

ISLE OF MAN TABLE TENNIS ASSOCIATION (IOMTTA)

Child Protection Policy

The IOMTTA

Revision 2 – Document Reference IOMTTA CCP

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Child Protection Policy

1.1 Introduction

The Isle of Man Table Tennis Association (IOMTTA) are committed to providing an environment in which all children participating in activities enjoy a safe and positive experience and are protected from harm.

1.2 Child Protection Policy Statement

The IOMTTA has a duty of care to safeguard all children (a child is defined as a person under the age of 18 years – The Children’s Act 1989) involved in activities at venues at the request of the IOMTTA. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The IOMTTA will ensure the safety and protection of all children through adherence to the Child Protection guidelines adopted by the IOMTTA.

1.3 Aims of the IOMTTA Child Protection Policy

- To promote good practice.
- To provide children and young people with appropriate safety and protection whilst in the care of the IOMTTA.
- To allow all volunteers to make informed and confident responses to specific child protection issues.

1.4 Objectives of the IOMTTA Child Protection Policy

- To recognise that all children participating at the IOMTTA, regardless of age, gender, race, religion, sexual orientation, ability or disability have the right to enjoy their involvement in table tennis and be protected from harm, be in a safe environment, and that their welfare is paramount.
- Ensure that the individuals that work with children at the IOMTTA, whether paid or working voluntarily are aware of the policy and adhere to the procedures to provide a positive, safe and enjoyable experience for children.
- Appoint a Child Protection Officer (CPO) with the necessary skills and training, who will take the lead in dealing with all child-safeguarding matters raised within the IOMTTA.
- Ensure that the IOMTTA Child Protection Officer's name and contact details are available for all volunteers, children and parents of children participating at the IOMTTA, and be available to discuss issues of concern on matters of safeguarding children and deal with such concerns appropriately.
- Ensure that all individuals who work with children have the appropriate training, codes of conduct and good practice to work in line with, and that these have been read and understood.
- Provide all children and parents with the opportunity to raise concerns regarding a child's welfare or protection in a safe and confidential manner, and to take these concerns seriously.
- Ensure that all child safeguarding matters, be they about welfare or protection are dealt with swiftly, appropriately and in accordance with the IOMTTA for reporting and action
- Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- Ensure that all papers relating to child safeguarding matters are held in a safe and secure manner.

2.1 Contact Details

IOMTTA Child Protection Officer

Name – Mrs Heather Melvin

Address – Thie McPhail, Station Road, Ballaugh, IM7 5AE

Telephone Numbers – 07624 421132

IOMTTA Chairman

Name – Maggie Mulhern

Address – Burnbank, Main Road, Higher Foxdale, IM4 3EG

Telephone Numbers – 01624 801795, 07624 411045

Email Address – maggie.mulhern@manx.net

2.2 Categories of Abuse

Child abuse can take many forms, but can broadly be separated into the following five main categories:

Neglect

- Failure to provide adequate food, shelter or clothing
- Regularly leaving children alone or unsupervised
- Failing to protect a child from physical harm or danger
- Failure to ensure access to appropriate medical care or treatment
- Refusing to give a child affection and attention
- Failure to ensure that children are safe and comfortable, exposing them to undue heat or cold or to unnecessary risk of injury would constitute neglect.

Physical abuse

- Hitting, shaking or throwing children
- Poisoning, burning or scalding children
- Biting, suffocating or drowning children
- Giving children inappropriate drugs or alcohol
- Otherwise causing them deliberate physical harm
- To provide table tennis drills and training which exceeds the capacity of the child's immature and growing body would be recognised as physical abuse.

