

TTW RESPONDING, RECORDING AND REPORTING CONCERNS PROCEDURE

To ensure that appropriate action is taken when there is suspected abuse, bullying or poor practice, this document explains what you should do, if you have a concern.

There may be a number of reasons an individual finds it necessary to report a concern, these include, although this is not a definitive list;

- In response to something a child has said.
- In response to something you or someone else has seen.
- In response to signs or suspicions of abuse.
- In response to allegations made against a member of staff or volunteer
 - allegations are often made as “complaints”. If you hear a complaint which raises a concern about a child or children, treat it initially as an allegation.
- In response to allegations made about a parent, care or someone not working in the sport.
- In response to bullying.
- In response to a breach of code of conduct or poor practice
- Observation of inappropriate behaviour.

If the referral relates to an incident inside of table tennis

The process for such referrals is as follows;

- Any person at or connected with a table tennis club or league should report any concerns they have about a child’s welfare to their Club or League Safeguarding Officer.
- Any person at or connected with a table tennis tournament where there are junior age players, should report any concerns they have about a child’s welfare, to the designated safeguarding person for the tournament who will contact the Regional Safeguarding Officer for the area, or the National Safeguarding Officer.
- Any person who has a concern about a child’s welfare in connection with table tennis, can and must immediately report these concerns to any of Table Tennis Wales’ designated Safeguarding Officers, or the National Safeguarding Officer.
- In an emergency any concerns should be reported directly to the local social services children’s service department and/or police.
- When a referral is received for a concern within the sport by a Table Tennis Wales Safeguarding Officer, the actions as detailed in Diagram 1: Flowchart of Action for Safeguarding and Protecting Children within the sport (below), will be followed.
- Internal action to be taken by Table Tennis Wales is decided by the Case Management Group, as detailed in Flowchart of Action for Case Management Procedure (below).

REMEMBER; If there is the possibility of risk of immediate harm, you must contact the Police and or Social Services immediately, then notify the Table Tennis Wales National Safeguarding Officer. The contact details for the National Safeguarding Officer are on the Table Tennis Wales website <https://ttwwebsite.co.uk/safeguarding/> or you can email: safeguarding@tabletennis.wales

If the referral relates to an incident outside of table tennis;

Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a parent/carer outside of table tennis, should advise the Club or League Safeguarding Officer who must then inform the National Safeguarding Officer.

The Club or League Safeguarding Officer and National Safeguarding Officer will then inform the appropriate statutory service i.e. local authority children's social services or police. A record will be kept of the referral and the National Safeguarding Officer and The Club or League Safeguarding Officer, will consider the incident/allegation and its potential impact on table tennis and if it is necessary for the Case Management Group to take action.

No further action will be taken under Table Tennis Wales' procedures unless agreed with or requested by the statutory agencies.

- When a referral is received for a concern outside the sport by a Table Tennis Wales Safeguarding Officer, the actions as detailed in Diagram 2: Flowchart of Action for Safeguarding and Protecting Children Outside of the Sport (below), will be followed.

REMEMBER; If there is the possibility of risk of immediate harm you must contact the Police and or Social Services immediately then notify Table Tennis Wales National Safeguarding Officer. The contact details for the National Safeguarding Officer are on the Table Tennis Wales website <https://ttwebsite.co.uk/safeguarding/> or you can email: safeguarding@tabletennis.wales

Taking Appropriate Action

There are three steps involved in taking appropriate action. These are known as the three R's. Each is an essential part of taking action.

- **Respond** to the disclosure/suspicion and/or allegation
- **Record** the relevant information
- **Report** the relevant information

Each of these steps is covered in more detail below:

Throughout the entire process confidentiality is critical. This means only those individuals stated within the internal reporting and investigating structure and no-one else, unless directed by statutory agencies or the Table Tennis Wales Case Management Group.

The legal principle that the '**welfare of the child is paramount**' means that considerations, which might apply to other situations within the organisation, should not be allowed to over-ride the right of children to be protected from harm.

To protect both the child and the alleged abuser, the Table Tennis Wales Case Management Group will consider the need to suspend the membership of the alleged abuser whilst the investigation is taking place. Suspension is not a presumption of guilt, it is a temporary measure to facilitate the safeguarding process.

