



Table Tennis Association Of Wales Ltd  
**Cymdeithas Tenis Bwrdd Cymru Cyf**

Affiliated to The International Table Tennis Federation and  
The European Table Tennis Union

*Table Tennis Wales is a trading name of The Table Tennis Association of Wales Ltd*

*Registered office: Glanrhyd, Ebbw View, Beaufort, Ebbw Vale NP23 5NU Company registration number 4779322*



# Safeguarding and Protecting Children

Policy ratified; October 2014.

Policy review; October 2017.

Interim Review; September 2016 due to following  
TTW Specialist Sport Combined Insurance 2016  
TTW Case Management Group Outcomes and byelaw changes  
TTW Coach Licence Scheme  
Social Care and Wellbeing Act (Wales) 2016

## Policy

### Statement of Intent

Every child and young person in Wales should be able to participate in sport and physical recreation in a safe and enjoyable environment.

Table Tennis Wales (TTW) as the National Governing Body (NGB) for table tennis in Wales acknowledges that it has a duty of care to safeguard and protect the welfare of children participating in the sport and supports this by promoting to all members that safeguarding is everyone's responsibility. In addition and of equally vital importance TTW wishes to ensure the many thousands of volunteers integral to our game are supported.

The Safeguarding and Protecting Children Policy and the supporting Practice 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.

Peoples in these categories will be expected to comply with TTW Safeguarding and Protecting Children Policy and Practice Procedures for the duration of their involvement with the sport.

The implementation of The Safeguarding and Protecting Children Policy along with the Practice Procedures will help minimise the risk of abuse, foster an environment where concerns can be shared and inappropriate behaviour challenged. Through safe recruitment and vetting practices, we can endeavour to make sure that we have the right people teaching, instructing, training, caring for and supervising children in the game. A thorough recruitment and vetting process also ensures the individual is aware of their particular safeguarding responsibilities in that role. By the safe recruitment, training and ongoing support of staff and volunteers TTW seeks to provide parents and carers with reassurance that they are leaving their children and young people in a safe environment whilst providing children with an environment where they feel safe and able to share any concerns with trusted adults.

TTW will review its Safeguarding and Protecting Children Policy and Practice Procedures on an ongoing basis with the NSPCC Child Protection in Sport Unit. Unless necessary before due to legislation changes or practice review following a specific incident this document will be reviewed again in October 2017.

Appendix 1 'Safeguarding Children' sets out the requirements placed by statutory guidance ( "Safeguarding Children;Working Together 2004") on any organisation that provides services for, or works with, children.

Acknowledgements; English Table Tennis Association, English and Welsh Cricket Board and Welsh Rugby Union whose policies and procedures were used as reference.

### Core Principles

This policy is based on the following fundamental principles, government legislation and guidance, TTW insurers requirements.

#### Fundamental Principles

- The welfare of children is paramount.
- Children's needs are the central consideration in all decision making.
- All children regardless of gender, age, disability, religion or belief, colour, race, ethnic or national origin, sexual orientation, parental status or socio/economic background have a right to be protected from abuse.
- Working in partnership with relevant stakeholders; social services, police, NSPCC, children, parents/carers and other organisations is key to meeting TTW safeguarding responsibility.
- Safeguarding and protecting children is the responsibility of everyone.

#### Government Legislation and Guidance

- All Wales Child Protection Procedures 2008
- The Children Act 2004
- The Data Protection Act 1998
- The Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974
- The Sexual Offences Act 2003
- Safeguarding Children; Working Together under the Children Act 2004
- Social Care and Wellbeing Act (Wales) 2016

#### TTW Specialist Sport Combined Insurance

##### **Child Protection Condition**

It is a condition precedent to liability of the company to make any payment under this policy that the insured will

A; carry out a Criminal Records Bureau check and take up references on each and every member of staff who will have direct supervision of children prior to commencement of their employment.

This does not apply to temporary/seasonal staff provided those staff are themselves being supervised by permanent members of staff who have been CRB checked and provided they are not left in charge or in a position where they are likely to be alone with and unsupervised with children.

B; ensure that each member of staff signs the confidential declaration within the insured's Child Protection Policy.

The words "member of staff" and "children" shall mean as defined in the insured's Child Protection Policy

### Policy Statement

TTW Safeguarding Lead Director takes leadership responsibility for implementing the organisations policy, practices and procedures alongside the National Safeguarding Officer (a designated professional lead for safeguarding) who takes leadership responsibility for developing, updating and monitoring of the organisations policy, practices and procedures and liaison with external agencies. These set out clearly the expected standard/process for safeguarding and protecting children. This will be done through, the use of safe recruitment practices for individuals who will work regularly with children, including when to obtain a criminal records check, supervision, support and training for staff, giving a clear line of accountability for the commissioning/provision of services and what to do when dealing with allegations against people who work with children, by providing understanding on how to refer to Local Authority Children's Social Care or Police and set out the processes for sharing information with other professionals.