Sexual abuse

- Sexual abuse occurs when adults, both male and female or other young people use children to meet their own sexual needs.
- Full sexual intercourse
- Masturbation, oral sex, anal intercourse or fondling
- Involving children in producing pornographic material
- Showing children pornographic material

Emotional abuse

- Imposing developmentally inappropriate expectations on children
- Making them feel worthless, unloved, or inadequate
- Failing to give them the love and affection that they need.
- Making their positive self- image entirely dependent on sporting achievement
- Making them feel frightened or in danger
- Shouting at, threatening or taunting them
- Over-protecting them
- Unrealistic expectation and pressure to perform from coaches and parents constitutes emotional abuse

Bullying and harassment

- Physical assaults
- Name calling, sarcasm and racist taunts
- Threats and gestures
- Unwanted physical contact
- Stealing or hiding personal items
- Pushing children too hard
- Shouting or humiliating children
- Making the environment a difficult or unhappy experience for others.
- Exclusion

Please see the IOMTTA Anti-Bullying Policy in the next section.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm

them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases should be reported following the guidelines in this document.

When a child enters the activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the volunteers must work with the appropriate agencies to ensure the child receives the required support.

2.3 IOMTTA – Anti Bullying Policy

The IOMTTA is committed to providing a caring, friendly and safe environment for everyone. Bullying of any kind is unacceptable and will not be condoned. If bullying does occur, all children or parents should be able to tell the IOMTTA and be confident that incidents will be dealt with promptly and effectively.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can take several forms, all of which are unacceptable.

- Emotional – Being unfriendly, excluding, tormenting and using threatening gestures.
- Physical – Pushing, kicking, hitting or any use of violence.
- Racist – Racist taunts, graffiti or gestures.
- Sexual – Unwanted physical contact or sexually abusive comments.
- Homophobic – Because of, or focusing on the issue of sexuality.
- Verbal – Name-calling, sarcasm, spreading rumours and teasing.
- Cyber bullying – Bullying via social media or electronic communication.

Action to prevent bullying:

- All persons involved with the IOMTTA should be aware of the potential for bullying in our environment and work within the guidelines of good practice and code of ethics.
- Respect every child's need for, and rights to, a play/learning/sport environment where safety, security, praise recognition and opportunity for taking responsibility are available.
- Recognise that everyone is important and that our differences make each of us special.
- Show appreciation by acknowledging individual qualities, contributions and progress.
- **Use of the electronic media and social media policy**
- Take all signs of bullying very seriously.

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations'

Reporting Concerns Regarding Bullying

- The designated officials will deal with most 'low level' incidents at the time. However, if the bullying is severe (egg, a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the Club Child Protection Officer, or if unavailable, The Chairman.
- It is important to encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and create an open environment.
- The Child Protection Officer will investigate all allegations and take action to ensure the victim is safe. They will speak with the victim and the bully(ies) separately.
- It is important to reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- The incident report form is to be completed.
- If appropriate and necessary the school, parents or police would be informed.
- An attempt will be made to help the bully(ies) to change their behaviours.

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Encourage and support the bully(ies) to change behaviour.
- Insist on the return of 'borrowed' items.
- Impose sanctions as necessary.
- Inform the bully's parents.
- Hold meetings with the families to report on progress.
- Keep a written record of action taken.

Useful Contacts

NSPCC Helplines – 0808 800 5000

Childline - 0800 500 - www.childline.org.uk

Kidscape – 0207 730 3300 - www.kidscape.org.uk

Anti-Bullying Alliance – www.antibullyingalliance.org

2.4 Responding to allegations or suspicions

It is not the responsibility of anyone involved with the IOMTTA to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

The IOMTTA will assure all coaches that it will fully support and protect anyone, who in good faith reports his or her concern that an individual is, or may be, abusing a child.

