

## TTW SAFEGUARDING CHILDREN POLICY

### Document History

| Version | Summary of Changes                                                                                           | Document Status | Date                          |
|---------|--------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------|
| 1.0     |                                                                                                              |                 | 1 <sup>st</sup> July 2020     |
| 1.1     | Updated text and language used                                                                               |                 | 2 <sup>nd</sup> March 2021    |
| 1.2     | Reviewed document and added document history.<br>Also added acceptance and adoption text at end of document. |                 | 1 <sup>st</sup> November 2021 |
| 1.3     | Edit acceptance and adoption text                                                                            |                 | 1 <sup>st</sup> July 2022     |
| 1.4     | Add Financial Abuse                                                                                          |                 | 16 <sup>th</sup> May 2023     |
| 1.5     | Updated text and language used                                                                               |                 | 15 <sup>th</sup> April 2025   |
| 1.6     | Corrected policy list, Version No. sequence and acceptance and adoption text.                                |                 | 16 <sup>th</sup> July 2025    |
| 1.7     | Corrected acceptance and adoption text                                                                       |                 | 7 <sup>th</sup> August 2025   |
| 1.8     | Added Policy Statement                                                                                       | Live            | 8 <sup>th</sup> October 2025  |

### 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

### Safeguarding policy statement

#### Our statement

Table Tennis Wales acknowledges its duty of care to safeguard children and young people which means preventing and protecting children from abuse or neglect and educating those around them to recognise the signs and dangers. We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice within Wales and the wider UK landscape. As an organisation we follow the [Wales Safeguarding Procedures](#).

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a safe, positive and enjoyable experience within our organisation, in a safe and child-centred environment
- are protected from abuse and poor practice whilst participating in activities or outside of the activity.

## Our policy

### What we'll do

As part of our safeguarding policy we will:

- Ensure that everyone associated with Table Tennis Wales knows how to report a concern.
- Promote and prioritise the safety and wellbeing of children and young people.
- Value and respect children by listening to the voice of the child by taking their views seriously and with due consideration.
- Ensure robust safeguarding arrangements and procedures are in operation at all levels of the organisation.
- Adopt safeguarding best practice through our policies, procedures and codes of conduct for staff and volunteers.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Provide effective management for staff and volunteers through supervision, so they all know about our policies, procedures and codes of conduct and follow them confidently and competently.
- Ensure appropriate action is taken in the event of all incidents or concerns, from lower-level concerns and poor practice to more serious allegations of abuse.
- Provide support to all individuals involved in a concern or allegation.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with the Data Protection Act 2018 and GDPR. [more information about this is available from the [Information Commissioner's Office](#)]
- Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Appoint a Designated Safeguarding Person for children and young people, a deputy, and a lead trustee/board member for safeguarding.
- Share information about safeguarding and good practice with children and their parents/carers via appropriate means of communication.

This policy statement and underpinning procedures will be widely promoted and are mandatory for everyone involved in Table Tennis Wales. Failure to comply with the policy statement and procedures will be addressed without delay in line with the appropriate organisational policy.

### Monitoring

This policy will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- changes in best practice and/or case learnings.
- as a result of any other significant change or event.

### Contact details

|                                                                                                         |                          |                                                                                              |              |
|---------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------|--------------|
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In case of an emergency, please contact the Police via 999 or your [Local Authority Children's Services](#).

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Working with young people is key for the expansion of table tennis and, with our many programmes, Table Tennis Wales tries to give opportunities for young people to participate and help them on their way to achieving their sporting and social ambitions. Additionally, Table Tennis Wales is very proud of its ethos of inclusivity throughout our sport and recognises the key part that vulnerable adults have to play. It is very important that support is given to the volunteers, staff, players and parents, by way of good practice guidelines and this document, Table Tennis Wales' "TTW Safeguarding Children 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 Policy" and the supporting policies and procedures are mandatory for anyone within the sport in Wales who;

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

People in these categories will be expected to comply with the "TTW Safeguarding 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 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](#)

Always remember whatever we do as staff or volunteers:

## **THE WELFARE OF THE CHILD IS PARAMOUNT!**

### **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) and the Ann Craft Trust, also acknowledgements are made to English Table Tennis, England and Wales Cricket Board, and Welsh Rugby Union, whose policies and procedures we used as reference.

