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

If you have concerns about the behavior of a member of staff or volunteer towards a person ensure their immediate safety

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Report concerns to the relevant club welfare officer or Table Tennis England's Safeguarding Manager – who, with the Case Management Group, will decide if the concern constitutes:

Poor Practice and/or breach of Table Tennis England's Code of Conduct/Ethics Possible child or adult abuse

Table Tennis
England's disciplinary
procedures initiated
and a temporary
suspension put in
place if deemed
appropriate

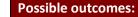
Table Tennis England complaints/disciplinary procedures initiated – decision taken by Safeguarding Manager and Chief Executive regarding temporary suspension pending the outcome of any statutory investigations.

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

Possible outcomes of the process/hearing:

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

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



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

