

Safeguarding Induction



Document History

Version	Summary of Changes	Document Status	Date
1.0	Document Created		1 st July 2020
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1.3	Updated Contact Information	Live	29 th April 2026

Safeguarding Induction

Safeguarding Induction for staff and volunteers who have regulated duties profile in Table Tennis Wales.

All staff and volunteers have a responsibility for helping to make a safer culture and empowered to speak out if they have concerns.

To help develop a safe environment for speaking out, it's important to make child and adult safeguarding a key part of our induction for new staff and volunteers.

Induction

TTW are to make sure all new staff and volunteers:

- have read and understand your safeguarding and child protection policies and procedures
- know how to spot the signs that a child or adult may be experiencing abuse
- know how to respond appropriately if a child or adult makes a disclosure about abuse
- know what to do if they have concerns about a child or adult's wellbeing.

All staff and volunteers should complete child protection training and adult safeguarding training as part of their induction – even if they say they have done this before. It's important to make sure everyone has up-to-date knowledge and skills and understands how child protection and adult safeguarding works within Table Tennis Wales.

TTW should also consider putting a mentoring and/or supervision process in place for new staff and/or having a probationary/trial period. This will allow concerns on either side to be raised and responded to appropriately.

Ongoing supervision and training

Supervision and training should be regular and ongoing. This gives everyone a chance to reflect on and improve their child protection/adult practice and keeps safeguarding at the front of their minds. Safeguarding training every three years

Ensure everyone is kept up to date with any changes that are made to your safeguarding and child protection policies and procedures, this will be done by way of newsletters and other forms of communication.

The QR code below is MY Voice which allows you to report a concern and once submitted goes straight into TTW safeguarding inbox.

If in doubt your concern is a safeguarding issue contact the national safeguarding lead, details below.

National Safeguarding Lead on 07500 046 861 or

safeguarding@tabletennis.wales

or Deputy Safeguarding Lead on 07570 031 857

Reporting Concerns My Voice QR code

