

## TTW SAFEGUARDING ADULTS POLICY

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Table Tennis Wales is very proud of its ethos of inclusivity throughout our sport and recognises the key part that adults have to play. It is very important that support is given to the volunteers, staff and players, by way of good practice guidelines and this document, Table Tennis Wales' "TTW Safeguarding Adults Policy", is part of that practice.

Table Tennis Wales 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. The "TTW Safeguarding Adults Policy" and the supporting policies and procedures are mandatory for anyone within the sport in Wales who;

- Is involved either directly or indirectly with adults as part of their role.
- Supplies a service for adults on behalf of the NGB or a NGB affiliated club/league.

People in these categories will be expected to comply with the "TTW Safeguarding Adults Policy", policies and procedures for the duration of their involvement with the sport.

It is important that people are aware that Table Tennis Wales' "TTW Safeguarding Adults Policy" has 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 Wales, 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 Wales' National Safeguarding Officer whose details are available on the Table Tennis Wales website <http://ttwwebsite.co.uk/>

Acknowledgements:

This Policy has been put together in consultation with groups and people both from within and outside of the sport, but Table Tennis Wales would particularly like to acknowledge the support given by:

the Child Protection in Sport Unit (CPSU), the Ann Craft Trust and Sport Safeguarding Limited

Also, acknowledgements are made to

Table Tennis England, the England and Wales Cricket Board, and the Welsh Rugby Union whose policies and procedures we used as reference.

## 1. INTRODUCTION

- For the purposes of this policy and Table Tennis Wales' procedures, the term child or young person refers to anyone under the age of 18 (The Children 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. (Social Services and Well-being (Wales) Act 2014).
- Table Tennis Wales recognises that the abuse of an adult at risk are very emotive and difficult subjects for anyone to have to deal with and can occur in many everyday situations including the home, work and sporting environments.
- Table Tennis Wales is fully aware of its responsibilities and the need to safeguard against individuals who may abuse their position within the sport. By implementing this policy, Table Tennis Wales recognises the rights and needs of children and others who may be particularly vulnerable.
- Table Tennis Wales is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved, in accordance with legislation.
- Table Tennis Wales safeguarding adults policy and procedures apply to all individuals involved in Table tennis throughout Wales.
- Table Tennis Wales will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality, as set out in this safeguarding adults policy.

## 2. PRINCIPLES

The guidance given in the policy is based on the following principles:

All adults, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

Table Tennis Wales will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review.

The rights, dignity and worth of all adults will always be respected.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.

Safeguarding adults is everyone's responsibility. We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns, whether these concerns arise within Table Tennis Wales, or in the wider community.

All allegations will be taken seriously and responded to quickly in line with Table Tennis Wales' Safeguarding Adults Policy.

Table Tennis Wales recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with local safeguarding procedures.

### 3. THE PRINCIPLES OF ADULT SAFEGUARDING

The legislation around safeguarding adults, recognises that it is the circumstances that adults find themselves in, that makes them more vulnerable to abuse. The legislation expects adults to be central to the decision-making process and makes the adult's welfare and wellbeing the primary consideration in any decision making.

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

### 4. LEGISLATION

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures. They take the following into consideration