2.5 IOMTTA - Child Protection Confidentiality Policy

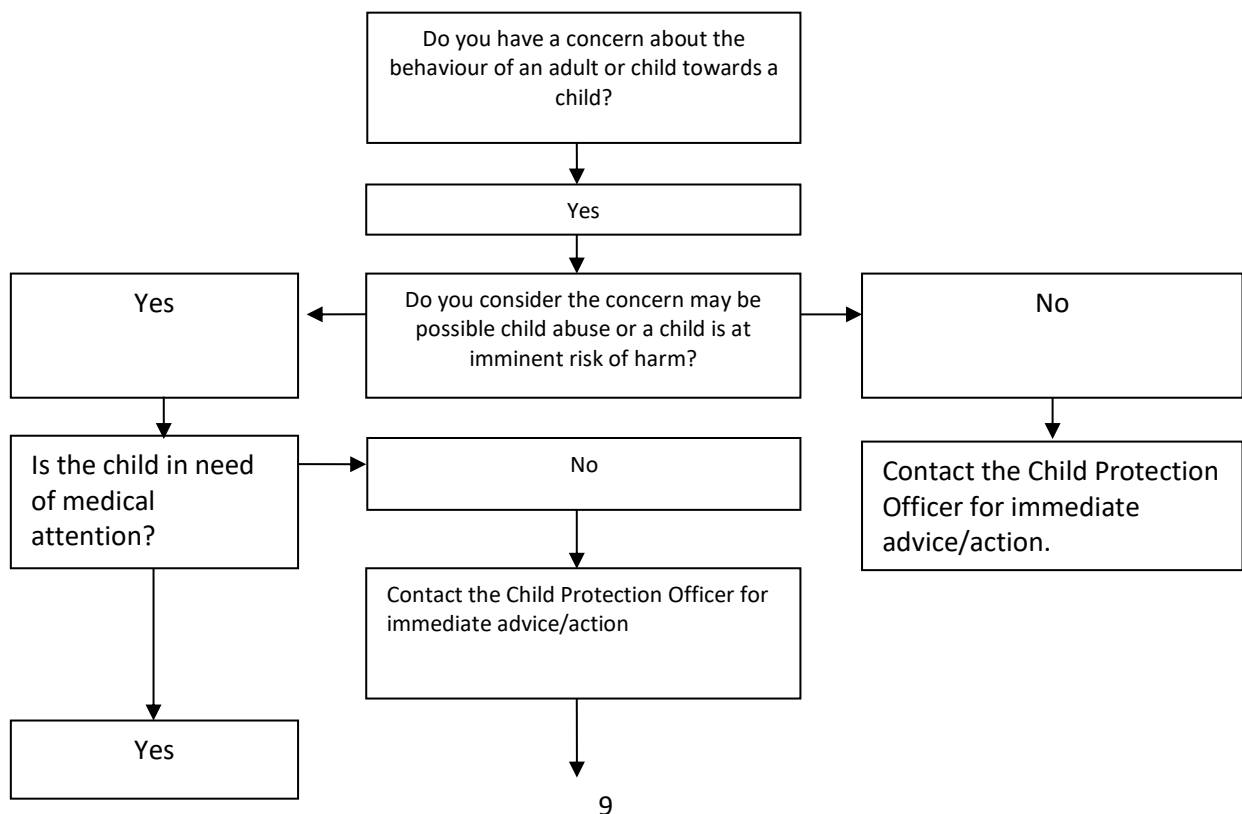
Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need to know** basis only. This includes the following people:

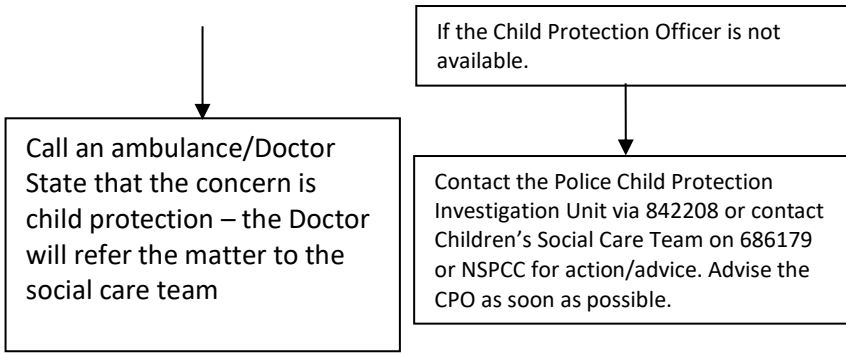
- The IOMTTA Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police

Always record carefully what you have seen, heard and done as soon as possible

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (egg, that information is accurate, regularly updated, relevant and secure).

