



## **SAFEGUARDING GUIDELINES**

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

Table Tennis England takes its responsibility for the duty of care towards all of its members very seriously and work very hard to ensure people's welfare is a high priority throughout all of our programmes.

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

Disabled people may be more vulnerable because they may:

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

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

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

Table Tennis England, therefore, can make this document available in different formats to meet the needs of the individual. If you would like to take advantage of this please speak to Table Tennis England's Safeguarding Manager whose details are on the website [www.tabletennisengland.co.uk](http://www.tabletennisengland.co.uk)

Always remember whatever we do as staff or volunteers:

## **THE WELFARE OF THE CHILD IS PARAMOUNT!**

These Guidelines have been put together in consultation with groups and people both from within and outside of the sport but Table Tennis England would



particularly like to acknowledge the support given by the Child Protection in Sport Unit (CPSU and the Ann Craft Trust).

## 1. INTRODUCTION AND PRINCIPLES

- For the purposes of these guidelines and Table Tennis England's procedures the term young person refers to anyone under 18 (The Children's Act 1989 and 2004).
- The definition of an 'adult at risk' is a person who is 18 years or over who has needs for care and support (whether or not the local authority is meeting any of those needs) and, is experiencing, or at risk of abuse or neglect. As a result of care and support needs the person is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. (Care Act 2014).
- Table Tennis England recognises that child and vulnerable adult abuse are very emotive and difficult subjects for anyone to have to deal with and can occur in many everyday situations including the home, school and sporting environments.
- Table Tennis England believes that all young people and vulnerable adults have a right to have fun and be safe in the activities they choose, and parents/carers should have confidence that the clubs and people within table tennis will fulfill their duty of care.
- Table Tennis England is fully aware of its responsibilities and the need to safeguard against individuals who may abuse their position within the sport. By implementing these guidelines Table Tennis England recognises the rights and needs of both young people and disabled adults and others who may be particularly vulnerable.
- There are some individuals who will seek employment or voluntary work in order to gain access to young people and vulnerable adults in order to harm them, Table Tennis England will uphold all employment checks and regulations to try and limit these individuals access to our sport.
- It is the responsibility of the child protection and adult safeguarding experts and statutory agencies to determine whether or not abuse has taken place but everyone working within table tennis has a duty of care to safeguard the welfare of all vulnerable people whether children or adults at all times in our sport.
- Coaches, officials and volunteers working within table tennis who have regular contact with the most vulnerable within the table tennis community have a key role to play in identifying and recognising when abuse may be occurring whether that be inside or outside of the sport and Table Tennis England will commit to providing training and updates to support them.
- Table Tennis England will commit to the following:
  - ✓ To appoint a designated Safeguarding Manager
  - ✓ To appoint a Case Management Group to support the work of the Safeguarding Manager



- ✓ Task the Safeguarding Manager with managing cases and being instrumental in writing, reviewing, updating and implementing policies and training linked to safeguarding with support from the Senior Management Team.
- ✓ Ensuring that Table Tennis England's Safeguarding Guidelines and associated policies are communicated, understood and implemented across the association including all its affiliated members and all organisations in good standing with Table Tennis England.
- ✓ Encouraging clubs, leagues and counties to recruit Welfare Officers.
- ✓ Investigating and referring cases of abuse and poor practice as appropriate to the Chief Executive Officer and Disciplinary Panel.
- ✓ Maintaining records of all cases advising, as appropriate and agreed, members regarding disciplinary outcomes and permanent suspensions.
- ✓ Referring any members banned from working with young people to the Disclosure and Barring Service.

## 2. TABLE TENNIS ENGLAND'S POLICY STATEMENT

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

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

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

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



- Table Tennis England commits to support anyone who, in good faith, reports their concerns.
- Requires all staff and members to adopt and abide by Table Tennis England's Safeguarding Guidelines.

In drawing up this policy and the guidelines Table Tennis England have taken into account the following legislation and also information provided by the NSPCC, the CPSU and Ann Craft Trust:

- The Children Act 2004
- The Children Act 1989
- The Protection of Children Act 1999
- The Safeguarding Vulnerable Groups Act 2006
- The Every Child Matters Strategy 2004
- Working Together to Safeguard Children
- The Sexual Offences Act 2003
- Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- Data Protection Act 2018
- Police Act 1997
- Protection of Freedoms Act 2012
- The Care Act 2014
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- Mental Capacity Act 2005

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

### **3. WHAT IS ABUSE**

It is important that we all try to understand what is meant by abuse because there is often a very fine line between what we may consider to be either acceptable or unacceptable behaviour. Whilst it is important to understand the different types of abuse that may occur, how to recognise them and what actions to take if anyone has any concerns they should report them at once even if they are unsure what type of abuse may be taking place. We each have a responsibility for putting in place good practice to stop abuse happening.