Step 1: Respond to a disclosure, suspicions and/or allegations

Anyone responding to disclosure, suspicions and/or allegations must always:

- Stay calm; do not show disgust or disbelief.
- Ensure the child is safe and feels safe.
- Listen carefully to what is said.
- Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions).
- Keep an open mind – do not make assumptions or judgments.
- Take the concern seriously.
- Reassure the child and stress that they are not to blame.
- Be honest and explain you will have to tell someone else to help with the situation. Do not agree to keep secrets between you and the child.
- Maintain confidentiality – only tell others if it will help protect the child.
- Always consult the appropriate delegated safeguarding officer so you can begin to protect the child and gain support yourself.

Never:

- Approach any alleged abuser to discuss the concern.
- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility

Step 2: Record the incident

Information passed to Table Tennis Wales, Children's Social Services and/or Police must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The Table Tennis Wales Incident Reporting Form should be used to ensure accuracy and consistency.

Information recorded must include the following:

- Details of the child including full name, age/date of birth, gender and address.
- Details of the parent or guardian and whether they have been informed.
- Details of the person alleged to have caused the incident/injury including their name, address and date of birth/approximate age.
- Details of the facts of the allegation or observations and any other relevant information making a clear distinction between what is (known to be) fact, opinion or hearsay.
- The child's account, if it can be given, of what happened and how.
- A description of any visible injuries/bruising.
- Witnesses to the incident(s).
- A signature, date and time on the report.

Step 3: Report the incident

It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.

The Table Tennis Wales reporting structure;

The principle strand of Table Tennis Wales Safeguarding Policy and Procedures is the provision of an appropriate mechanism to provide correct, and comprehensive, reporting procedures for concerns and support to the person raising the concern through the Designated Safeguarding Officers.

There are three levels of designated safeguarding officers:

Club or League Safeguarding Officer: responsible for all safeguarding matters within their club or league.

Regional Safeguarding Officer: responsible for supporting Club or League Safeguarding Officers in their allocated region and deputising for National Safeguarding Officer when necessary.

National Safeguarding Officer: responsible for all safeguarding matters within the National Governing Body so leads on investigating incidents or concerns.

Whilst it is anticipated that most referrals will originally be received by a Club or League Safeguarding Officer as the point of contact for the majority of interactions between adults and children participating in the sport, a referral can be made to ANY Designated Safeguarding Officer in person or directly to the National Safeguarding Officer via:

The contact details for the National Safeguarding Officer are on the Table Tennis Wales website <https://ttwebsite.co.uk/safeguarding/> or you can email: safeguarding@tabletennis.wales