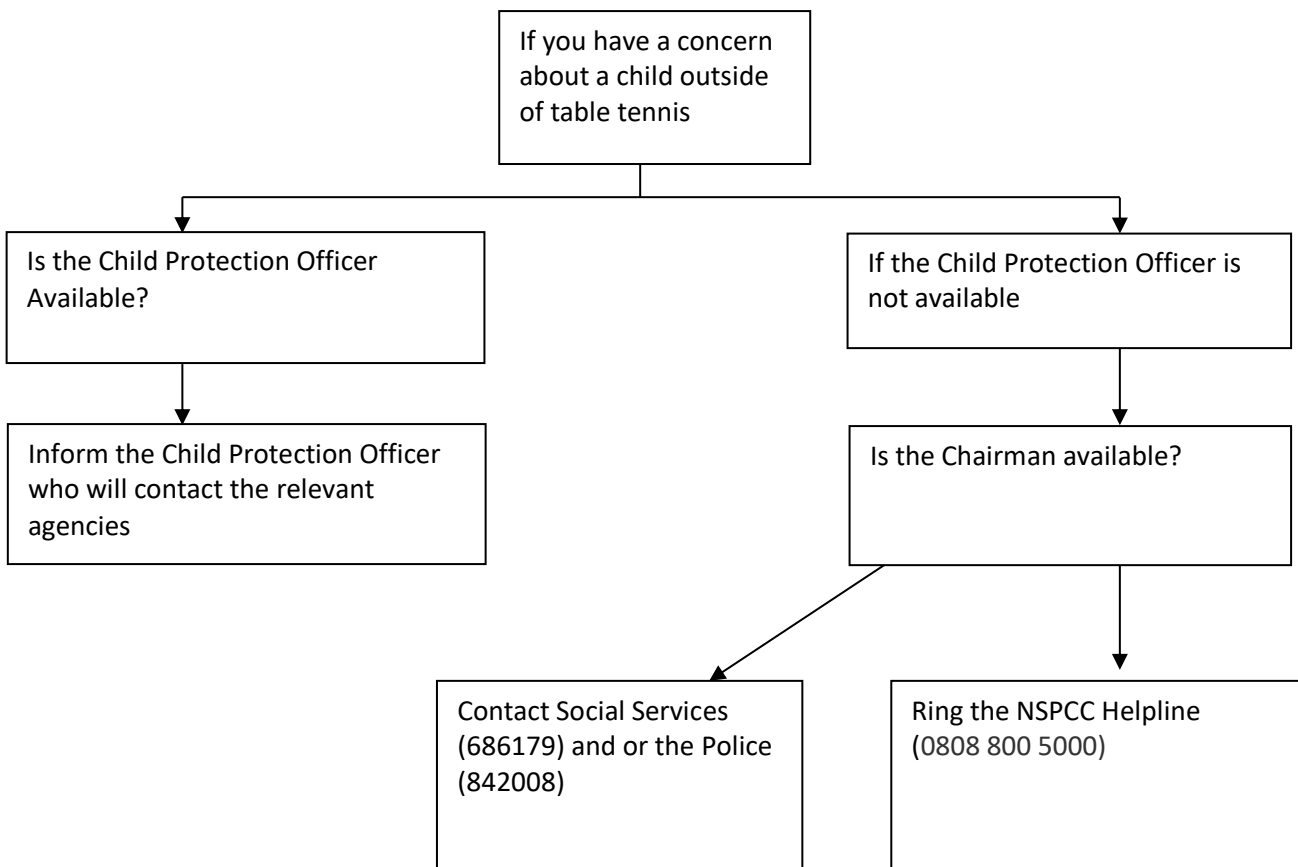
2.6 Action to take if concerned about a child inside the IOMTTA





Remember: Make a factual record of events using the form in this file.

2.7 Action to take if concerned about a child outside the IOMTTA



Remember: Make a factual record of events using the form in this file.

2.8 Guidelines for providing information to police or social services and completion of the IOMTTA Incident Form

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.

- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact that took the referral should be recorded.

