

## TTW DESIGNATED ROLES AND RESPONSIBILITIES

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	17 <sup>th</sup> November 2019
1.1	Reviewed and amended language used in document	Live	2 <sup>nd</sup> March 2021
1.2	Reviewed suitability of document	Live	27 <sup>th</sup> July 2021
1.3	Reviewed document and added document history	Live	1 <sup>st</sup> 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

The principle strand of Table Tennis Wales' Safeguarding is the provision of appropriate mechanisms. The designated safeguarding role operates on three levels:

- **Club or League Safeguarding Officer** – appointed by the individual affiliated Club or League, they provide a first point of contact for everyone within their Club or League and are the lead for all safeguarding matters within the Club or League.
- **Regional Safeguarding Officer** – appointed by Table Tennis Wales and is accountable to the National Safeguarding Officer, they provide a first point of contact for all Club or League Safeguarding Officers in their Region and represent the National Safeguarding Officer in their absence in the Region.
- **National Safeguarding Officer** – appointed by Table Tennis Wales and is accountable to the NGB Board of Directors, they provide the first point of contact for any external organisation or individual. They are the lead for all safeguarding matters within the National Governing Body.

PLEASE REMEMBER whilst these roles have been designated by Table Tennis Wales to safeguard and protect children and adults at risk, EVERYONE within table tennis in Wales has a duty of care to safeguard and protect the welfare of everyone participating in the sport.

Detailed roles and responsibilities for each level are given on the following pages. Table Tennis Wales advises, where possible, that the designated role should not be filled by someone who already has "high profile" role eg a Club or League Chairperson or Secretary.

### Club or League Safeguarding Officer

The role of the Club or League Safeguarding Officer is a voluntary one, supporting the work of Table Tennis Wales' Regional Safeguarding Officers and the National Safeguarding Officer, at a local and county level. The person needs to have good listening skills, be diplomatic and discreet, preferably with some safeguarding knowledge, but this is not essential. They do not need to be a table tennis player. Table Tennis Wales recommends that every Club and League have a Safeguarding Officer in place.

## Core Skills

- Experience of safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

## Core areas of knowledge

- To be aware of all Table Tennis Wales' Safeguarding Policies and Procedures.
- To know the Table Tennis Wales procedure for reporting incidents to the National Safeguarding Officer and the Statutory Agencies.
- To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a basic understanding of the Statutory Agencies and their role in safeguarding.

## Core tasks

- To help safeguard and protect Children and Adults at Risk, by assisting in the promotion and implementation of Table Tennis Wales' Safeguarding Policies and Procedures at the Club or League.
- Promote good practice in safeguarding in their Club or League, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the first point of contact for all Club or League safeguarding issues.
- To act as a source of advice on current best practice and provide support to the Club or League Management Committee and the members of the Club on safeguarding issues and procedures.
- To attend Club or League Management Committee meetings as a member of that Committee by right of the role.
- To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior table tennis decisions.
- To advise the Management Committee in establishing which roles within the Club or League, require the post holder to undertake the Table Tennis Wales DBS vetting process, and ensure such vetting applications are completed.
- To work closely with the Volunteer Co-Ordinator, where one is in place, ensuring DBS vetting checks and training are completed as required.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible safeguarding nature are reported/referred appropriately to Table Tennis Wales and/or Statutory Agencies in accordance with Table Tennis Wales' Policies and Procedures.
- To attend education/training as detailed in the guidelines within Table Tennis Wales' Safeguarding Policies and Procedures.

## Regional Safeguarding Officer

The role of the Regional Safeguarding Officer is a voluntary one, supporting the work of Table Tennis Wales' National Safeguarding Officer, at a Regional level. The person needs to have good listening skills, be diplomatic and discreet, preferably with some safeguarding knowledge. They do not need to be a table tennis player. Table Tennis Wales recommends that every Region have a Safeguarding Officer in place.

## Core skills

- Experience of safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.

- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

### **Core areas of knowledge**

- To be aware of all Table Tennis Wales' Safeguarding Policies and Procedures.
- To know the Table Tennis Wales procedure for reporting incidents to the National Safeguarding Officer and the Statutory Agencies.
- To have a working knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a working understanding of the Statutory Agencies and their role in child safeguarding.

### **Core tasks**

- To help safeguard and protect children and adults at risk, by assisting in the promotion and implementation of Table Tennis Wales' Safeguarding Policies and Procedures in their Region.
- Promote good practice in safeguarding in their Region, working with the Club and League Safeguarding Officers to promote a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the first point of contact for the Club and League Safeguarding Officers in their Region for all safeguarding issues.
- To act as a source of advice on current best practice and provide support to the Club and League Safeguarding Officers on safeguarding issues and procedures.
- To work with the National Safeguarding Officer, ensuring DBS vetting checks and training are completed as required for their region.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible safeguarding nature are reported/referred appropriately to the National Safeguarding Officer and/or Statutory Agencies in accordance with Table Tennis Wales' Safeguarding Policies and Procedures.
- To deputise for National Safeguarding Officer as necessary and identified as appropriate.
- To attend education/training as detailed in the guidelines within Table Tennis Wales Safeguarding Policies and Procedures.

### **National Safeguarding Officer**

The role of the National Safeguarding Officer is a paid one, supporting the work of Table Tennis Wales' Board of Directors. The person needs to have good listening skills, be diplomatic and discreet with a good knowledge of safeguarding. They do not need to be a table tennis player.

### **Core skills**

- Experience of safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

### **Core areas of knowledge**

- To have a working knowledge of all Table Tennis Wales' Safeguarding Policies and Procedures.
- To have a working knowledge of all legislation and guidance applicable to safeguarding.
- To have a detailed knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a detailed understanding of the Statutory Agencies and their role in safeguarding.

## Core tasks

- To ensure Table Tennis Wales, as the national governing body for table tennis in Wales, has policies and procedures in place that will minimise the risk of harm to children participating in the sport and that these meet the Standards for Safeguarding in and through Sport in Wales.
- To help safeguard and protect children and adults at risk, by assisting in the promotion and implementation of Table Tennis Wales' Safeguarding Policies and Procedures throughout the organisation.
- Act as the main contact for Table Tennis Wales in the protection of children and adults at risk.
- Promote good practice in safeguarding throughout table tennis in Wales, working with the Regional Safeguarding Officers and Club or League Safeguarding Officers to promote a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the point of contact for the Regional Safeguarding Officers and Club or League Safeguarding Officers for all safeguarding issues.
- To act as a source of advice on current best practice and provide support to the Regional Safeguarding Officers and Club or League Safeguarding Officers on safeguarding issues and procedures.
- To ensure DBS vetting checks and training are completed as required for all Table Tennis Wales staff whether paid or volunteers and to assist the Regional Safeguarding Officers and Club or League Safeguarding Officers to complete these for their staff whether paid or volunteers.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible safeguarding nature are reported/referred appropriately to Table Tennis Wales and/or Statutory Agencies in accordance with Table Tennis Wales' Policies and Procedures.
- To ensure matters of a possible safeguarding nature are investigated and actioned in accordance with Table Tennis Wales' Policies and Procedures.
- To attend education/training as detailed in the guidelines within Table Tennis Wales' Safeguarding Policies and Procedures.
- Deliver training on Safeguarding in line with Table Tennis Wales education/training guidelines.