



BTTAD CHILD PROTECTION POLICY AND GUIDELINES

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1 FOREWORD

Working with young people is key for the expansion of table tennis and the BTTAD try to give the opportunities for young people to participate and help them on their way to achieving their sporting and social ambitions. It is very important that support is given to the volunteers, staff, players and parents by way of good practice guidelines and this document is part of the process.

We would fail as the National Governing Body for disability table tennis in Great Britain if programmes of training and competitions were not available for young people and at the same time, we must ensure that their welfare is a priority and the standards of all those involved is maintained.

I wish all of our players every success now and in the future.

PETER TAYLOR, BTTAD CHAIRMAN

INTRODUCTION

For the purposes of this policy and procedures, young person refers to anyone aged under 18 years. Child abuse is a very emotive and difficult subject. Abuse can occur within many situations including the home, school and sporting environment. There are individuals who will actively seek employment or voluntary work with young people in order to harm them. All individuals involved in table tennis activities with young people have a responsibility to safeguard their welfare. When a young person enters a club having experienced child abuse outside of the sporting environment, table tennis can play a crucial role in building their confidence and improving self-esteem. The majority of young people who participate in table tennis do so in a safe and positive atmosphere with the support and encouragement of all those involved with our sport.

In 2003 the government launched the *'Every Child Matters: Change for Children'* strategy. This major new strategy was developed to improve outcomes for all children and identified the following key outcomes for all children and young people:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

'Every Child Matters' is supported by new legislation including the Children Act 2004 and new government guidance, *'Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children'* (HM Government, 2006). Section 2.8 of the *'Working Together'* guidance outlines the statutory duties, roles and responsibilities of all organisations that provide activities or services for children and young people. These duties, roles and responsibilities are summarised below.

Statutory duties , roles and responsibilities for all organisations Working together to Safeguard Children

Safeguarding and Promoting children's Welfare

- **Senior management commitment**
- **Clear lines of accountability**
- **Effective recruitment & selection procedures including Safeguarding checks**
- **Procedures for dealing with allegations against Staff / volunteers**
- **Whistle blowing Procedures and culture**
- **Culture of listening to children**

- **Arrangements for working with other organisations including information sharing**
- **Arrangements for staff /volunteer training**
- **Policies and procedures for nsafeguarding children including CP policy and procedures**
- **Priorities in strategic policy documents**

All children and young people have a right to have fun and be safe in the activities they choose and parents/carers should be able to have confidence that the clubs to which they entrust their young people will look after them. Unfortunately sometimes young people's experiences in sports clubs are not so positive. The BTTAD recognises the organisation's responsibilities and the need to safeguard against individuals who may abuse their position in table tennis. The BTTAD by implementing this policy recognises young people's rights to protection and that the needs of disabled young people and others who may be particularly vulnerable must be taken into account. Everyone working in table tennis, be it in a paid or voluntary capacity, has a role to play in safeguarding the welfare of young people and preventing their abuse, and can contribute to supporting children and young people in our sport to achieve the outcomes identified in *Every Child Matters*.

Coaches, officials and volunteers within table tennis who have regular contact with young people are important links in identifying situations that may suggest that abuse has or is occurring.

The BTTAD:

- accepts that as an association dealing with young people through coaching and competition, it has both a moral and legal obligation to ensure the highest possible standard of care is provided.
- will meet its obligations and responsibilities by implementing this Child Protection Policy and Guidelines throughout the sport.
- will take seriously and respond swiftly and appropriately to all suspicions and allegations of abuse, in accordance with these procedures.
- The BTTAD will implement the appropriate disciplinary and appeals procedures as necessary.
- will recruit, train and supervise employees to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- requires all staff and volunteers to adopt and abide by the organisation's code of conduct and child protection policy and guidelines.