- **Social Services and Well-being Act (Wales) 2014**  
Reforms and integrates social services law making provisions, for improving well-being outcomes for people who need care and support. Requiring coordination and partnership by public authorities to improve well-being. It replaces No Secrets and puts adult safeguarding on a statutory footing.
- **Protection of Freedoms Act 2012**  
Brought about a wide range of measures, regarding numerous areas of law. Notably changes to the vetting and barring system to create the Disclosure and Barring Service.
- **Domestic Violence, Crime and Victims (Amendment) Act 2012**  
Creates an offence of causing or allowing the death or serious harm of a child or adult at risk for those within the household.
- **The Equality Act 2010**  
The Act legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.
- **Mental Capacity Act 2005**  
Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for, or on behalf of, people without capacity, must be in their best interests and there should be least restrictive intervention
- **The Sexual Offences Act 1956**  
This Act consolidated the law relating to sexual offences committed between 1957 and 2004. It was mostly repealed by the Sexual Offences Act of 2003 below, but sections 33 to 37 still survive.
- **The Sexual Offences Act 2003**  
The Sexual Offences Act introduced a number of new offences concerning adults at risk and children.
- **Human Rights Act 1998**  
Designed to incorporate into UK law the rights contained in the European Convention on Human Rights. The Act makes a remedy for breach of a Convention right available in UK courts, without the need to go to the European Court. In particular, the Act makes it unlawful for any public body to act in a way which is incompatible with the Convention, unless the wording of any other primary legislation provides no other choice.

- **Data Protection Act 2018 (including General Data Protection Regulations)**  
The original 1998 DPA was superseded in May 2018. The new Act supplements the General Data Protection Regulation (GDPR), which came into effect later the same month. The Act is designed to protect personal data stored on computers or on paper, regulating collection, storage, and use. The Act provides individuals with the legal rights to control information about themselves
- **The Safeguarding Vulnerable Groups Act 2006**  
Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.
- **Deprivation of Liberty Safeguards**  
Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.
- **Disclosure and Barring Service 2013**  
Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).
- **Making Safeguarding Personal Guide 2014**  
This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

## **5. MAKING SAFEGUARDING PERSONAL**

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety.

Wherever possible safeguarding concerns should be discussed with the adult, to get their view of what they would like to happen. They should be involved in the safeguarding process, giving their consent to share information outside of the organisation where necessary.

There has been a cultural shift towards Making Safeguarding Personal within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes, that take into account the individual choices and requirements of everyone involved.

“What good is it making someone safer if it merely makes them miserable?” – Lord Justice Mundy, “What Price Dignity?” (2010)

What this means in practice is, that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

We all have different preferences, histories, circumstances and lifestyles, so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.

However, there are key issues that should be considered when abuse or neglect are suspected, and there should be clear guidelines regarding this.

## 6. WELLBEING PRINCIPLES

The concept of 'wellbeing' is threaded throughout English and Welsh legislation and is related to the personal dignity, support and inclusion of all.

The Wellbeing Principles are:

- Physical and mental health and emotional well-being
- Protection from abuse and neglect
- Education, training and recreation
- Domestic, family and personal relationships
- Contribution made to society
- Securing rights and entitlements
- Social and economic well-being
- Suitability of living accommodation
- Control over day to day life
- Participation in work

## 7. TYPES OF ABUSE AND NEGLECT

Abuse is a violation of an individual's human and civil rights by another person or persons.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

In Wales the Social Services and Well Being Act 2014, defines the types of abuse as:

**Physical** – including hitting, slapping, pushing, kicking, restraint, inappropriate sanctions, and misuse of medication.

**Sexual** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Emotional or Psychological** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **Other categories of abuse or harm**

**Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Modern Slavery / Human Trafficking** – encompasses slavery, human 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.

**Domestic Abuse and Coercive Control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

**Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

**Organisational / Institutional** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Financial or Material** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Exploitation** – is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

**Hate crime** – is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

There are additional definitions which, whilst not included in legislation, interface with adult safeguarding:

**Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

**Mate Crime** – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them.' It may not be an illegal act but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

## 8. SIGNS AND INDICATORS OF ABUSE AND NEGLECT

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organization, who a participant comes into contact with. Alternatively, other participants, workers or volunteers may suspect that an adult is being abused or neglected outside of the organisation's setting. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.

- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, or does not wear suitable sports kit, and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group of people or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassment of a participant because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. training without a necessary break.
- A coach intentionally striking an athlete.
- A participant who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
- A participant threatening another participant with physical harm and persistently blaming them for poor performance.