Reports of abuse must be taken seriously and acted upon always being aware of the welfare of the possible victim or victims.



If we suspect that abuse may be taking place it is not an option to do nothing it should be reported either directly to Table Tennis England's Safeguarding Manager, the local Welfare Officer or the statutory authorities. Reporting procedures are dealt with later in these guidelines.

There are currently 5 recognised types of abuse: ***Neglect, physical, sexual, emotional and bullying.*** We have also included ***radicalisation*** which is giving real causes for concern for the statutory agencies amongst young people.

- **Neglect** This is where adults are consistently or regularly failing to meet a child's basic physical or psychological needs. It is likely to result in serious impairment of the child's health or development. It can go unnoticed for a long time, yet have lasting and very damaging effects on children causing them to develop and mature more slowly or finding difficulties in socialising and making friends.

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

*In adults this can also be self-neglect which covers a wide range of behavior e.g. not caring for one's personal hygiene or health and can also include hoarding. Outward signs could be an unkempt appearance, not wearing suitable sports kit and a deterioration in personal hygiene. It can also include the withholding of access to services or support such as medication, nutrition or water.*

- **Physical** Most children will collect cuts and bruises in their daily life, and certainly through their involvement with sport. In sports where advantages are gained by delaying the onset of puberty, drugs may be used to retard normal development. In other sports where strength, power and speed are key attributes then there is the potential for the use of performance enhancing drugs. Again in sports where participants are required to qualify to compete in weight based categories young and vulnerable competitors may be required to 'sweat off' weight in a short period of time. Medically all of these could result in serious medical disorders e.g. anorexia or osteoporosis. Children and vulnerable adults should be deterred from competing or training if they are suffering from an injury or illness until they are recovered.

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

*In adults can also include hitting, slapping, pushing, kicking, misuse of medication and inappropriate sanctions.*

- **Sexual** Concerns about sexual abuse are most likely to be detected through changes in a child's behaviour. Concerns may be reported by a third party –

children may not tell you either directly or indirectly that they are being sexually abused. Direct disclosures from children or vulnerable adults are comparatively rare. If this does happen then it will have taken enormous courage on their part because it is likely that they will feel ashamed, afraid, confused and may have been threatened with abuse if they tell. They may be aware and very frightened of the potential consequences of disclosing abuse so they should be listened to very carefully and always taken seriously.

Some of the behavioural signs that may be noticeable are:

- ✓ Sudden or unexplained changes in behaviour
- ✓ Apparent fear of someone
- ✓ Having sexual knowledge beyond the child's age or developmental level
- ✓ Possible eating problems
- ✓ Self harming
- ✓ Saying they have secrets that they cannot tell anyone
- ✓ Substance abuse or taking drugs
- ✓ Suddenly having unexplained sources of money
- ✓ Not having friends
- ✓ Acting in a sexually explicit way towards adults and children

This can also include sexually suggestive comments being made by an adult to actual sexual contact or it could involve inappropriate photography or videoing for the gratification of the viewer.

*In adults this also includes rape, indecent exposure, sexual harassment, sexual teasing or innuendo, subjection to pornography or witnessing acts to which the adult has not consented or was pressured into consenting.*

- **Emotional** This is probably the most difficult to measure. Often children who appear well cared for may be emotionally abused by being taunted, put down or belittled or because they receive little or no love, affection or attention from their parents/carers. It can also be displayed by being too protective particularly in the case of disabled people. *Again in adults this can include threats of harm, blaming, intimidation, withdrawing support networks or services.*  
**In the case of sport emotional abuse can occur when a person is not given help and encouragement and is constantly derided, ridiculed or ignored. Conversely it can also occur if a person is over-protected. This can be present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is also likely to come into this category. It can include racist and sexually abusive remarks. Psychological abuse often includes emotional abuse and can include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidating, coercion, harassment, verbal abuse, isolation or withdrawal of services or support networks.**
- **Bullying** The damage caused by bullying is frequently underestimated. It can cause distress to the people being bullied to the extent that it can affect their health and development. Where bullying is concerned the abuser may well be

another young person. Bullying can occur where there is inadequate supervision.