2 BTTAD POLICY

The aim of this policy is to promote good practice by ensuring that all BTTAD members:

- Are fully aware of their responsibilities with regard to child protection.
- Safeguard and promote the interests and well being of young people with whom they are working.
- Respond appropriately to concerns.
- Take all reasonable and practical steps to protect young people from harm, discrimination or degrading treatment.
- Respect and promote young people's rights, wishes and feelings.
- Make informed and confident responses to child protection issues.

The BTTAD Child Protection Policy and Guidelines will:

- Offer safeguards to young people, coaches, staff, officials and volunteers.
- Help to maintain high standards of professionalism and practice at all levels of the sport.

Implementation procedures that demonstrate a commitment to:

- The provision of support, appropriate training (and updating) and adequate supervision of coaches, staff and members to enable them to work together with parents, coaches and other
- organisations to ensure that the welfare and needs of children and young people remain paramount.

The BTTAD believes in and seeks to uphold the following principles:

- The child's welfare is paramount.
- All children and young people whatever their age, culture, disability, gender, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Staff, officials and volunteers are not trained to decide whether abuse has occurred but are vested with the responsibility for ensuring that they act upon any concerns or allegations in relation to children/young people.
- That processes for dealing with complaints are fair and open to challenge through an appeals process.
- Require staff and volunteers to adopt and abide by the BTTAD's Child Protection Policy and Guidelines, which incorporate the BTTAD's Codes of Conduct.

3 PROMOTING GOOD PRACTICE

All young people have a right to have fun and be safe in sport. Adults and young people have the right to be treated with dignity and respect. The BTTAD acknowledges that false allegations of abuse do occur but are, however, rare.

The BTTAD is committed to safeguarding young people, coaches, volunteers, staff, officials and the sport through adherence to these procedures

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people, disabled and/or vulnerable adults. These procedures should be adopted whether staff are paid or voluntary, full or part time.

The BTTAD's policy of good practice includes monitoring in the following areas:

Pre- recruitment checks

The following pre-recruitment checks should always be carried out:

Advertising - if any form of advertising is used to recruit staff, whether paid or voluntary it should reflect the:

- Aims of the organisation whether club, league, county, region or national and, where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required
- The organisation's open and positive stance on child protection

Pre-application information - pre-application information sent to interested or potential applicants should contain:

- A job description including roles and responsibilities
- A person specification
- An application form

Applications - all applicants whether for paid or voluntary, full or part time positions should complete an application form which should elicit the following information:

- Name, address and national insurance number
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport
- Any criminal record
- Whether the applicants are known to Children's Social Care (formerly social services) as being an actual or potential risk to children or young people, a self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
- Any former involvement with table tennis or any other sport
- The applicant's consent to criminal record and employment checks being undertaken
- The applicant's consent to abide by the BTTAD's Codes of Conduct.
- The form should also state that failure to disclose information or subsequent failure to conform to the Codes of Conduct will result in disciplinary action and possible exclusion from the membership of the BTTAD. Sample forms are supplied in the Appendices.

Checks and References

With regard to applications for posts, paid or voluntary, with substantial access to children aged under 18 years, a minimum of two written references should be taken up with at least one associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

All volunteers and staff with significant access to children and vulnerable adults must undergo Criminal Records Bureau (CRB) Enhanced checks and, when required, register with the Independent Safeguarding Authority. If any doubts or concerns are raised through the application form, references or CRB checks process, all information must be reported to the BTTAD's Child Protection Officer. Subsequent periodical requests for a criminal conviction certificate will also be made every 3 years

Interview and induction - it may or may not be appropriate to conduct a formal interview. If it is it should be carried out according to acceptable protocol and recommendations.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- Their qualifications as a coach/official/volunteer are substantiated
- They complete a profile to identify training needs/aspirations
- They sign up to the BTTAD's Codes of Conduct.
- The expectations, roles and responsibilities of the job are clarified – this could be through formal or informal work programmes or goal setting exercises
- Child protection procedures are explained and training needs established

