securely
- Records will always be kept of the decision to share, or not to share, information and the reasons for this decision
- Where information is shared during the course of an investigation, the outcome will be shared with those to whom the original information was sent

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<sup>1</sup> See Appendix 1: Questions that statutory agencies should ask to ascertain the correct route/persons with whom information can appropriately be shared in sports organisations

## **The type of information that will be shared**

- Information relating to safeguarding/welfare/child protection concerns which meet the threshold for referral to external safeguarding agencies (Police or Social Services) will be shared in all cases
- Information which raises safeguarding concerns arising from CRB disclosures. The threshold that will be applied is that the organisation's judgement is that the individual is unsuitable to work with children
- Information indicating safeguarding/child protection concerns but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Services or the Police as not meeting their threshold, but the organisation judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal processes
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to children, but not meeting the threshold for referral to external safeguarding agencies, and:
  - where the organisation has either suspended or excluded the individual, or
  - has put in place special arrangements or monitoring to ensure children's welfare as a result of its disciplinary process

Clearly these different categories or levels have implicitly different implications for information sharing. High level concerns meeting the threshold for police or Social Services action should be managed by those agencies. The sports organisation with information that a concerning individual may be operating with children in another organisation(s) should in the first instance pass this information to the statutory agencies, and the sports organisation should seek the advice of the statutory agencies when consideration is being given to sharing information with the other organisation(s).

## **Process for information sharing and receiving of information**

- The decision to share information will be based upon the principles embedded in the **protocol**<sup>2</sup>
- The sports organisation will decide which organisations information needs to be shared with based on the level of concern and on a need to know basis
- The sports organisation will identify who is the appropriate person within the organisation to whom they should make the referral (this will be determined by that individual's role and responsibilities in relation to management of child protection/safeguarding concerns)
- Where the concerns are about a child within their family or wider community ( a non-sport context) sports organisations will refer information to the statutory agencies (Police or Social Services) in the area in which the child lives
- Where concerns are about possible or actual abuse of a child by someone within the sports organisation, the sports organisation will refer this to the statutory agencies where the alleged abuse may have taken place
- Where the sports organisation is aware or believes that the person against whom the allegation is made may work with children in other organisations, they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisations and, if so, by whom
- Where concerns arise in the context of services/activities for children provided on behalf of a school/educational establishment or within a school sport/physical education setting the Protocol for Safeguarding Children should be followed.
- Where a sports organisation has deemed someone is unsuitable to work with children as an outcome of its disciplinary process it will refer that individual's name to the Protection of Children Act list. Information about the outcome of a disciplinary process will only be shared on a need to know basis both within the organisation and with external agencies
- Where there has been statutory agency investigation, and/or where the person who is subject of the investigation is subject to the monitoring of the local Multi Agency Public Protection Panel (MAPPP), sports organisations will contribute to the statutory agencies' planning processes where requested
- The outcome of disciplinary processes would not normally be shared with external agencies by the sports organisation without the consent of the individual who is subject to this process (for example, for the purposes of providing a reference). Exceptions to this would be guided by the principles embedded within this protocol
- Outcomes of disciplinary processes will be shared within the sports organisation on a strictly need to know basis

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<sup>2</sup> See Appendix 2: Flowchart for information sharing

- When sports organisations are recruiting staff or volunteers to work with children they may be provided with information that would indicate that an individual may pose an actual or potential risk to children or may be unsuitable to work with children. As part of their recruitment processes sports organisations will have procedures in place that ensure that consent has been obtained from current/prospective employees/employees both to obtain the information and to clarify it where necessary
- Sports organisations will have in place policies, procedures and processes that ensure that appropriate recruitment and selection processes are consistently applied that reflect the need to safeguard children
- As many recruitment processes are being applied retrospectively (since sports organisations have been able to access Criminal Records Bureau disclosure information) sports organisations will have processes in place to determine whether someone remains suitable to work in their current position with children. They will also need to decide whether relevant information needs to be shared with statutory agencies or other organisations
- It is unlawful for any organisation to share the content of CRB disclosures with other organisations, consequently any decisions to share information where there are concerns about the risk an individual may present to children must be directed to the statutory agency from which the information was sourced (in the majority of cases this will be the Police). A disciplinary decision can, however, be shared where an individual may present a risk to children and where the principles embedded in this protocol have been followed
- Occasionally sports organisations may be directed by a Court, or given permission by a Court, to share information about an individual where the Court has determined that the individual poses a significant risk to children and the sports organisation may need to take action to contribute to management of the risk this individual poses
- All information held regarding complaints about poor practice by sports organisations will usually only be shared with the consent of the individual against whom the complaint has been made (for example, when an individual has consented to a reference being taken up by another organisation). Where statutory agencies are conducting a child protection investigation, however, the sports organisation will consider the appropriateness and proportionality of sharing the aforementioned information in accordance with the principles embedded in this protocol where requested
- All information held by sports organisations regarding complaints about poor practice will only be shared within the sports organisation on a strictly need to know basis
- Where there is urgent need to share information in order to enable statutory agencies to act in the public interest, information may initially be shared verbally but will always be followed up in writing
- The reason to share, or not to share, information will always be recorded by the sports organisation

