

## **TTW CREATING AND MAINTAINING A SAFE, WELCOMING AND INCLUSIVE ENVIRONMENT**

Table Tennis Wales are committed to promote clear and open communication with Children and Adults at Risk, and their parents or carers.

A “welcome meeting” with the designated Safeguarding Officer or other official is recommended, however, as a minimum Children and Adults at Risk and their parents or carers, should be provided with written information containing the following;

Everyone has responsibility for raising concerns about unacceptable practice or behaviour:

- Times of the training sessions.
- What equipment (if any) is required.
- Whether the parent or carer is required to stay.
- Name and contact details of the designated Safeguarding Officer.
- Information about Table Tennis Wales Safeguarding Policy and Procedures.

Table Tennis Wales is committed to ensuring that table tennis is open and accessible to all members of the community, children with a disability or special needs can be welcomed into the game with a sensible approach;

- Talk with the child and their parent or carer about what their abilities are and what they may need some assistance or different arrangement with.
- Agree a support plan with the child and their parent or carer which will be reviewed regularly.

REMEMBER; many children may have a hidden disability, it is important during the initial welcoming process to offer the opportunity for parents or carers to meet with someone in private to discuss their child.

## Welcome letter for parent/carer

Dear Parent / Carer

..... welcomes you and your child/ren.

We hope that your child(ren) will enjoy being a member and will enjoy the table tennis coaching, training, and matches, as well as the social interactions available. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask any committee member or coach if you have other questions not answered in this letter.

All members of the Club/League are expected to observe the agreed codes of conduct.

The Club/League is run by a number of volunteers. The Club/League is always looking for parental help – please do consider helping out if you can.

Contact details of main officers and coach is below;

Club/League Chairman details;

Club/League Secretary details;

Club/League Safeguarding Officer details;

Club/League Junior Coach details;

Club/League arrangements for Junior Members are;

Training Days/Times;

Drop off/collection arrangements;

Selection notification procedure for matches (please note the club/league cannot accept responsibility for getting your child/ren to “away” matches.

As a Table Tennis Wales affiliated club/league we adhere to their Safeguarding Policy and Procedures. These are available from the Club/League Safeguarding Officer or on-line at [ttwebsite.co.uk](http://ttwebsite.co.uk).

All of the adults at the club who work with children and meet the necessary criteria, are vetted by Table Tennis Wales using the Disclosure and Barring Service.

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time.

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to the Club/League Safeguarding Officer or in their absence the Chairman or Secretary. In the unlikely event that none of these are available you can contact Table Tennis Wales National Safeguarding Officer direct by email at: [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

Yours Truly,

Club/League - Chairman / Secretary / Designated Safeguarding Officer