**In a sports context this could be during a residential training event, in changing rooms. Increasingly bullying is occurring through the use of social media.**

- **Radicalisation** This is becoming a concern for the statutory agencies and can occur amongst young people. The signs are often similar to those displayed by people being bullied and can lead to the young person becoming withdrawn and isolated from their normal friendship groups. It may also lead to a change of appearance e.g. dress and behaviour.
- **Poor practice** This includes any behaviour that contravenes Table Tennis England's Codes of Conduct. Many people will lack the skills or confidence to complain and it is important that the adults and officers of the club or league are alert and support those people being abused. Most poor practice should be dealt with through the club/league/county complains procedure but in more serious cases they may be decided through the Table Tennis England's Disciplinary process following an investigation.

**In addition the following may also be apply particularly where adults are concerned but not exclusively:**

- **Modern Slavery** This encompasses slavery, modern trafficking, forced labour and domestic servitude. Traffickers and Slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.  
**In sports this could be a participant missing from practice sessions and not responding to reminders from team members or coaches.**
- **Domestic abuse** Including psychological, physical, sexual, financial and emotional abuse. It also includes 'honour' based violence.  
**In sport this may be a noticeable power imbalance between a participant and a family member.**
- **Discrimination** Discriminatory abuse centres on a difference or a perceived difference particularly in respect of race, gender or disability or any of the protected characteristics identified within the Equality Act 2010.  
**This could be a club or team member harassing another team or club member because they are perceived to be transgender.**
- **Organisational abuse** This includes neglect and poor care practice within an institution or specific care setting or could be related to care being provided in a person's home. This could be one off or ongoing poor treatment.  
**In sport terms it could be over training without the appropriate breaks.**
- **Financial or material abuse** This could include theft, fraud, internet scamming, coercion in relation to and adult's financial affairs and arrangements, in connection with wills, property inheritance.
- **Forced marriage** This is different from an arranged marriage where both parties consent to the assistance of a third party in finding a spouse. It is where one or



both of the parties are married without their consent or against their will. Whilst it would not happen in a sports setting club or team members may be aware and should report their concerns to the local authorities.

**In sports terms it could be taking equipment away from a person with dementia or a learning disability**

**People should also be aware of discriminatory abuse based on the grounds of racism, sexism and any form of abuse targeting a person's ability, disability, age, sexual identity or religious belief. This should always be challenged.**

***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***

#### **4. RESPONDING TO SUSPICIONS OR ALLEGATIONS**

As stated above it is not the responsibility of anyone on table tennis to decide whether abuse is taking place but they do have a duty of care to protect young people and adults by informing the Table Tennis England's Safeguarding Manager and/or the local welfare officer. In an emergency where the person's welfare could be affected (this could occur if the suspicions relate to the parent/carer of the person) all suspicions should be referred immediately to the local Children's Services or the police in order that they can then make enquiries and take any necessary action to protect the person. As soon as realistically possible the Table Tennis England's Safeguarding Manager should be advised of the actions taken.

Children's Services have a statutory duty under the Children Acts of 1989 and 2004 to ensure the welfare of the child. In terms of adults the Care Act of 2014 places their safeguarding also on a statutory footing.

#### **What to do if there are concerns:**

There is always a commitment to work in partnership with parents/carers and, unless there are concerns relating to the parent/carer, if there are concerns about a young person/vulnerable adult then talk to directly to the parent/carer. For example a young person or adult may appear withdrawn causing concern but when the parent/carer is spoken to there has been a bereavement in the family.

If you have concerns (serious or otherwise) about the welfare of a person or you suspect they may be being abused then speak to the local welfare officer or Table Tennis England's Safeguarding Manager for advice on how to proceed. It is the responsibility of the person informed to take the appropriate action and inform either the police or Children's/Adults Services or the Local Authority Designated Officer (LADO – a member of the authority's safeguarding team).



If a young person or adult is in immediate risk from harm you should report your concerns directly to the police or Children's Adults Services to ensure the person is protected and then report on your actions to the Table Tennis England's Safeguarding Manager.

**THE TABLE TENNIS ENGLAND'S SAFEGUARDING MANAGER CAN BE CONTACTED ON 07507860034 AT ANY TIME FOR HELP AND ADVICE**

If a young person or adult says or indicates that they are being abused, or information is obtained which gives concern that they are being abused, the person receiving the information should listen carefully and react calmly bearing in mind the following:

- Tell them they are not to blame and 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 in their mouth
- Do encourage them to talk at their speed
- Take what they say seriously
- Keep questions to a minimum
- Keep a clear and accurate understanding of what they have said
- Keep calm and listening even if what they are saying is distressing
- Reassure them
- Do not promise to keep what they have said a secret tell them that you may have to share the information
- Make a full and accurate record of everything that was said as soon as possible including dates and times.

**5. ALLEGATIONS PROCESS**

Allegations can be made about anyone involved in table tennis and could include anyone working with young people or adults in a paid or voluntary capacity e.g. club volunteers, officials, team captains and coaches.