2.9 IOMTTA - Incident Report

Date

Section 1 – Details of child concerned

Name..... Age.....

Male/Female..... Date of birth.....

Ethnic Origin.....

Disability/Special Needs Yes/No

If yes, give details.....

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Parents/Carers.....

Address.....

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Phone Numbers.....

Section 2 – Details of referrer

Name.....

Position at the IOMTTA.....

Address.....

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Section 3 – Details of adult/child against whom the allegation is made

Name.....

Address.....

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Phone Number.....

Section 4 – The incident/concern

Date of incident.....

Place of incident.....

Did you observe the incident/concern Yes/No

If no, give the details of the person that did

Name.....

Position at the IOMTTA.....

Contact details.....

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Details of concern (include as many details as possible including time it happened, place, if any injuries were sustained, treatment required) Continue on a separate sheet if necessary.....

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Child’s account of what happened (please state what the child actually said or indicate if not their actual words) Continue on a separate sheet if necessary

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Category of referral (delete as appropriate)

Neglect

Sexual

Bullying

Physical

Other

Section 5 – Action taken by the IOMTTA

Police informed

Yes/No

If yes, give the name of the Police Officer dealing.....

Telephone/email contact details.....

Children's Social Care Services Informed

Yes/No

If yes, name of social worker dealing.....

Telephone/email contact details.....

Medical assistance required

Yes/No

If yes, give details.....

Parents informed

Yes/No

Details of action taken (or attached report sheet separately)

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Signed..... Date.....

2.10 Responding to allegations regarding a member of volunteers – IOMTTA Whistle Blowing Policy

The concept of whistle blowing, allows individuals to raise issues of poor practice or misconduct by coaches/volunteers. This is an important part of the safeguarding of children at the IOMTTA and whilst an unpleasant concept, the welfare of children is paramount.

The Chairman/Child Protection Officer of the IOMTTA would deal with a complaint received concerning poor practice by a coach/volunteer/player. If, following consideration, the allegation is clearly about poor practice the matter will be dealt with as a misconduct issue.

If the allegation is about poor practice by the Child Protection Officer or Chairman, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chairman or Secretary to the IOMTTA as appropriate 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 a coach/volunteer/player should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The Child Protection Officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

If concerned about a child and unable to contact the designated person in your organisation, please call the [NSPCC 24-hour Helpline](#) on 0808 800 5000

2.11 Reporting concerns outside the immediate sporting environment (eg a parent or carer)

Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.

If the Child Protection Officer is not available, refer the matter to the Chairman. If the Chairman is not available the person being told of or discovering the abuse should contact social services or the police immediately.

Social Services and the Child Protection Officer will decide how to involve the parents/carers.

Maintain confidentiality on a **need to know** basis only.

2.12 Reporting Allegations of Previous Abuse

Allegations of abuse may be made some time after the event. Where such an allegation is made, the IOMTTA should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

2.13 Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk. Manx Equivalent

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

2.14 Helplines

Other useful numbers should you wish to report concerns regarding child safeguarding matter:

NSPCC – 0800 800 5000

Childline – 0800 1111

3.1 IOMTTA - Code of Ethics

This is based on four key principals:

- **Rights** – All coaches/volunteers/players must respect and champion the rights of every individual to participate in the activities of the IOMTTA.
- **Relationships** – All volunteers must develop a relationship with participants, parents/carers and others based on openness, honesty, mutual trust and respect.
- **Responsibility for Personal Standards** – All volunteers must demonstrate proper personal behaviour and conduct at all times.
- **Responsibility for Professional Standards** – All volunteers to attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

3.2 IOMTTA Policy for Promoting Good Practice

All of the IOMTTA v coaches/volunteers/players are encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

3.3 Good practice Guidelines:

- Always working in an open environment, avoiding unobserved situations.
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before achieving goals.
- Maintaining a safe and appropriate distance with children.
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Make table tennis fun, enjoyable and promote fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the IOMTTA. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.