## **9. WHAT TO DO IF YOU HAVE A CONCERN OR SOMEONE RAISES CONCERNS WITH YOU**

It is not your responsibility to decide whether an adult has been abused. It is, however, everyone's responsibility to respond to and report concerns.

If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns, or you are told about possible or alleged abuse, poor practice, or wider welfare issues, you must report this to Table Tennis Wales' National Safeguarding Officer. If the National Safeguarding Officer is implicated, then report to Table Tennis Wales' CEO.

When raising your concern with the National Safeguarding Officer, remember to 'make safeguarding personal'. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult of what actions you intend to take.

It is important when considering your concern, that you keep the person informed about any decisions and action taken about them, and always consider their needs and wishes.

## **10. HOW TO RESPOND TO A CONCERN**

Make a note of your concerns.

Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to 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](mailto:safeguarding@tabletennis.wales)

Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them that it's your duty to pass on your concerns to the National Safeguarding Officer.

Describe the circumstances in which the disclosure came about.



Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Be mindful of the need to be confidential at all times. This information must only be shared with your National Safeguarding Officer and others on a need-to-know basis.

If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.

## **11. ROLES AND RESPONSIBILITIES OF THOSE WITHIN TABLE TENNIS WALES**

Table Tennis Wales is committed to having the following in place:

- A National Safeguarding Officer, to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Case Management Group that effectively deals with issues, manages concerns and refers to the Board. i.e. where concerns arise about the behaviour of someone within Table Tennis Wales.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct for coaches, participants, officials, spectators and other relevant individuals.

## **12. GOOD PRACTICE, POOR PRACTICE AND ABUSE**

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Table Tennis Wales to make judgements regarding whether or not abuse is taking place. However, all Table Tennis Wales personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

### **Good practice**

Table Tennis Wales expects that coaches of adult participants:

- Adopt and endorse Table Tennis Wales Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of table tennis fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

### **Poor practice**

This includes any behaviour that contravenes Table Tennis Wales' 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 complaints procedure but in more serious cases they may be decided through the Table Tennis Wales' Disciplinary process following an investigation.

**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**

### **13. LIST OF POLICIES, PROCEDURES AND GUIDELINES**

This policy should be read and put into practice alongside the following policies, procedures and guidelines, which make up the good practice, surrounding Safeguarding:

#### **Safeguarding:**

TTW-CMG Terms of Reference  
TTW-Confidentiality and Information Sharing  
TTW-DBS Policy  
TTW-Designated Roles and Responsibility  
TTW-Recording Storage and Destruction of Information  
TTW-Recruitment and Selection of Staff and Volunteers  
TTW-Responding Recording Reporting Concerns Procedure  
TTW-Support Services Information for Children and Parents  
TTW-Whistle Blowing Policy  
TTW-Safeguarding Children Policy

#### **Codes of Conduct:**

TTW-Clubs Duty of Care  
TTW-Code of Conduct and Ethics for Coaches  
TTW-Code of Conduct for Officials  
TTW-Code of Conduct for Parents and Carers  
TTW-Code of Conduct for Players and Staff  
TTW-Code of Ethics

#### **Coaching Activities:**

TTW-Coaching Activities  
TTW-Creating and Maintaining a Safe and Welcoming Environment  
TTW-Information for Parents when Junior Players are Away from Main Training Venue Form  
TTW-Junior Players in Competitions  
TTW-Managing Children Away from the Main Training Venue  
TTW-Supervising Children at Table Tennis Sessions  
TTW-Welcome Letter for Parent/Carer

#### **Table Tennis Wales Policies:**

TTW-Anti-Bullying Policy  
TTW-Changing Rooms Policy  
TTW-Child Personal Information and Parental Consent Form  
TTW-E-Safety Policy  
TTW-Late Collection of Children Policy  
TTW-Missing Children Policy  
TTW-Photography and Video Policy  
TTW-Physical Contact Policy  
TTW-Safe Use of Social Media Policy  
TTW-Transportation Policy  
TTW-Unplanned Situations and Emergencies Policy