

TTW A CLUB'S DUTY OF CARE

Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	26 th October 2019
1.1	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 st November 2021

Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Any individual, organisation, club, etc, has a duty of care to ensure the safety and welfare of any child or adult at Risk, to safeguard and protect them from reasonably foreseeable forms of harm.

Safeguarding is about all of us acknowledging this duty of care and putting practical measures in place, to minimise the likelihood of foreseeable harm arising.

To demonstrate this duty of care, all table tennis clubs:

- Must constitutionally adopt Table Tennis Wales' policies and procedures
- Must define their club's own Safeguarding Policy Statement
- Must follow Table Tennis Wales' reporting mechanism for concerns
- Must recruit, appoint and organise the training of a Club Safeguarding Officer
- Must have a "player profile system" to enable adults to exercise their duty of care in an emergency situation
- Must adopt Table Tennis Wales', Code of Conduct for Members and Guests
- Must adopt Table Tennis Wales' Codes of Conduct for Coaches
- Must adopt Table Tennis Wales' Codes of Conduct for Staff and Volunteers
- Must ensure that the following policies and procedures exist within the club:-
 - Procedures for recruiting and appointing appropriate volunteers and/or paid staff, including training and support for these volunteers or staff
 - Procedures for health and safety/risk assessment, including adherence to Table Tennis Wales' guidance on the first aid, fluid intake, and other similar matters
 - Discipline procedure – which MUST follow Table Tennis Wales' guidance on matters involving any person under the age of 18, with an appeals mechanism
 - Anti-bullying policy and procedures for dealing with bullying
 - Changing rooms and showering policy
 - Photography, video, social media and live broadcast policy including the use of images
 - Transport policy
 - Supervising children at table tennis sessions policy
 - Guidance on welcoming and safeguarding children with a disability
 - Missing children policy
 - Procedures for managing children away from the club

- Procedures for working with external partners; (i.e. club personnel undertaking table tennis activities in schools, local authorities or similar organisations, on a voluntary or paid basis)
- Guidance for clubs on use of Social Media, texts and email.

Important:

Please copy and paste the following text into an email, and send it to: development@tabletennis.wales

I confirm that we have read, understand and fully adopt the TTW A Club's Duty of Care.