- Involving parents/carers wherever possible. For example, if working with individuals or groups, always ensure coaches, parents or officials work in pairs.
- However, remember that same gender abuse can also occur.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Keep written records of any injury, along with the details of any treatment given.

Practices to be avoided

Avoid spending time alone with children away from others. In an emergency situation where it is unavoidable, for example accompanying a child to hospital it should be with the full knowledge and consent of the IOMTTA Chairman/CPO.

Unacceptable Practices

- Never engage in rough, physical or sexually provocative games, including horseplay
- Never allow or engage in any form of inappropriate touching
- Never allow children to use inappropriate language unchallenged
- Never make sexually suggestive comments to a child, even in fun
- Never offer a lift to a child without appropriate consent
- Inappropriate contact with children through social media sites.
- Never reduce a child to tears as a form of control
- Never fail to act upon and record any allegations made by a child
- Doing things of a personal nature for children or disabled adults, they can do themselves

N.B. It may sometimes be necessary for coaches/volunteers/players to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the individual involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a child

- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

3.4 IOMTTA Photography/Filming Policy

This policy applies to all photographs taken on film or digital camera including mobile phones and all sorts of moving pictures including video recordings.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All coaches/volunteers should be vigilant and any concerns should be reported to the Child Protection Officer or Chairman.

- The publishing of a photograph of a child under 18 either on a notice board or in a published article will only be done with the parents' consent. The form in this policy should be used and retained.
- A parent or guardian has the right to refuse to have their children photographed.
- Photographic and filming equipment is not allowed at the IOMTTA. Specific requests can be made to the designated official and will be considered depending on the circumstances.
- If permission is given for photographs to be taken the parent should ensure that their child is the main focus of the photo, and the parents of children in the vicinity, who may be part of the picture be asked to confirm that they are in agreement.

- All photographs must observe generally accepted standards of decency.

Any photographs taken by the IOMTTA will:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure that all those featured are appropriately dressed.
- Represent a broad range of youngsters involved in table tennis.
- Names and identifying details should only be included if deemed appropriate and would only be done with the express written permission of the child’s parent or guardian. This information should be on the registration form

3.5 IOMTTA – General Photography Consent Record

Before an individual can take a photograph within the IOMTTA they should request permission from the Chairman or their deputy. If this is given the consent record form must be signed and the following points observed.

- The parent should ensure that their child is the main focus of the photo, and the parents of children in the vicinity, who may be part of the picture be asked to confirm that they are in agreement.
- All photographs must observe generally accepted standards of decency.

CHILD’S NAME	PARENT/GUARDIAN	SIGNATURE	DATE

3.6 IOMTTA – Record of Photography Consent

The IOMTTA may wish to take photographs, of either individuals or groups of children under the age of 18. All photos will be taken and published in line with the IOMTTA Photography/Filming Policy and Child Protection Policy. The IOMTTA requires parental consent to take photographs and the signature by parents or guardians on the form below indicates their agreement. Parents have a right to refuse agreement to their children being photographed.

CHILD’S NAME	PARENT/GUARDIAN	SIGNATURE	DATE

3.7 The IOMTTA Volunteers and Training Policy.

The IOMTTA recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All coaches/volunteers should complete a CRB or DBS check for IOMTTA organised events.

Training

The safeguarding process includes training to help volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

The IOMTTA requires:

All new coaches/volunteers to sign to confirm that they have read and understood the IOMTTA's Code of Ethics and Conduct and Child Protection policy.

- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Teaching volunteers to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-teaching volunteers to complete recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to maintain first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.

Annual Declaration:

The IOMTTA will require all coaches/volunteers to sign an annual declaration that they have not been the subject of any investigation or enquiry into abuse or other inappropriate behaviour.

3.8 Legal & Procedural Framework

The policy and procedures are based on the principals contained within the following:

- The Children Act 1989
- The Protection of Children Act 1999
- Safeguarding Children MSR
- Caring for the Young and Vulnerable
- Home Office Guidance for Preventing Abuse and Trust 1999
- The UN Convention on the Rights of the Child
- The Human Rights Act 2000