Training - checks are only part of the process to protect children 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. It is recommended that all staff, paid or voluntary, with substantial access to children 18 years and under must be up to date or receive training in the following areas:

- Child protection awareness e.g. Scuk (Sportscoach UK) workshop on *Safeguarding and Protecting Children*
- First aid e.g. Scuk/BRC *Emergency First Aid for Sport*, St John or St Andrews' Ambulance First Aid qualifications
- How to work effectively with children e.g. Scuk workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*
- Child centred coaching styles e.g. Scuk workshop *Coaching Methods and Communication*
- *Time to Listen* training course

It should be noted that the UKCC (United Kingdom Coaching Certificate) already facilitates much of this training.

Monitoring and Appraisal - at regular intervals 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 Club Welfare Officer and the BTTAD's Child Protection Officer. They should also offer appropriate support to those who report concerns/complaints.

Complaints and disciplinary procedures - clubs should ensure that parents and young people are aware of the complaints and disciplinary procedures.

CODES OF CONDUCT

It is possible to reduce situations of possible abuse and to protect coaches and volunteers by promoting good practice. Full copies of all the BTTAD's Codes of Conduct to which all parents/carers, volunteers, coaches and players staff should read, be aware of, and sign up to may be found in the Appendices.

It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children and young people, especially if they are very young or have disabilities. These tasks should only be carried out with the full understanding and consent of the parents and the young people involved. There is a need to be responsive to a young person's reactions – if they are fully dependant on you, explain what you are doing and give choices where possible. This is particularly necessary if you are involved in dressing or undressing, or where there is physical contact whilst lifting or assisting a young person to carry out particular activities.

If you accidentally hurt a young person and they appear distressed in any way, appear to be sexually aroused by your actions or misunderstand or misinterpret something you have done, report any such incident as soon as possible to the local child welfare officer or the person in charge and make a brief written note. Parents should be informed of the incident.

4 PHOTOGRAPHY AND USE OF CAMERAS/VIDEOS INCLUDING MOBILE PHONES GUIDELINES

The British Table Tennis Association for people with Disabilities (BTTAD) is committed to providing a safe and enjoyable environment for young people to play and compete in their chosen sport. Part of this is recognising that both the BTTAD and the player's relatives will want to celebrate their success and promote table tennis whilst at all times protecting our

young players. The BTTAD asks that everyone abides by the following:

- Consents must be granted by parents/carers for the taking and publication of photographic images, a permission form is available for download on the BTTAD's website.
- Young people should be appropriately dressed for table tennis.
- Photography should focus on the activity rather than the person and any personal details e.g. address should never be published.
- Any concerns should be passed on the BTTAD's Child Protection Officer.

PHOTOGRAPHIC/VIDEO/MOBILE PHONE EQUIPMENT

- Anyone wishing to use photographic and/or videoing equipment at any BTTAD organised event must first register their intent with the Event Organisers.
- Anyone taking photos must have a valid reason for doing so and should produce a valid Coach, be able to prove that they are related to a player or have an official Press Card. • The organiser will provide the person with a sticker for the day which must be worn and visible at all times.
- Permission to use photographic equipment is solely at the discretion of the event organiser.
- Any person using cameras or videos during the course of a competition or event may be challenged by the tournament organiser or referee.
- Anyone using a camera/video who is not displaying their sticker may be stopped immediately from filming or taking photographs.
- Anyone continuing to use photographic equipment after being warned may be asked to leave the event and the matter reported to the BTTAD's Child Protection Officer as soon as possible to allow any further action, if needed, to be taken promptly.
- To help enforce this policy the BTTAD suggests that large signs be displayed at the entrance to the venue stating that 'NO UNAUTHORISED USE OF CAMERAS OR VIDEOS ALLOWED'.