## **INTRODUCTION AND PRINCIPLES**

- For the purposes of this policy and Table Tennis Wales' procedures, the term young person refers to anyone under the age of 18 (The Children's 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 child and vulnerable adult abuse are very emotive and difficult subjects for anyone to have to deal with and can occur in many everyday situations including the home, school and sporting environments.
- Table Tennis Wales believes that all young people and adults at risk, have a right to have fun and be safe in the activities they choose, and parents/carers should have confidence that the clubs and people within table tennis will fulfil their duty of care.
- 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 both young people and adults at risk and others who may be particularly vulnerable.
- There are some individuals who will seek employment, or voluntary work in order to gain access to young people and adults at risk, in order to harm them, Table Tennis Wales will uphold all employment checks and regulations to try and limit these individuals access to our sport.
- It is the responsibility of the child protection, adult safeguarding experts and statutory agencies to determine whether or not abuse has taken place, but everyone working within table tennis has a duty of care to safeguard the welfare of all vulnerable people, whether children or adults, at all times, in our sport.
- Coaches, officials and volunteers working within table tennis, who have regular contact with the most vulnerable within the table tennis community, have a key role to play in identifying and recognising when abuse may be occurring, whether that be inside or outside of the sport and Table Tennis Wales will commit to providing training and updates to support them.
- Table Tennis Wales will commit to the following:
  - To appoint a designated National Safeguarding Officer.
  - To appoint a Case Management Group to support the work of the National Safeguarding Officer.
  - Task the National Safeguarding Officer with managing cases and being instrumental in writing, reviewing, updating and implementing policies and

training linked to safeguarding with support from the Senior Management Team.

- Ensuring that Table Tennis Wales' Safeguarding policy and associated policies and procedures are communicated, understood and implemented across the association, including all its affiliated members and all organisations in good standing with Table Tennis Wales.
- Encouraging clubs and leagues to recruit Safeguarding Officers.
- Investigating and referring cases of abuse and poor practice as appropriate to the Chief Executive Officer and Disciplinary Panel.
- Maintaining records of all cases advising, as appropriate and agreed, members regarding disciplinary outcomes and permanent suspensions.
- Referring any members banned from working with young people to the Disclosure and Barring Service.

## **2. TABLE TENNIS WALES' POLICY STATEMENT**

The aim of this policy is to promote good practice by ensuring that all Table Tennis Wales' members and staff will:

- Be fully aware of their responsibilities with regard to safeguarding and the protection of children and adults.
- Safeguard and promote the interests and wellbeing of the young people and adults with whom they are working.
- Respond appropriately to all concerns.
- Respect and promote the rights, wishes and feelings of all young people and adults and take all reasonable and practical steps to protect them from harm, discrimination or abuse.
- Be offered support and training to allow them to fulfil their individual role with regard to the protection and safeguarding of young people and adults.

Table Tennis Wales believes in and seeks to uphold the following fundamental principles:

- The welfare of all children and adults is paramount.
- All young people and adults have the right to protection from abuse regardless of their age, sex, culture, disability, gender, race, national or ethnic origin, colour, parental status, social/economic background, religious belief and/or sexual identity.
- All allegations will be taken seriously, and any reports of concerns will be dealt with promptly and sensitively ensuring all appropriate action is taken.
- Staff and volunteers recognise they have the responsibility to ensure that they act upon any concerns or allegations and that safeguarding children is the responsibility of everyone.
- Processes for dealing with all complaints and allegations are fair and open to challenge through the appeals process.
- Table Tennis Wales commits to support anyone who, in good faith, reports their concerns.
- Requires all staff and members to adopt and abide by Table Tennis Wales' Safeguarding Policy.

In drawing up this policy and the procedures, Table Tennis Wales have taken into account the following

legislation and also information provided by the NSPCC, the CPSU and the Ann Craft Trust:

- The Children Act 2004
- The Children Act 1989
- All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004
- The Protection of Children Act 1999
- The Safeguarding Vulnerable Groups Act 2006
- Every Child Matters Strategy 2004
- Working Together to Safeguard Children
- The Sexual Offences Act 2003
- Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- Data Protection Act 2018
- Police Act 1997
- Protection of Freedoms Act 2012
- The Care Act 2014
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- Mental Capacity Act 2005
- Social Services and Well-being Act (Wales) 2014

Personal information will be treated in strict confidence, within the limits of the law, which requires that the Police, Children's/Adult Services and/or any other statutory agencies, including the NSPCC, be informed where there are concerns that a child or adult is at serious risk of harm, or it is believed that a crime has been committed.