The policy and practice procedures apply to all members of TTW with additional needs for members of staff undertaking regulated activity who must comply with approved list requirements.

- The welfare of all children is paramount.
- TTW is committed to ensuring all children who take part in the sport have a safe positive and fun experience, whatever their level of involvement, through providing a culture of listening to and consulting with children in individual decisions and in the development of services.
- All children participating in table tennis, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind.
- TTW recognises the importance of safeguarding children within the game and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care for children.
- TTW recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of table tennis.
- TTW is committed to ensuring that safeguarding and protecting children is central to its development of the game and as such requires all affiliated clubs/leagues and other bodies who wish to seek TTW support, whether financial or otherwise, for developing facilities and/or opportunities to play the game of table tennis, to be able to evidence that their practices will comply with this Safeguarding and Protecting Children Policy and Practice Procedures.
- TTW affiliated clubs/leagues must adopt the TTW policy and practice procedures, or develop their own in line with TTW's and will be supported to do so through education and training and the provision of sample documentation. Appendix 2
- TTW expects all affiliated clubs/leagues, to appoint a Club Welfare Officer to ensure that appropriate policy and practice procedures are followed.

- TTW recognises that some affiliated clubs are part of other organisations such as schools or youth groups and that these must comply with their organisations safeguarding requirements however if they wish to make use of TTW insurance they must also comply with TTW policy and procedures and inform TTW in writing that they wish to use their insurance. Any TTW member staff present at these affiliated clubs MUST follow TTW policy and procedures.
- TTW is committed to promoting sound recruitment procedures and good practice for all individuals working within table tennis whether in a paid or voluntary capacity.
- TTW requires all adults undertaking Regulated Activity, as defined in Practice Procedure 7, with children to complete a DBS check. This check is to be updated every three years.
- TTW will ensure that individuals receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues which may come to light.
- TTW expects all adults who work or volunteer with children within the sport to attend as a minimum a basic safeguarding awareness course.
- TTW expects all individuals working within table tennis whether in a paid or voluntary capacity to follow the national and hence their club/league policy and practice procedures and know who to contact in their organisation to express concerns about a child's welfare.
- TTW requires everyone to be committed to the highest possible standards of openness, integrity and accountability. TTW supports an environment where staff and volunteers, members including children and their parents/carers and the public are encouraged to raise safeguarding concerns.
- TTW is committed to ensuring there are correct and comprehensive practice procedures for responding to, recording and reporting child safeguarding concerns.
- TTW will endeavour to ensure all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with TTW policy and practice procedures.
- TTW recognises that it is not the responsibility of those individuals working in table tennis to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns internally to the relevant safeguarding officer and externally to the appropriate statutory agency.
- TTW recognises the responsibility of the statutory agencies and is committed to working with Local Safeguarding Children Boards and Local Authority Social Services for Children and complying with their procedures and the statutory guidance "Safeguarding Children; Working Together 2004".
- TTW for the purpose of this policy and practice procedures adopts the definitions of abuse as stated in the All Wales Child Protection Procedures 2008. These definitions are listed overleaf.

### Definitions and Indicators of Abuse

Abuse can occur either from someone inflicting harm or someone failing to act to prevent harm. Abuse can be carried out by someone known to the child or more rarely by a complete stranger and by men, women or other children. It is not always easy to recognise abuse especially as many of the indicators can have other reasonable explanations.

<b>PHYSICAL ABUSE</b>	<p>Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, biting, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, or carer, fabricates the symptoms of, or deliberately induces, illness in a child ('Fabricated or Induced Illness' or 'FII').</p> <p>Examples of physical abuse in table tennis may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance performance.</p>
<b>EMOTIONAL ABUSE</b>	<p>Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <ul style="list-style-type: none"> <li>• It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</li> <li>• It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</li> <li>• It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.</li> <li>• It may involve seeing or hearing the ill-treatment of another.</li> <li>• It may involve serious bullying (including 'cyberbullying'), causing children frequently to feel frightened or in danger or the exploitation or corruption of children.</li> </ul> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p> <p>Emotional abuse in table tennis may occur if children are subjected to undue or repeated criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to consistently perform to high expectations.</p>
<b>SEXUAL ABUSE</b>	<p>Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.</p> <ul style="list-style-type: none"> <li>• The activities may involve physical contact including penetrative or non-penetrative acts, and non-contact activities, such as involving children in looking at, or in the production of, in appropriate material including sexual images (including online or video), watching sexual activities, or encouraging children to behave in sexually</li> </ul>