DIAGRAM 1: FLOWCHART OF ACTION FOR SAFEGUARDING AND PROTECTING CHILDREN WITHIN THE SPORT

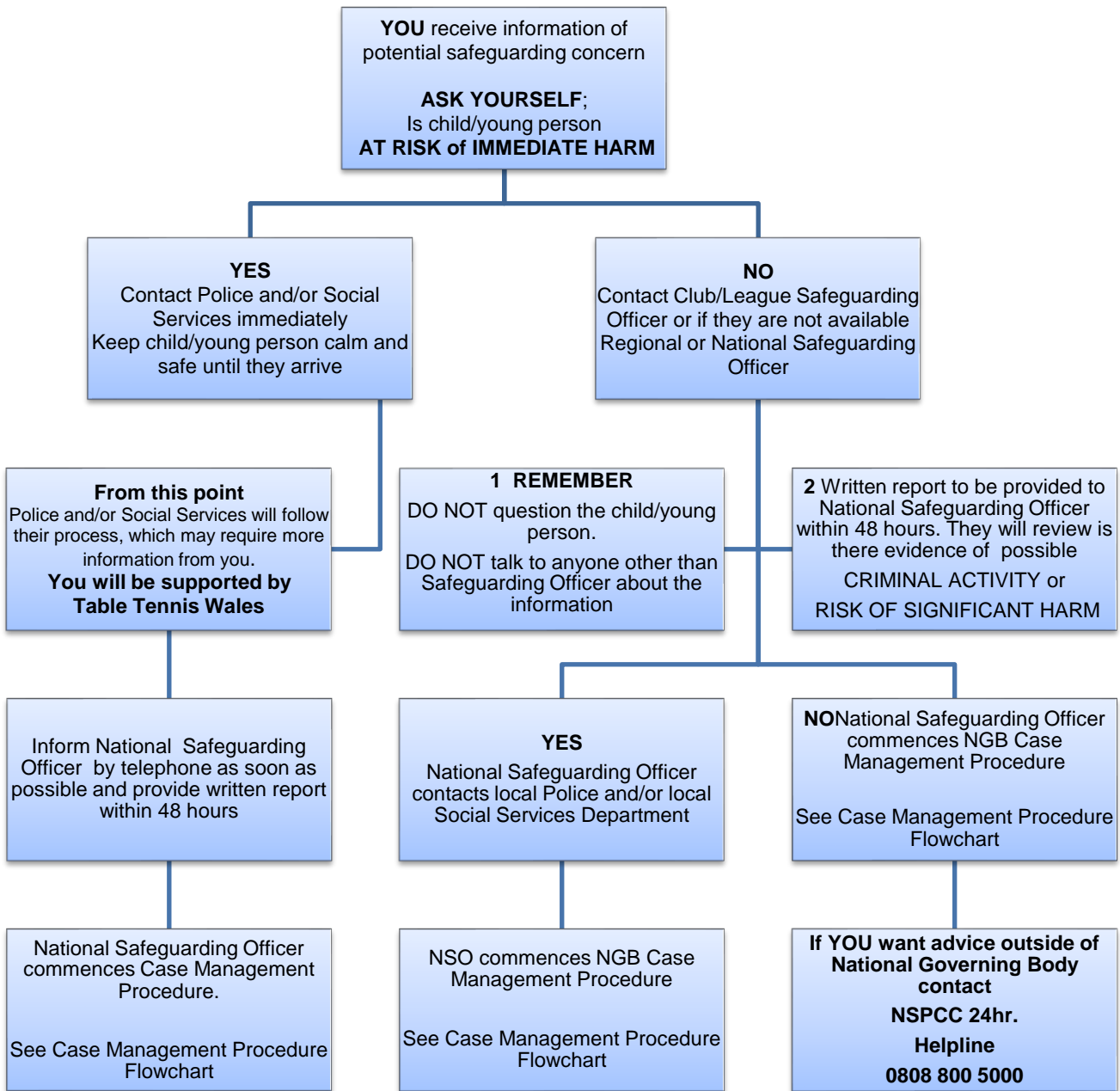


DIAGRAM 2: FLOWCHART OF ACTION FOR SAFEGUARDING AND PROTECTING CHILDREN OUTSIDE OF THE SPORT

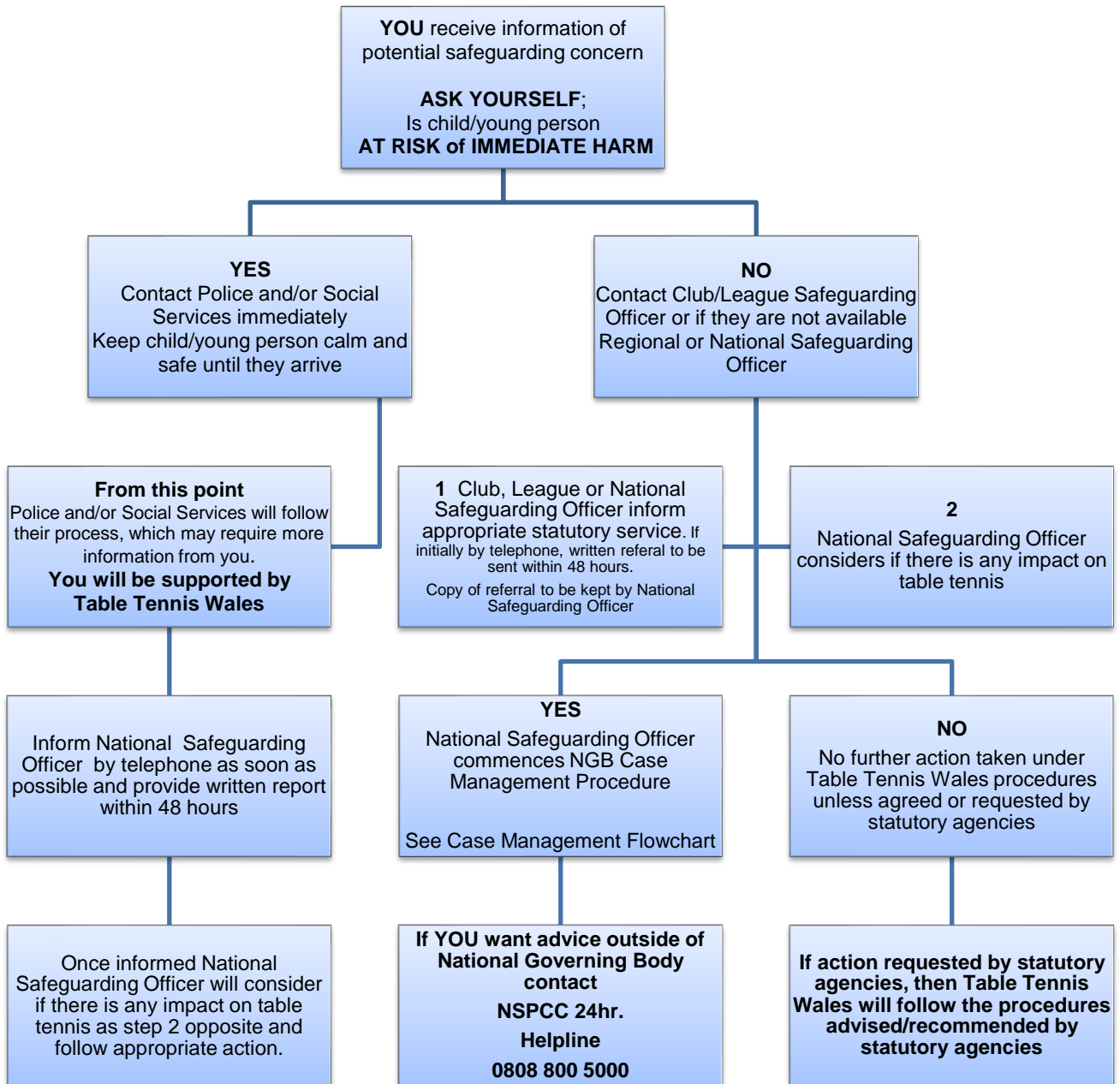


DIAGRAM 3: FLOWCHART OF ACTION FOR SAFEGUARDING CASE MANAGEMENT GROUP PROCEDURE

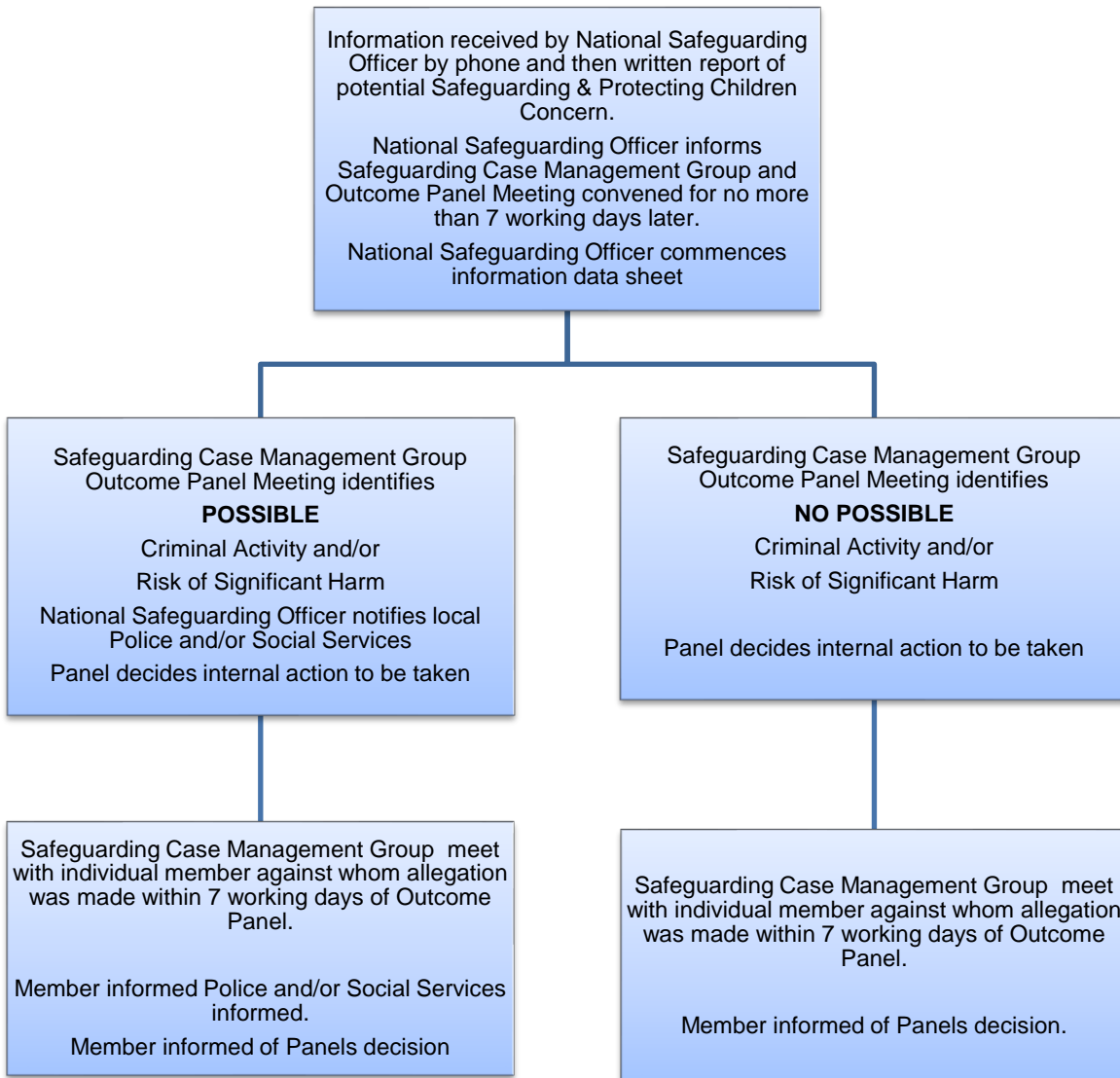


Table Tennis Wales Safeguarding Incident/Concern Reporting Form

IF A CHILD IS IN IMMEDIATE DANGER OR NEEDS URGENT MEDICAL TREATMENT PHONE 999

Name of Child:			
Age and date of birth:	Ethnicity:	Religion:	First Language:
Disability (including details):			