### **3. WHAT IS ABUSE**

It is important that we all try to understand what is meant by abuse, because there is often a very fine line between what we may consider to be either acceptable or unacceptable behaviour. Whilst it is important to understand the different types of abuse that may occur, how to recognise them and what actions to take if anyone has any concerns, they should report them at once, even if they are unsure what type of abuse may be taking place. We each have a responsibility for putting in place good practice to stop abuse happening.

Reports of abuse must be taken seriously and acted upon, always being aware of the welfare of the possible victim or victims.

If we suspect that abuse may be taking place, **it is not an option to do nothing**, it should be reported either directly to Table Tennis Wales' National Safeguarding Officer, the local Safeguarding Officer or the statutory authorities. Reporting procedures are dealt with later in this policy.

There are currently 5 recognised forms of abuse: **Neglect, Physical, Sexual, Emotional and Bullying**. We have also included **Radicalisation**, which is giving real causes for concern for the statutory agencies amongst young people.

- **Neglect:** This is where adults are consistently or regularly failing to meet a child's basic physical or psychological needs. It is likely to result in serious impairment of the child's health or development. It can go unnoticed for a long time yet have lasting and very damaging effects on children causing them to develop and mature more slowly or finding difficulties in socialising and making friends.

**In terms of sporting needs, it may be when an athlete's personal or intimate requirements are ignored, particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs. It could also mean failing to ensure they are safe or exposing them to harm.**

*In adults this can also be self-neglect, which covers a wide range of behaviour e.g. not caring for one's personal hygiene or health and can also include hoarding. Outward signs could be an unkempt appearance, not wearing suitable sports kit and a deterioration in personal hygiene. It can also include the withholding of access to services or support such as medication, nutrition or water.*

- **Physical Abuse:** Most children will collect cuts and bruises in their daily life, and certainly through their involvement with sport. In sports where advantages are gained by delaying the onset of puberty, drugs may be used to retard normal development. In other sports where strength, power and speed are key attributes then there is the potential for the use of performance enhancing drugs.

Again, in sports where participants are required to qualify to compete in weight-based categories, young and vulnerable competitors may be required to 'sweat off' weight in a short period of time. Medically, all of these could result in serious medical disorders e.g. anorexia or osteoporosis. Children and adults at risk, should be deterred from competing or training, if they are suffering from an injury or illness until they are recovered.

**For sport it might also occur if a person is forced to train beyond their capabilities, or the intensity of training disregards an individual's ability/impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.**

*In adults it can also include hitting, slapping, pushing, kicking, misuse of medication and inappropriate sanctions.*

- **Sexual Abuse:** Concerns about sexual abuse are most likely to be detected through changes in a child's behaviour. Concerns may be reported by a third party – children may not tell you either directly or indirectly that they are being sexually abused. Direct disclosures from children or vulnerable adults are comparatively rare. If this does happen, then it will have taken enormous courage on their part, because it is likely that they will feel ashamed, afraid, confused and may have been threatened with abuse if they tell. They may be aware and very frightened of the potential consequences of disclosing abuse, so they should be listened to very carefully and always taken seriously.

Some of the behavioural signs that may be noticeable are:

- Sudden or unexplained changes in behaviour

- Apparent fear of someone
- Having sexual knowledge beyond the child's age or developmental level
- Possible eating problems
- Self-harming
- Saying they have secrets that they cannot tell anyone
- Substance abuse or taking drugs
- Suddenly having unexplained sources of money
- Not having friends
- Acting in a sexually explicit way towards adults and children

This can also include sexually suggestive comments being made by an adult to actual sexual contact or it could involve inappropriate photography or videoing for the gratification of the viewer.