	<p>inappropriate ways.</p> <ul style="list-style-type: none"> <li>• Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children</li> </ul> <p>There are situations within all sports, including table tennis, in which the potential for this form of abuse exists:</p> <ul style="list-style-type: none"> <li>• Some individuals have deliberately targeted sports activities, in order to gain access to, groom and abuse children.</li> <li>• There is evidence that individuals have sometimes ignored governing body codes of practice, and used physical contact within a coaching role to mask their inappropriate touching of children.</li> <li>• Some people have used sporting events as an opportunity to take inappropriate photographs or videos of sports people (including children) in vulnerable positions.</li> </ul>
<p><b>NEGLECT</b></p>	<p>Neglect is the persistent failure to meet a child’s basic physical and/ or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• Provide adequate food, clothing and shelter (including exclusion from home or abandonment).</li> <li>• Protect a child from physical and emotional harm or danger.</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers).</li> <li>• Ensure access to appropriate medical care or treatment</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p> <p>Examples in table tennis could include a coach not ensuring that children are safe, exposing them to undue cold, heat or to unnecessary risk of injury. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
<p><b>BULLYING</b></p>	<p>Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are:</p> <ul style="list-style-type: none"> <li>• Physical (for example, hitting, kicking, theft).</li> <li>• Verbal (for example, racist or homophobic remarks, threats, name calling).</li> <li>• Emotional (for example, isolating an individual from the activities and social acceptance of their peer group).</li> </ul> <p>The competitive nature of sport makes it an ideal environment for the bully. Bullying in sport could be a parent who pushes their child too hard, a coach who shouts at, or humiliates children, or a child that actively seeks to make sport a difficult or unhappy experience for others.</p> <p>TTW will not tolerate bullies at any level of the game.</p> <p>Harassment is closely associated with aspects of bullying and occurs when an individual feels that they are subject to behaviour from others that is unacceptable to them.</p>

All those in table tennis who work with children need to be aware of indicators of abuse to ensure that the sport provides an effective safeguarding and protecting programme. Your concerns may be raised by something you see (or hear) and /or something someone says. If you find yourself wondering if you should share your concerns, the answer is **YES!**

The following may cause you concern, and may be indicators of abuse and / or neglect:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (for example, becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Unexplained access to material goods, clothes, activities etc.
- Goes missing for periods of time.
- Engaging in sexual explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficult in making friends.
- Stops or is prevented from socialising with other children.
- Displays variation in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.
- Excessive fear of making mistakes.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but maybe indicative of a need to report concerns.

Some changes in behaviour can be caused by changes at home, for example, if a bereavement occurs.

The Club Welfare officer should encourage parents/carers to inform the coach or Club Welfare Officer of any significant changes which may affect the behaviour of their child.

### Abuse of a position of trust.

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. Although the law does not currently apply to coaches and others involved in sports clubs TTW considers this to be a relationship of trust and as such it is completely unacceptable for adults in these positions to engage in sexual activity with anyone under the age of 18. **Therefore whilst such activity may not constitute a criminal offence if the young person has attained 16 years of age TTW will take internal disciplinary action.**



Key Concepts, Definitions and Glossary of Terms

Key Concepts	
Safeguarding and promoting the welfare of children.	<p>This is defined in government guidance ( Safeguarding Children;Working Together 2004) as:</p> <ul style="list-style-type: none"> <li>-protecting children from maltreatment.</li> <li>-preventing impairment of children’s health and development.</li> <li>-ensuring that children grow up in circumstances consistent with the provision of safe and effective care.</li> <li>-taking action to enable all children to have the best outcomes.</li> </ul>
Who is responsible for safeguarding?	<p>Working Together 2004 states that “safeguarding children – the action we take to promote the welfare of children and protect them from harm</p> <p>– is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.”</p> <p>AND</p> <p>“If at any time it is considered that the child may be...in need...or that the child has suffered significant harm or is likely to do so, a referral should be made immediately to local authority Children’s Social Services.</p>
“Early Help”	<p>Working Together 2004 encourages all agencies to provide ‘Early help’</p> <p>– Early help means providing support as soon as a problem emerges from the foundation years through to the teenage years. It follows that we must act on any concerns about a child without delay, whether the child is in need of help or in need of protection, and it is not for us to assess which.</p>
Child Protection	<p>Child protection is one part of safeguarding and promoting welfare. It refers to the activity undertaken to protect specific children who are;</p> <ul style="list-style-type: none"> <li>- suffering, or likely to suffer, significant harm as a result of maltreatment.</li> </ul> <p>Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.</p>
A child-centred approach	<p>Working Together 2004 states that “effective safeguarding systems are child centred” AND</p> <p>“Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support to be provided for their individual needs. This should guide the behaviour of professionals”.</p> <p>We understand this to mean all adults with positions of responsibility for children and all those responsible for the management and governance of the game.</p>

