

## TTW CONFIDENTIALITY AND INFORMATION SHARING

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	22 <sup>nd</sup> April 2020
1.1	Reviewed and amended test and language used in document.	Live	2 <sup>nd</sup> March 2021
1.2	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021
1.3	Edit acceptance and adoption text	Live	21 <sup>st</sup> July 2022

### 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 they share Information appropriately in the interest of safeguarding.

- Table Tennis Wales will share information where they reasonably believe that it is necessary to share in order to safeguard or protect children and adults.
- Information relating to safeguarding which meet the threshold for referral to external agencies will be shared in all cases.
- Where Table Tennis Wales is aware or believes that the individual against whom the allegation is made, may work with children in other organisations, they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisation and if so, by whom.
- Where there is/has been statutory agency investigation, and/or where a person is subject to the monitoring of the local Multi Agency Public Protection Panel (MAPP), Table Tennis Wales will contribute to the statutory agencies planning process where requested.
- Table Tennis Wales may occasionally be directed by a court, or given permission by a court, to share information about an individual, where the court has determined that the individual poses a significant risk to children and/or adults, this will be shared as directed.
- Outcomes of the Table Tennis Wales internal disciplinary investigations, will be shared within the organisation on a strictly need to know basis.
- Information which raises safeguarding concerns from a DBS disclosure, will be shared, where following a Case Management Group decision, Table Tennis Wales believe there are restrictions that need to be put in place, in order for the individual to work with children or adults, or the individual is not suitable to work with children or within the organisation.
- Consent to share will usually be sought, however if consent is refused but it is believed the information possibly puts a child or adult at significant risk of harm, or where by seeking consent the child or adult is put at risk of significant harm, information will be shared without consent.
- Table Tennis Wales will ensure that the way information is shared, is appropriate to the level of urgency, but information will always be supported by a written report.
- When sharing information Table Tennis Wales will clarify which information is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts).
- Records will always be kept of the decision to share, or not to share, information and the reason for this decision.

**MEDIA INTEREST;** anyone who is approached by the media should refrain from providing any information and should take a note of the journalist's name and contact details and establish what information they require. The National Safeguarding Officer should then be informed of this.

The contact details for the National Safeguarding Officer are on the Table Tennis Wales website [www.tabletennis.wales](http://www.tabletennis.wales) or you can email: [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

**Important:**

Please save a copy of this document onto your device, complete the information below and email a copy of the 'signed' document to [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

By 'ticking this box, I confirm that I have read, understand and fully adopt the TTW Confidentiality and Information Sharing Policy.

Name:

Signed on behalf of: