

TTW MANAGING CHILDREN AWAY FROM THE MAIN TRAINING VENUE

Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	23 rd November 2019
1.1	Reviewed criteria for chaperone	Live	27 th July 2021
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

Table Tennis Wales are committed to ensure that guidance on the organisation's responsibility for children in their care whilst they are away from the main training venue is available to all.

NB; There are two situations where this policy applies:

1. Where Table Tennis Wales registers the player or team for an event and are accompanied by a Table Tennis Wales member of staff.
2. Where for administrative reasons, Table Tennis Wales as the National Governing Body, has to register the player for an event, or the player registered themselves as representing Wales, but they are self-funding and not accompanied by a Table Tennis Wales appointed member of staff.

1. Where Table Tennis Wales registers the player or team for an event:

A member of Table Tennis Wales' Performance Coaches will be appointed, who will:

1. Issue the 'Selection Letter' to the player and ensure the player has completed and accepted the conditions on the on-line 'Player Information Form'.
2. Issue and ensure the 'Parent Consent Letter' is completed, signed and returned. To be retained in the possession of the coach/team manager, for the duration of the trip.
3. Complete the 'Pre-Event Checklist'.
4. Complete and issue the 'Athlete Booklet'.
5. Identify a 'suitably qualified' chaperone (*see note 1 below) and issue the 'Chaperone Booklet'.
6. Ensure that there is a "Home Contact" who is not travelling, who will act as contact point in an emergency. They will need;
 - Names of players and staff on the trip
 - Emergency contact names and phone numbers for the above
 - Details of any medical or physical needs these persons may have
7. Establish and communicate the following information to parents/carers:
 - Why the trip is planned and its reason or purpose
 - When the trip will take place and where it is to
 - Staffing arrangements including the name of team manager/responsible adult

- Name and contact details of person acting as the “Home Contact”
- Arrangements for food and drink
- Kit and equipment requirements

2. Where for administrative reasons, Table Tennis Wales as the National Governing Body, has to register the player for an event, or the player registered themselves as representing Wales, but they are self-funding and not accompanied by a Table Tennis Wales appointed member of staff:

Note: It is the responsibility of the Parent / Carer, of the player to ensure that a ‘suitably qualified’ chaperone (*see note 1 below) is identified for the trip, who will act ‘in loco parentis’ (*see note 2 below) and fully understands their role and responsibility during the trip.

It is also their responsibility to ensure suitable accommodation is acquired for the player and the chaperone.

A member of staff from Table Tennis Wales’s approved list should be appointed, who will:

1. Complete the ‘Pre-Event Checklist’.
2. Issue the ‘Chaperone Booklet’

Note 1: A ‘suitably qualified’ chaperone is an adult as defined in the ‘chaperone booklet’.

Note 2: ‘in loco parentis’ means ‘in place of a parent and refers to the legal responsibility of a person to perform some of the responsibilities of a parent.

Additional guidance for trips including an overnight stay.

Ensure all accommodation is clean and has access to sufficient toilet and bathing facilities, conducting a risk assessment if necessary. Confirm:

- It meets any additional need requirements for members of the group
- Players will not share a bed
- Male and female players do not share a room
- Staff/volunteers do not share a room with players
- Players of vastly different ages do not share a room
- Where possible rooms are not scattered around the accommodation on different floors
- Ensure players know what rooms staff/volunteers are in and how to contact them if necessary

If during any time away from the main training venue, an emergency occurs, the team manager/responsible adult must:

- Establish the nature of the emergency and names of casualties
- Ensure the rest of the team are safe and supervised
- Ensure a member of staff accompanies any casualties to hospital
- Contact the “Home Contact” who will contact parents and keep them informed

Important:

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

I confirm that I have read, understand and fully adopt the TTW Managing Children away from the Main Training Venue document.