Definitions	
Child	A child is anyone who has not yet reached their 18th birthday. 'Children' means 'children and young people' throughout. The word child/children will be used throughout this publication to denote all persons under the age of 18.
Parent	Parent refers to the person who holds parental responsibility for the day to day care of the child. This can be a parent or legal guardian.
In loco parentis	This refers to a person who has been given explicit permission to assume parental responsibility for a child by his/her parent/legal guardian
Member of staff	A variety of titles have been used within this document to describe a member of staff working in table tennis, such as 'staff', 'official', 'volunteer'. A member of staff is any person who undertakes activities at the direct request and direction of TTW.
Regulated activity	Regulated Activity involves training, teaching, instructing, supervising or caring for a child on a frequent or intensive basis in an unsupervised capacity. See TTW Practice Procedures P7 for detailed information.
Supervision	For an individual deemed to be carrying out 'Regulated Activity' to be considered to be supervised, another individual, also carrying out Regulated Activity AND who has been TTW vetted, must be able to see and hear the interactions between the individual and the child/ren AT ALL TIMES IN ALL SESSIONS. Two equal status people cannot supervise each other.
Coach Licence	The TTW licence is only available to UKCC qualified coaches who satisfy UKCC pre-requisites (up to date DBS, safeguarding and first aid qualifications). See TTW Practice Procedures P7 for detailed information.
Approved List	TTW list of members of staff as defined by this policy who are undertaking regulated activity and who have met the requirements for employment whether paid or voluntary. See TTW Practice Procedures P7 for detailed information.
Glossary of Terms	
TTW	Table Tennis Wales; the National Governing Body for Table Tennis in Wales
NGB	National Governing Body; the organisation with national responsibility for the sport.
NSO	National Safeguarding Officer; designated professional lead for safeguarding.
RSO	Regional Safeguarding Officer; designated lead for region (South Wales & North Wales)
CLSO	Club/league Safeguarding Officer; designated person for each individual TTW affiliated club/league.
LSCB	Local Safeguarding Children Board; are strategic bodies with responsibilities to help ensure effective safeguarding of children across key agencies involved with children.

## Safeguarding and Protecting Children



Children's Social Services	Children's Social Services are the statutory body with responsibility for managing safeguarding and child protection procedures within a designated local authority area.
DBS	Disclosure and Barring Service; this organisation provides all necessary checks to ensure any adult undertaking regulated activity is suitable.
CPSU	Child Protection in Sport Unit.
NSPCC	National Society for the Prevention of Cruelty to Children.

## Appendix 1 – Safeguarding Children

Table Tennis Wales will develop, provide and support the following to ensure it provides an internal organisation environment that works with external agencies to safeguard children.

- Clear guidance for the commissioning/provision of services to safeguard children.
- Safe recruitment practices for individuals who will work with children.
- Culture of listening to and consulting with children.
- Clear guidance for dealing with allegations/concerns.
- Clear guidance on referral to statutory agencies.
- Arrangements which set out the process of sharing information.
- Supervision, support and training for staff/volunteers.

This will be made possible and supported by the following 2 roles;

TTW Safeguarding Lead Director takes leadership responsibility for implementing the organisations policy, practices and procedures alongside the National Safeguarding Officer (a designated professional lead for safeguarding) who takes leadership responsibility for developing, updating and monitoring of the organisations policy, practices and procedures and liaison with external agencies.

Appendix 2 – Club/League Duty of Care and Documentation.

TTW has produced an overall policy, practice procedures manual, education and monitoring guidelines for safeguarding and protecting children who participate in table tennis in Wales. All affiliated clubs/leagues must formally adopt this however where clubs/leagues are part of another organisation, for example a school based club they must ensure that they comply with their organisations policy and procedures also.

However, they may also develop their own in line with TTW if they wish but by doing so it is important to understand that safeguarding and protecting children is not a stand alone process that sits in isolation from other activities within table tennis and each affiliated club/league has a duty of care to put in place practical measures to minimise the likelihood of foreseeable harm arising.

To demonstrate this duty of care clubs/leagues must

- Constitutionally adopt the TTW Safeguarding and Protecting Children Policy, Practice Procedures and Education and Monitoring Guidelines.
- Ensure that either TTW or their own policy and practice procedures which are in line with TTW's are in place and followed by all members.
- Appoint a Club/League Safeguarding Officer (CLSO).
- Ensure the name and contact details of the CLSO is available as the first point of contact for parents, children and volunteers/staff within the club.
- Ensure parents, children and volunteers/staff are aware of TTW Safeguarding and Protecting Children documentation and the Safeguarding Policy Statement and their views are sought and welcomed on the issue.