*In adults this also includes rape, indecent exposure, sexual harassment, sexual teasing or innuendo, subjection to pornography or witnessing acts to which the adult has not consented or was pressured into consenting.*

- **Financial Abuse:**

- Having money or other property stolen
- Being defrauded
- Being put under pressure in relation to money or other property
- Having money or other property misused

- **Emotional Abuse:**

This is probably the most difficult to measure. Often children who appear well cared for, may be emotionally abused by being taunted, put down or belittled or because they receive little or no love, affection or attention from their parents/carers. It can also be displayed by being too protective particularly in the case of disabled people.

*Again, in adults this can include threats of harm, blaming, intimidation, withdrawing support networks or services.*

**In the case of sport, emotional abuse can occur when a person is not given help and encouragement and is constantly derided, ridiculed or ignored. Conversely it can also occur if a person is over-protected.**

**This can be present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is also likely to come into this category. It can include racist and sexually abusive remarks. Psychological abuse often includes emotional abuse and can include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidating, coercion, harassment, verbal abuse, isolation or withdrawal of services or support networks.**

- **Bullying:** The damage caused by bullying is frequently underestimated. It can cause distress to the people being bullied to the extent that it can affect their health and development.

Where bullying is concerned the abuser may well be another young person. Bullying can occur where there is inadequate supervision.

**In a sports context this could be during a residential training event or in changing rooms. Increasingly bullying is occurring through the use of social media.**

**In addition, the following may also apply particularly where adults are concerned but not exclusively:**

- **Radicalisation** This is becoming a concern for the statutory agencies and can occur amongst young people. The signs are often similar to those displayed by people being bullied and can lead to the young person becoming withdrawn and isolated from their normal friendship groups. It may also lead to a change of appearance e.g. dress and behaviour.
- **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.
- **Modern Slavery** This encompasses slavery, modern 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.

**In sports this could be a participant missing from practice sessions and not responding to reminders from team members or coaches.**

- **Domestic abuse** Including psychological, physical, sexual, financial and emotional abuse. It also includes 'honour' based violence.

**In sport this may be a noticeable power imbalance between a participant and a family member.**

- **Discrimination** Discriminatory abuse centres on a difference or a perceived difference, particularly in respect of race, gender or disability or any of the protected characteristics identified within the Equality Act 2010.

**This could be a club or team member harassing another team or club member because they are perceived to be transgender.**

- **Organisational abuse** This includes neglect and poor care practice within an institution or specific care setting or could be related to care being provided in a person's home. This could be one off or ongoing poor treatment.

**In sport terms it could be over training without the appropriate breaks.**

- **Financial or material abuse** This could include theft, fraud, internet scamming, coercion in relation to and adult's financial affairs and arrangements, in connection with wills,

property inheritance, etc.

**In sports terms it could be taking equipment away from a person with dementia or a learning disability**

- **Forced marriage** This is different from an arranged marriage, where both parties consent to the assistance of a third party in finding a spouse. It is where one or both of the parties are married without their consent or against their will. Whilst it would not happen in a sports setting, club or team members may be aware and should report their concerns to the local authorities.

**People should also be aware of discriminatory abuse based on the grounds of racism, sexism and any form of abuse targeting a person's ability, disability, age, sexual identity or religious belief. This should always be challenged.**

## Position of Trust Explained

Maintaining an appropriate and professional relationship with children, young people and adults at risk is a key part of keeping everyone safe. In this guidance we explain what a position of trust is and how to prevent abuse of a position of trust.

What is a position of trust? A position of trust involves a person in a position of authority over another person. The coach-participant relationship should focus on the sport, and romantic or sexual relationships between the adult and child or young person is unlawful (in England and Wales) and should be clearly defined as a breach of the organisation's code of conduct. Sports organisations will need to report such a breach to statutory organisations such as the police. They should take disciplinary action in situations where an adult in a position of authority has abused their position of trust by having sexual contact with anyone under the age of 18. What does the law say? The sexual offences legislation in England and Wales states that any sexual activity between adults and with children under 16 is illegal and constitutes abuse. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16 and 17 year olds and those in positions of trust, responsibility or authority constitutes a criminal offence. Changes to the Sexual Offences Act 2003 mean being a coach/official in a sports club is now considered under the law as a specified role.

What can sports organisations do?

