

P.10 – TTW Core Activities.

Purpose;

To ensure that everyone within the sport is clear about what is considered acceptable conduct in relation to the core activities of the sport.

The core activities procedures provide affiliated clubs/leagues along with regions and the NGB with reference points for managing activities and as such assist in identifying unacceptable practice within the game. Breaches of what is considered acceptable conduct can be dealt with at a local, regional or national level as appropriate in each individual circumstance.

TTW has defined the following activities as core;

1. Creating and maintaining a safe, welcoming and inclusive environment.
2. Supervising children at table tennis sessions.
3. Managing children away from the main training venue.
4. Junior age players in Competitions.

The procedure for each core activity is intended to provide staff/volunteers with the actions to be taking in relation to the specific situation to ensure the potential risks for themselves and most importantly children are kept to a minimum.

P10.1 Creating and maintaining a safe, welcoming and inclusive environment.

Purpose;

To promote clear and open communication with children and their parents/carers.

A “welcome meeting” with the designated safeguarding officer or other official is recommended, however, as a minimum children and their parents/carers should be provided with written information containing the following;

- Times of training sessions
- What equipment (if any) is required.
- Whether the parent/carer is required to stay.
- Name and contact details of the designated safeguarding officer.
- Information about TTW Safeguarding and Protecting Children Policy and practice procedures.

TTW is committed to ensuring that table tennis is open and accessible to all members of the community, children with a disability or special needs can be welcomed into the game with a sensible approach;

- Talk with the child and their parent/carer about what their abilities are and what they may need some assistance or different arrangement with.
- Agree a support plan with the child and their parent/carer which will be reviewed regularly.

REMEMBER; many children may have a hidden disability it is important during the initial welcoming process to offer the opportunity for parents/carers to meet with someone in private to discuss their child.



Welcome letter for parent/carer

Dear Parent / Carer

..... welcomes you and your child/ren.

We hope that your child(ren) will enjoy being a member and will enjoy the table tennis coaching, training, and matches, as well as the social interactions available. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask any committee member or coach if you have other questions not answered in this letter.

All members of the club/league are expected to observe the agreed codes of conduct.

The club/league is run by a number of volunteers. The club/league is always looking for parental help – please do consider helping out if you can. Contact details of main officers and coach is below;

Club/League Chairman details;

Club/League Secretary details;

Club/League Safeguarding Officer details;

Club/League Junior Coach details;

Club/League arrangements for Junior Members are;

Training Days/Times;

Drop off/collection arrangements;

Selection notification procedure for matches (please note the club/league cannot accept responsibility for getting your child/ren to “away” matches.



As a TTW affiliated club/league we adhere to their Safeguarding and Protecting Children Policy and practice procedures. These are available from the Club/League Safeguarding Officer or on line at www.ttaw.co.uk. All of the adults at the club who work with children and meet the necessary criteria are vetted by TTW using the Disclosure and Barring Service.

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time.

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to the Club/League Safeguarding Officer or in their absence the Chairman or Secretary. In the unlikely event that none of these are available you can contact TTW National Safeguarding Officer direct by email at childprotection@ttaw.co.uk.

We do hope that your child/ren and you enjoy being a member.

Yours truly,

Club/League - Chairman / Secretary / Designated Safeguarding Officer.

P10.2 Supervising children at table tennis sessions.

Purpose;

To ensure sufficient adults are present to adequately supervise all participants and manage any incident that may arise.

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity the following table shows recommended adult to child ratios. These are based on Ofsted guidelines and are suitable for most organisations working with children.

Child age - REMEMBER A risk assessment may indicate the need for an enhanced level of supervision. For mixed age groups the lower child age must be followed.	Amount of Adults	Amount of Children
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	1	8
13 - 18	1	10

There should always be a minimum of 2 adults present to deal with any issues or incidents that arise. For single sex groups there must be at least one same gender member of staff and for mixed groups there must be at least one male and one female supervising adult.

As part of the responsibilities of supervising children it is vital that all players drink appropriate amounts of water to avoid any possible risks of dehydration.

Coaches, staff and volunteers are encouraged to;

- Avoid waiting for children to say they are thirsty before planning drinks break as thirst is an indication of dehydration.
- Plan drinks breaks in training sessions and matches every 20 – 40 minutes depending on conditions

P10.3 Managing children away from the main training venue.

Purpose;

To provide guidance on the organisations responsibility for children in their care whilst they are away from the main training venue.

NB; This procedure does not apply when for administrative reasons TTW as the NGB 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 TTW appointed member of staff.

A member of staff from TTW approved list should be appointed who will;

Ensure there is or obtain from parents/carers a signed copy of Child Information and Parental Consent Form as provided in P11.8 for each participant and be in possession of it for the duration of the trip.

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.

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.

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.
- Where staff/volunteers accommodation will be and ensure players know what rooms staff 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.



Information for Parents when Junior Players are away from Main Training Venue

Event	
Date and destination	
Staff members attending	
Player members attending	
Home Contact	
Kit requirement	
Transport details	
Arrangements for food and drink	
Accommodation details if overnight stay	

P10.4 Junior age players in Competitions.

Purpose;

To provide guidance on ensuring the player's safety, personal development needs and overall table tennis experience are considered.

For all tournaments that TTW organise or that are sanctioned by them as part of the national ranking competition schedule. The following is required to minimise risk and provide structured response should a concern be raised.

1. The name of the individual nominated as Designated Safeguarding Officer for the tournament to be clearly displayed within the playing hall. They will be responsible for ensuring any safeguarding issue is dealt with in line with TTW policy and procedures.
2. Any person wishing to use photographic equipment of any kind must complete a photographic consent form held by the tournament organiser.
3. If the organisers intend to use any images from the day and/or publish a written report this will clearly need to be indicated on the entry form and all entrants will need to complete a signed entry form prior to the tournament indicating they consent to this. An option not to give consent must also be included.

The supervision of junior age players at competitions is NOT the responsibility of the tournament organiser. For individual events there should be a responsible adult accompanying the child and for team events there should be at least one responsible adult per team whose name is notified to the tournament organiser.

Adults have a duty of care not to place a junior player in a position that involves an unreasonable risk to that player, taking account of the circumstances of the match and the relative skills of the player and not to create a situation that places the opposing individual/team to be in a position whereby they cannot play table tennis as they normally would against adult players.

When deciding if junior age players should compete in open age competitions each case should be determined on an individual basis taking into account;

- Player's ability.
- Cognitive and emotional maturity.

REMEMBER;

Children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up.