### **Recording, Storage and Disposal of Information**

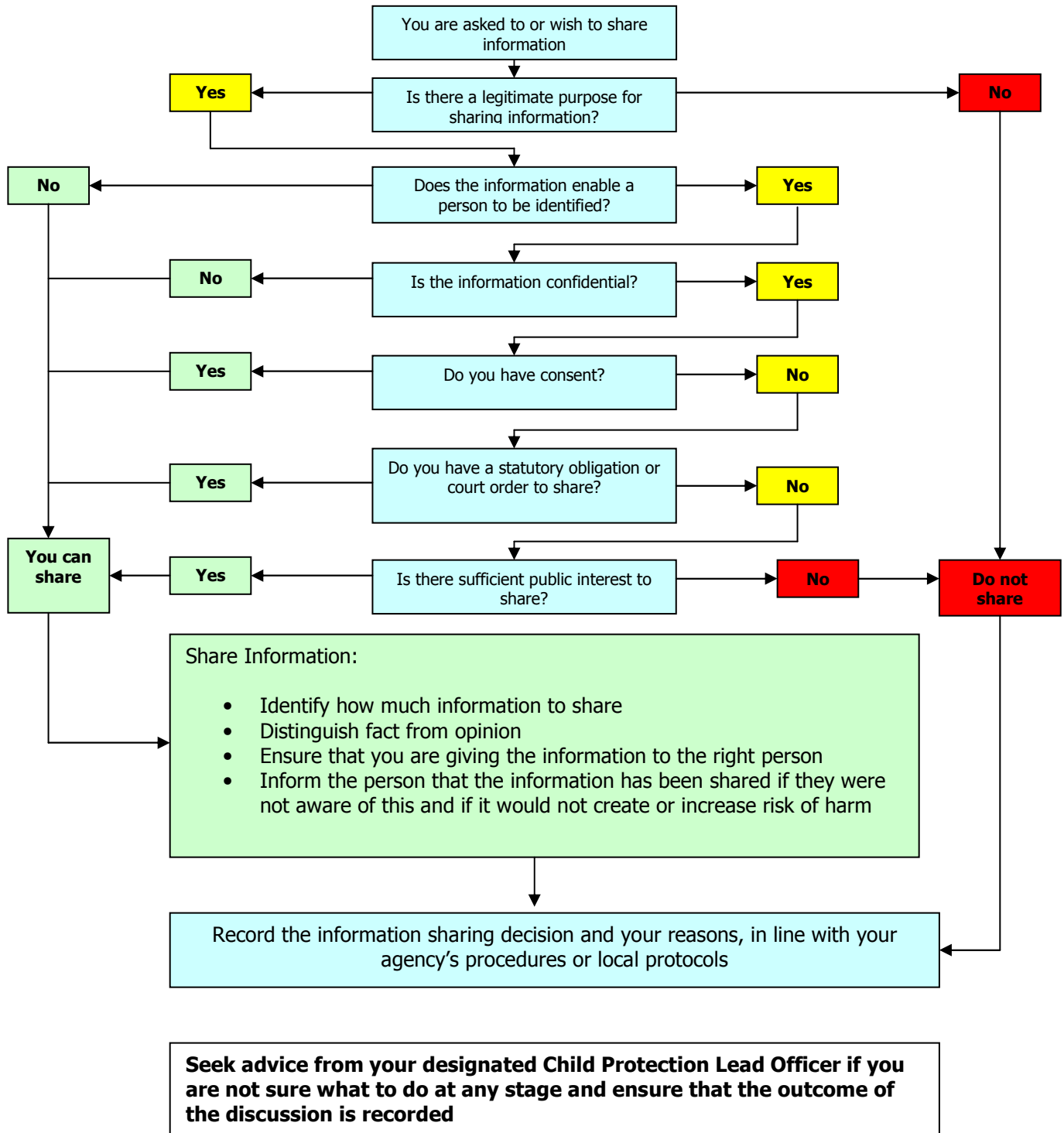
- Information held about different individuals will be recorded separately
- Written information in either paper or electronic form will be stored securely in accordance with data protection legislation and other government guidance
- All reasonable steps will be taken to ensure secure receipt of information
- Information will be marked as confidential with a disclaimer included regarding what to do if correspondence is received by someone in error
- Written communications will clarify the extent to which the information can be shared within the recipient organisation
- Consent to share information will be sought from the individual to whom the information refers unless:
  - This may put children or other parties at risk of harm
  - Refusal to consent is unreasonable or not in the public interest
  - Consent cannot be obtained
  - The organisation is advised by a statutory agency not to do so, or there is a Court order which so directs
- Sports organisations will have in place systems for the safe storage of information and clear procedures regarding authorised access to records
- Sports organisations will have a records destruction procedure which includes destruction of additional copies of information used for a specific purpose (for example, for a disciplinary hearing). There will be clear timescales for destruction of records whilst recognising that there will be different periods for the destruction of different records (for example for CRB disclosures, disciplinary decisions and for insurance purposes)
- Sports organisations will have a secure method for record destruction and disposal
- Consent to third party information being passed on will always be sought from the third party except in the circumstances regarding consent previously outlined. sports organisations will have an 'Access to Records' policy and procedures which covers their own agency's records and third party information

## **Appendix 1**    **Questions to ask to inform safe information sharing practice**

Where the information is about concerns about an employee or volunteer:

- Who has responsibility for employment or deployment of staff and volunteers?
- Are they a qualified/licensed person for a recognised sports national governing body?
- Does the organisation have a structure for designated persons for child protection/welfare and , within this structure, at what level should information be shared? ( Concerns of a child protection nature should always be shared with the designated person at a National level)
- Has the organisation got clear written guidelines for sharing of information and confidentiality?

## Appendix 2    Flowchart of key principles for information sharing



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