- Sports codes of conduct and linked disciplinary processes should be reviewed and amended to include wording that supports the maintenance of healthy and positive relationships between sports coaches and young people. The code of conduct should reference the organisation's definition of roles that constitute positions of trust and ban any sexual relationships/activity between adults in those roles and 16 - 17 year olds for whom they are in a position of authority. Suggested wording may be: "Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes must not engage in sexual relationships with under 18s while that unequal power relationship exists."
  - Children and young people in sport should be informed about these relevant rules, and assured of their right to enjoy and engage in sport freely and without pressure to comply with adults' sexual requests.
  - Safeguarding and disciplinary policies and procedures should include a requirement for referral to the Disclosure and Barring Service (DBS) when an individual is deemed to be unsuitable to work with children and young people. What can sports coaches and others in positions of trust do?
  - Ensure that you read, understand, sign up to and comply with the code of conduct/behaviour your club, organisation or relevant sports governing body has produced for the role you hold
- Safeguarding Guidance - Positions of Trust Position of Trust Guidance - updated May 2022 Page 2 of 2 Position of Trust Guidance
- Maintain a relationship with all participants that is appropriate to your role and reflects positively on the club or organisation you work or volunteer for.
  - Whether or not the code explicitly refers to positions of trust (and what would constitute breach) as someone in a position of authority you should not seek or engage in sexual activity or sexualised communication via social media with under 18s for whom you are responsible.

- If you think that a young person's behaviour indicates that they are seeking to develop or engage in an inappropriate relationship with you, immediately bring this to the attention of your club or organisation's Safeguarding Officer, designated safeguarding lead or manager. Be careful not to respond to the participant in any way that could be interpreted as encouraging the young person concerned. Make a written record of your concerns and relevant details. Advice for anyone concerned about the possible abuse of a position of trust: If you suspect that an abuse of a position of trust has occurred, is occurring or may occur you should report this to the Safeguarding Officer or designated safeguarding lead for the club or organisation in line with the complaints or safeguarding policy and procedure. Make a written record of your concerns and relevant details. If you feel your concern has not been dealt with appropriately, or there is no welfare or safeguarding lead, you can consult with the Local Authority Designated Officer (LADO - England only) whose details should be available through your local authority's Children's Social Care Department and whose duties include responding to concerns about potential breaches of positions of trust.

***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***

#### **4. RESPONDING TO SUSPICIONS OR ALLEGATIONS**

As stated above, it is not the responsibility of anyone in table tennis to decide whether abuse is taking place, but they do have a duty of care to protect young people and adults by informing the Table Tennis Wales National Safeguarding Officer and/or the local safeguarding officer. In an emergency where the person's welfare could be affected, (this could occur if the suspicions relate to the parent/carer of the person), all suspicions should be referred immediately to the local Children's Services or the police, in order that they can then make enquiries and take any necessary action to protect the person. As soon as realistically possible, the Table Tennis Wales' National Safeguarding Officer should be advised of the actions taken.

Children's Services have a statutory duty under the Children Acts of 1989 and 2004 to ensure the welfare of the child. In terms of the Adults in Care Act 2014, places their safeguarding also on a statutory footing.

##### **• What to do if there are concerns:**

There is always a commitment to work in partnership with parents/carers and, unless there are concerns relating to the parent/carer, if there are concerns about a young person/adult at risk, then talk directly to the parent/carer. For example, a young person or adult may appear withdrawn causing concern, but when the parent/carer is spoken to, there has been a bereavement in the family.

If you have concerns, (serious or otherwise), about the welfare of a person or you suspect they may be being abused, then speak to the local safeguarding officer or Table Tennis Wales' National Safeguarding Officer, for advice on how to proceed. It is the responsibility of the person informed to take the appropriate action and inform either the police or Children's/Adults Services or the Local Authority Designated Officer (LADO – a member of the authority's safeguarding team).

If a young person or adult is at immediate risk from harm, you should report your concerns directly to the police or Children's/Adults Services to ensure the person is protected and then report on your actions to the Table Tennis Wales' National Safeguarding Officer.