Child and adult abuse can and does occur outside the family setting and, although it is a sensitive and difficult issue, it has and does occur 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 is taken. People who harm young people and adults will travel across countries, borders and sports in order to access their victims.



The club/league welfare officer may be informed of situations where they are unsure whether the allegations constitute abuse or not and can be, therefore, unclear about what action to take. There may be circumstances where allegations relate to poor practice rather than abuse, those responsible should always consult Table Tennis England's Safeguarding Manager in the first instance or seek advice from the LADO or the NSPCC if the Safeguarding Manager is not available and the concern is urgent. It may be that 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 someone will raise concern amongst other coaches and volunteers, particularly in relation to difficulties inherent in reporting such matters. It is important, however, that any concerns for the welfare of a person arising from the abuse or harassment by a coach or volunteer should be reported immediately. The welfare of the child or adult must always be of paramount importance.

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

When a concern is received there may be 3 different types of investigation:

1. A criminal investigation
2. A child/adult protection investigation
3. A disciplinary investigation

The outcomes of 1 and 2 may influence the disciplinary investigation.

**What happens when a concern is reported:**

1. The report is received by the Safeguarding Manager who will consult with the Case Management Group and decide what actions need to be taken. If it needs urgent action the Safeguarding Manager may refer it on before consulting with the Case Management Group.
2. If, after consideration, the allegation is clearly about poor practice, it may be dealt with as a disciplinary issue, appropriate education and support may be put in place or it may be referred back to the club/league/county to take through their own disciplinary process following an internal investigation by Table Tennis England.
3. Any suspicion that a young person or adult has been abused by either a coach or volunteer should be reported to the local welfare officer and the Table Tennis England's Safeguarding Manager who will take steps as considered necessary to ensure the safety of the young person and/or any other person who may be at risk.



4. The local club/league/county welfare officer and/or the Table Tennis England's Safeguarding Manager may decide to refer the allegations to Children's/Adults Services, the LADO or the police.
5. Table Tennis England's Safeguarding Manager must be advised as soon as possible of any referrals and their contact details given to the statutory agencies. They will also deal with any media enquiries and represent Table Tennis England at any Strategy Meetings.
6. Every effort will be made to ensure confidentiality is maintained for all involved.
7. If the club/league/county welfare officer is the subject of the suspicion/allegation then it must be referred directly to the Table Tennis England's Safeguarding Manager.
8. Table Tennis England, through the association's regulatory process, will make an immediate decision regarding any individual's interim suspension of membership pending further investigations based on advice received from the statutory agencies and their own information.

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

#### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event, where this occurs the same procedures will be followed as set out in the 'Responding to Suspicions and Allegations Section'. These 'historic' reports are taken very seriously as the alleged perpetrator may still be working in our sport and having access to young people and vulnerable adults. Also it is acknowledged the bravery of people coming forward to report any allegation and they can be assured that we will always take them seriously.

#### **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 safeguarding investigation must be avoided, beyond giving information as part of the legitimate investigation process, as such behaviour can result in legal action. Information whilst the investigation and process is underway is always handled and disseminated on a need to know basis only and may include the following:

- Table Tennis England's Safeguarding Manager
- Table Tennis England's Chief Executive
- Club/League/County Welfare Officer relating to both the alleged victim and alleged abuser
- Children's Services
- Adult Services



- Table Tennis England’s Case Management Group
- Table Tennis Veterans Association – if appropriate

The information disseminated to the above list is highly confidential and of a sensitive nature and should there be a breach of confidentiality by any person with whom the information is shared then they themselves may be subject to disciplinary action by Table Tennis England who take any breach of confidentiality very seriously.

### **Reinstatement and aftermath**

Each individual case is assessed by Table Tennis England’s Case Management Group irrespective of the findings of any investigation carried out by the statutory authorities to decide whether a member of staff or a member of Table Tennis England can be reinstated and how the situation can be managed. In terms of any disciplinary proceedings it should be remembered that any decision made is based upon the balance of probability unlike to formal legal process which has to prove beyond all reasonable doubt. At all times it must be remembered that the welfare of the child or adult is paramount.

Consideration will be given regarding the support that may be necessary not only for the young people, adults, parents and members of staff involved in an individual case but also to the alleged abuser.