Your Name and Position:			
Your Contact Details:			
Parent/Carers Name and contact details:			
Are you reporting your own concerns or passing on those of somebody else? Give details of individual(s) and their role(s) including a contact number:			
Brief description of what has prompted the concerns – include date, times etc. of any specific incidents:			

<p>Have you spoken to the child? If so, what was said – remember do not lead or make promises you cannot keep?</p>	
<p>Have you spoken to the parent(s)/carers? If so, give details:</p>	
<p>Any actions taken?</p>	
<p>Have you consulted anybody else – please give details and a contact number:</p>	

<p>Police.....Yes/No Details – include date and time, actions taken, advice given:</p>
<p>Children’s Services.....Yes/No Details – include date and time, actions taken, advice given:</p>
<p>Local Authority.....Yes/No Details – include date and time, actions taken, advice given:</p>
<p>Table Tennis Wales National Safeguarding Officer.....Yes/No Details – include date and time, actions taken, advice given:</p>
<p>Signed:</p>
<p>(print name)</p>
<p>Date:</p>
<p>Please keep a copy of the form for your records and send a copy to: National Safeguarding Officer, Table Tennis Wales, 143A Hawthorn Rise Haverfordwest, Pembrokeshire SA61 2AZ Email: safeguarding@tabletenniswales.co.uk</p>