**THE TABLE TENNIS Wales' National Safeguarding Officer CAN BE CONTACTED ON 07713 501276, AT ANY TIME FOR HELP AND ADVICE**

If a young person or adult says or indicates that they are being abused, or information is obtained which gives concern that they are being abused, the person receiving the information should listen carefully and react calmly bearing in mind the following:

- Tell them they are not to blame, and it was right to tell
- Do not show distaste, disgust or anger
- Do not ask direct questions – who, what, where, when
- Do not put words in their mouth
- Do encourage them to talk at their speed
- Take what they say seriously
- Keep questions to a minimum
- Keep calm and listen, even if what they are saying is distressing
- Reassure them
- Keep a clear and accurate understanding of what they have said
- Do not promise to keep what they have said a secret, tell them that you may have to share the information
- Make a full and accurate record of everything that was said as soon as possible, including dates and times.

## **5. ALLEGATIONS PROCESS**

Allegations can be made about anyone involved in table tennis and could include anyone working with young people or adults in a paid or voluntary capacity, e.g. club volunteers, officials, team captains and coaches.

Child and adult abuse can and does occur outside the family setting and, although it is a sensitive and difficult issue, it has and does occur within table tennis. Recent statistics indicate that abuse, which takes place within a public setting, is rarely a 'one off' event. It is crucial that those involved in table tennis are aware of the possibility and that allegations are taken seriously, and appropriate action is taken. People who harm young people and adults will travel across countries, borders and sports in order to access their victims.

The club/league Safeguarding Officer may be informed of situations where they are unsure whether the allegations constitute abuse or not and can be, therefore, unclear about what action to take. There may be circumstances where allegations relate to poor practice rather than abuse, those responsible should always consult Table Tennis Wales' National Safeguarding Officer in the first instance or seek advice from the CPSU or the NSPCC, if the National Safeguarding Officer is not available and the concern is urgent.

It may be that the particular allegation is one of a series of concerns, which together could be significant or build a picture of behaviour giving cause for concern.

It is acknowledged that feelings generated by the discovery that a coach or volunteer has abused, or may be

abusing someone, will raise concern amongst other coaches and volunteers, particularly in relation to difficulties inherent in reporting such matters. It is important, however, that any concerns for the welfare of a person arising from the abuse or harassment by a coach or volunteer should be reported immediately. The welfare of the child or adult must always be of paramount importance.

**Table Tennis Wales will assure all coaches, volunteers, helpers, staff or officials that it will fully support and protect anyone who, in good faith, reports their concerns that a colleague has abused or may be abusing a young person or adult.**

When a concern is received there may be 3 different types of investigation:

1. A criminal investigation
2. A child/adult protection investigation
3. A disciplinary investigation

The outcomes of 1 and 2 may influence the disciplinary investigation.

- **What happens when a concern is reported?**

1. The report is received by the National Safeguarding Officer, who will consult with the Case Management Group and decide what actions need to be taken. If it needs urgent action the National Safeguarding Officer may refer it on before consulting with the Case Management Group.
2. If, after consideration, the allegation is clearly about poor practice, it may be dealt with as a disciplinary issue, appropriate education and support may be put in place or it may be referred back to the club or league to take through their own disciplinary process, following an internal investigation by Table Tennis Wales.
3. Any suspicion that a young person or adult has been abused by either a coach or volunteer, should be reported to the local safeguarding officer and the Table Tennis Wales' National Safeguarding Officer, who will take steps as considered necessary, to ensure the safety of the young person and/or any other person who may be at risk.
4. The local club or league safeguarding officer and/or the Table Tennis Wales' National Safeguarding Officer, may decide to refer the allegations to Children's/Adults Services or the police.
5. Table Tennis Wales' National Safeguarding Officer must be advised as soon as possible, of any referrals and their contact details given to the statutory agencies. They will also deal with any media enquiries and represent Table Tennis Wales at any Strategy Meetings.
6. Every effort will be made to ensure confidentiality is maintained for all involved.
7. If the club or league safeguarding officer is the subject of the suspicion/allegation, then it must be referred directly to the Table Tennis Wales' National Safeguarding Officer.
8. Table Tennis Wales, through the association's regulatory process, will make an immediate decision regarding any individual's interim suspension of membership, pending further investigations based on advice received from the statutory agencies and their own information.

Consideration will be given regarding available support to the young person, adult, parents, carers, coaches, members, volunteers and the alleged perpetrator.

- **Allegations of previous abuse**

Allegations of abuse may be made some time after the event, where this occurs the same procedures will be followed as set out in the 'Responding to Suspicions of Abuse' section of this document. These 'historic' reports are taken very seriously, as the alleged perpetrator may still be working in our sport and having access to young people and adults at risk. Also, it is acknowledged the bravery of people coming forward to report any allegation and they can be assured that we will always take them seriously.