## **6. RECRUITMENT OF STAFF AND VOLUNTEERS**

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

1. **Advertising** if any form of advertising is used it should always reflect the following:
  - the aims of the organisation and the programme involved
  - responsibilities of the role
  - level of experience and qualifications required
  - the organisation’s stance on safeguarding and equality
2. **Pre-application information** any information sent out to potential applicants should include:
  - A role description including responsibilities
  - A person specification
  - An application form – unless a CV is sufficient
3. **Applications** all applicants should complete an application form which should request the following information:
  - Name, address and national insurance number
  - Relevant experience, qualifications and training

- List of past career
- Any criminal record
- Whether the applicant's are known to Children's or Adult Services
- It should be made clear that a DBS check will be required for those posts that are involved with working with and taking responsibility for young people and adults at risk.
- The names of 2 referees, who should not be relatives and at least one should be their current employer, or, in the case of a volunteer, an officer from their current or previous club
- The applicant's consent to abide by the relevant Code of Conduct

#### 4. **Checks**

All members and staff with responsibility for young people or adults who meet the criteria for regulated activity or are in a protected role (see later section on DBS checking and the relevant flowcharts) must undergo an enhanced DBS check every 3 years.

#### 5. **Interview**

Where possible all applicants whether paid or volunteers should undergo an interview process.

#### 6. **Induction**

All staff should undergo an induction process where they can sign up to the Table Tennis England's Codes of Conduct, identify any training needs, learn about their role and its responsibilities and have their qualifications verified

#### 7. **Training**

Checks are only part of the process to protect young people and adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Table Tennis England recommends the following:

- Recognised safeguarding training which should be refreshed every 3 years. This is relevant to coaches, officials, welfare officers and anyone working closely with or responsible for young people and adults.
- Relevant equality training.
- Additionally coaches should have in place relevant and recognised coaching qualifications, attend a first aid training and CPD as required. More information can be obtained from the Coaching Department at Table Tennis England.

#### 8. **Monitoring and Appraisal**

All staff or volunteers should be given the opportunity to receive formal (through an appraisal) or informal feedback, to identify training needs and set new goals. Club management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage by liaising



with the local welfare officer and Table Tennis England's Safeguarding Manager. They should also offer appropriate support to those who report complaints/concerns.

**9. Complaints and disciplinary procedures**

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

**7. CHILD PROTECTION CASE MANAGEMENT GROUP**

**Purpose**

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

**Principles**

1. *Independence* – it is essential that the group is empowered by Table Tennis England to make decisions on the route that cases will take without influence of prejudice by others in the association.
2. *Confidentiality* – all child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed on a strictly 'need to know' basis in line with the Data Protection Act and the Human Rights Act.
3. *Expertise* – the group will be led by Table Tennis England's Safeguarding Manager. The group will include the Head of Operations, the Safeguarding Manager and an independent member. Decisions will be made by a minimum of 2 members. Any decisions relating to suspension or appointing



a person to carry out an investigation will also be referred to the Chief Executive Officer for the final decision.

4. *Equality and Anti-Discriminatory Practice* – all decisions made by the group need to be fair, open and transparent. An open mind will need to be kept in all cases until they have been investigated and concluded. The group should be guided by Table Tennis England’s Safeguarding and Equality Policies and the principle that **ALL** people have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief or sexual orientation.
5. *The welfare of the child is paramount* – this principle is enshrined in the Children Act 2010. In any decision taken by the group the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

#### USEFUL CONTACTS

Table Tennis England,  
Norfolk House,  
Silbury Boulevard,  
Milton Keynes,  
MK9 2DL  
[www.tabletennisengland.co.uk](http://www.tabletennisengland.co.uk)  
Safeguarding Helpline: 07507860034

Ann Craft Trust – Safeguarding Adults  
[www.anncrafttrust.org](http://www.anncrafttrust.org)  
Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)  
Tel: 0115 951 5400

Child Protection in Sport Unit (CPSU)  
NSPCC Training Centre  
3 Gilmour Close  
Beaumont Leys  
Leicester  
LE4 1EZ  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)  
Tel: 0116 234 7278

**NSPCC Helpline: 0808 800 5000**

**Childline Tel: 0800 1111**



These Guidelines should be read and put into practice alongside the following policies, guidelines and procedures which make up the good practice surrounding Safeguarding and Child Protection:

Social Media Guidelines  
Photography and Mobile Phone Guidelines  
DBS Guidelines  
Travel and Transport Guidelines  
Club/League/County Welfare Officer Role  
Whistle Blowing Policy  
Code of Conduct for Coaches  
Code of Conduct for Officials  
Code of Conduct for Players  
Parental Guidance

Templates Available:  
Guidelines for Club Complaints Procedure  
Parental Consent Form  
Safeguarding Incident Reporting Form

Additional Information:  
DBS Flowchart for Eligibility  
Reporting Procedures Flowcharts  
Role of Sports and Statutory Agencies