- **Confidentiality**

Every effort will be made to ensure that confidentiality is maintained for all concerned and gossiping or spreading rumours about any person involved in a safeguarding investigation must be avoided, beyond giving information as part of the legitimate investigation process, as such behaviour can result in legal action.

Information whilst the investigation and process is underway is always handled and disseminated on a need to know basis only and may include the following:

- Table Tennis Wales' National Safeguarding Officer
- Table Tennis Wales' Chief Executive Officer
- Club or League/Safeguarding Officer relating to both the alleged victim and alleged abuser
- Children's Services
- Adult Services
- Table Tennis Wales' Case Management Group
- Table Tennis Veterans Association – if appropriate

The information disseminated to the above list, is highly confidential and of a sensitive nature, and should there be a breach of confidentiality by any person with whom the information is shared then they themselves may be subject to disciplinary action by Table Tennis Wales who take any breach of confidentiality very seriously.

- **Reinstatement and aftermath**

Each individual case is assessed by the Table Tennis Wales' Case Management Group, irrespective of the findings of any investigation carried out by the statutory authorities, to decide whether a member of staff or a member of Table Tennis Wales can be reinstated and how the situation can be managed. In terms of any disciplinary proceedings, it should be remembered that any decision made, is based upon the balance of probability, unlike a formal legal process, which has to prove beyond all reasonable doubt. At all times it must be remembered that the welfare of the child or adult is paramount.

Consideration will be given regarding the support that may be necessary, not only for the young people, adults, parents and members of staff involved in an individual case, but also to the alleged abuser.

## **6. RECRUITMENT OF STAFF AND VOLUNTEERS**

Table Tennis Wales is aware that in order to be successful, it relies not only on its paid staff but also on its dedicated volunteer workforce, delivering table tennis at all levels across Wales. All members and staff should ensure that they take the appropriate steps to ensure that unsuitable people are prevented from working with young people and adults. The following guidelines should be used in the recruitment of staff and volunteers:

1. **Advertising** if any form of advertising is used it should always reflect the following:
  - the aims of the organisation and the programme involved
  - responsibilities of the role
  - level of experience and qualifications required
  - the organisation's stance on safeguarding and equality
2. **Pre-application information** any information sent out to potential applicants should include:
  - A role description including responsibilities
  - A person specification
  - An application form – unless a CV is sufficient
3. **Applications** all applicants should complete an application form, which should request the following information:
  - Name, address and national insurance number
  - Relevant experience, qualifications and training
  - List of past careers
  - Any criminal record
  - Whether the applicants are known to Children's or Adult Services
  - It should be made clear that a DBS check will be required for those posts that are involved with working with and taking responsibility for young people and adults at risk.
  - The names of two referees, who should not be relatives and at least one should be their current employer, or, in the case of a volunteer, an officer from their current or previous club
  - The applicant's consent to abide by the relevant Code of Conduct

#### 4. Checks

All members and staff with responsibility for young people or adults who meet the criteria for regulated activity or are in a protected role, (see later section on DBS checking and the relevant flowcharts), must undergo an enhanced DBS check every three years.

#### 5. Interview

Where possible all applicants whether paid or volunteers, should undergo an interview process.

#### 6. Induction

All staff should undergo an induction process where they can sign up to the Table Tennis Wales' Codes of Conduct, identify any training needs, learn about their role and its responsibilities and have their qualifications verified

#### 7. Training

Checks are only part of the process to protect young people and adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Table Tennis Wales recommends the following:

- Recognised safeguarding training which must be refreshed every three years. This is relevant to coaches, officials, safeguarding officers and anyone working closely with, or responsible for, young people and adults.
- Relevant equality training.
- Additionally, coaches must have in place relevant and recognised coaching qualifications, attend first aid training, and attended a Safeguarding and Protecting Children course and CPD as required. More information can be obtained from the Coaching Department at Table Tennis Wales.

All qualifications (except for Coaching licence), must be renewed every three years.

## **8. Monitoring and Appraisal**

All staff or volunteers should be given the opportunity to receive formal (through an appraisal), or informal feedback, to identify training needs and set new goals. Club management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage, by liaising with the local safeguarding officer and Table Tennis Wales' National Safeguarding Officer. They should also offer appropriate support to those who report complaints/concerns.

## **9. Complaints and disciplinary procedures**

Clubs and leagues should have in place a complaints and disciplinary process of which all parents, young people, members and volunteers should be aware.

## **7. CHILD PROTECTION CASE MANAGEMENT GROUP**

### **• Purpose**

To make decisions on the initial approach to all reported cases related to the welfare and protection of children and adults. Principally these relate to the route a case will take internally

1. and/or external referral to statutory agencies.

Decisions as to the route a case should take will be made within **48 hours** of the original report.

2. To make initial decisions as to what level each case will be dealt with i.e. minor poor practice, which may be referred back to a club's complaints/disciplinary procedures with advice; or suspected abuse of a child or adult, which requires dealing with at national level through disciplinary procedures. These initial decisions will be taken within **seven days** of the initial report, subject to advice from the statutory agencies if an external investigation is taking place.
3. To advise others within Table Tennis Wales about actions they need to take.
4. To monitor and review progress on all cases and to identify any trends emerging which may require a revision/review of existing policies and procedures.
5. All decisions will be kept on a 'need to know' basis and anyone directly involved with a case, will be kept informed as to progress by the Table Tennis Wales' National Safeguarding Officer as appropriate.

- **Principles**

1. *Independence* – it is essential that the group is empowered by Table Tennis Wales to make decisions on the route that cases will take, without influence of prejudice by others in the association.
2. *Confidentiality* – all child safeguarding/protection matters must be regarded as highly confidential and not for disclosure outside the group, unless so agreed on a strictly 'need to know' basis, in line with the Data Protection Act and the Human Rights Act.
3. *Expertise* – the group will be led by Table Tennis Wales' National Safeguarding Officer. The group will include the Safeguarding Director, the National Safeguarding Officer and an independent member. Decisions will be made by a minimum of two members. Any decisions relating to suspension or appointing a person to carry out an investigation, will also be referred to the Chief Executive Officer for the final decision.
4. *Equality and Anti-Discriminatory Practice* – all decisions made by the group need to be fair, open and transparent. An open mind will need to be kept in all cases, until they have been investigated and concluded. The group should be guided by Table Tennis Wales' Safeguarding and Equality Policies and the principle that **ALL** people have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief or sexual orientation.
5. ***The Welfare of the Child is Paramount*** – this principle is enshrined in the Children Act 2010. In any decision taken by the group the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

## **USEFUL CONTACTS**

Table Tennis Wales,  
Sport Wales National Centre, Sophia Close,  
Cardiff CF11 9SW [www.tabletennis.wales](http://www.tabletennis.wales)

Safeguarding Helpline: 07507860034

Ann Craft Trust – Safeguarding Adults [www.anncrafttrust.org](http://www.anncrafttrust.org)

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk) Tel: 0115 951 5400

Child Protection in Sport Unit (CPSU) NSPCC Cymru/Wales

Diane Engelhardt House Treglown Court

Dowlais Road Cardiiff

CF24 5LQ

[www.thecpsu.org.uk](http://www.thecpsu.org.uk) Tel: 01163 665590

**NSPCC Helpline: 0808 800 5000**

**Childline Tel: 0800 1111**

NSPCC Child Help line 0808 800 5000 between 10am and 4pm email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) 101 for police  
Local Authority in Area you live Children Services

Each Local Authority area have a Local Safeguarding Board In Emergency contact 999

Call TTW National Safeguarding Lead Martyn Dew 07817804905 for child protection concerns

***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***

**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 Safeguarding Children policy.

Name:

Signed on behalf of:

## **8. List of Policies and Guidelines**

These Guidelines should be read and put into practice alongside the following policies, guidelines and procedures, which make up the good practice surrounding Safeguarding and Child Protection:

### **Safeguarding:**

TTW-CMG & CMP 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-Safeguarding Adults Policy  
TTW-Safeguarding Children Policy  
TTW-Support Services Information for Children and Parents  
TTW-Whistle Blowing Policy

### **Codes of Conduct:**

TTW-Clubs Duty of Care  
TTW-Code of Conduct 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 Version 1.4 5th June 2025

**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