5 CHILD PROTECTION CONTACT AT EACH EVENT

- It is the recommendation of the BTTAD that all event organising committees should appoint one member to act as the child protection contact at each individual event.
- The name of the person appointed should be displayed at the Registration Desk.
- The nominated person should have attended a Child Protection Workshop and hold a current Criminal Records Bureau check (see the BTTAD's Policy on CRB checking for further information).
- The role of the contact is to report concerns about any incidents of child abuse to the BTTAD's Child Protection Officer and/or, if the incident was considered to be serious, to the local police.
- The contact will not be asked to make any judgements as to whether abuse was or was not taking place but to report the incident.
- A supply of incident reporting forms may be obtained from the BTTAD free of charge. It is hoped that the implementation of these guidelines will only cause a minimal amount of additional administration for tournament organisers and referees. For full information please see the BTTAD's Child Protection Policy and Guidelines – copies can be obtained from the BTTAD headquarters office.

6 WHAT IS ABUSE?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility

and represents an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race, ability, culture or sexual orientation.

Coaches, volunteers and officials are not experts in recognising abuse, therefore, any suspicions or concerns should be discussed with/reported to the local club/league welfare officer or the BTTAD's Child Protection Officer. If this is not possible then it should be reported to the person in charge of the session this may be the head coach, the club official, the head teacher or the sports centre manager, and, at the first available opportunity, to the BTTAD's Child Protection Officer.

It is the responsibility of these people to obtain appropriate advice from the local Children's Social Care (formerly Social Services), the NSPCC or the Police. If the person in charge is not available, or the concern is about the person in charge, then the person in receipt of the information should contact the statutory agencies directly.

7 THE MAIN FORMS OF ABUSE

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2006)

Neglect

"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. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, 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 induces illness in a child."

Sexual Abuse

Girls and boys are abused by adults, both male and female, who use children to meet their own sexual needs.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."

Emotional Abuse

"Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued

only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.”

8 RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. If anyone has a concern about a child or young person, it is not an option to do nothing. The staff and volunteers in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child. Initially any concerns should be shared/discussed with the club/league welfare officer or the BTTAD’s Child Protection Officer.

- **Poor Practice** – this includes any behaviour that contravenes the BTTAD’s Codes of Conduct.
- **Abuse** – abuse in sport does happen. Young people and disabled adults of any age can be abused. The effects of abuse can be damaging and, if untreated, may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.
- **Disabled People** – there have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and an inability to protect themselves, or adequately communicate that abuse has occurred.
- **Race and Racism** – young people from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However, this may be categorised as emotional abuse, under child protection procedures.
- **Bullying** – it is important to recognise that in some cases of abuse it may not always be the adult abusing the child. Sometimes the abuser may be the child, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Nancy Duin defined bullying as *repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons.*

Anyone can be the target of bullying although victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Girls and boys can be bullies, although it seems to be more conspicuous in boys. Bullying often takes place in schools, although research* shows it can and does occur anywhere there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life and will bully for a variety of different reasons. Typically bullies may have been abused themselves, can have low self-esteem, be excitable, aggressive and jealous. Crucially they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime . The competitive nature of sport makes it an ideal environment for the bully who can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all-costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical – hitting, kicking and theft
- Verbal – name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
- Emotional – tormenting, ridiculing, humiliating and ignoring
- Sexual – unwanted physical contact or abusive comments

The damage inflicted by bullying can frequently be underestimated and can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm). There are a number of signs that may indicate that a child or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clinging, depression, tearful, emotionally up and down, reluctant to go to school, training or sports club
- A drop off in performance at school or standard of play
- Physical signs such as; stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, or damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

*Research by Sheffield University reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week

**The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals

Indications that a young person maybe being abused or suffering abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if 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.
- Someone expresses concern about the welfare of the child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts of temper).
Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults particularly those with whom a close relationship would be expected.
- Difficulty making friends.
- Difficulty in socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.

- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place.

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.**

9 RESPONDING TO THE CHILD

If a child or young person 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 so as not to frighten the young person:

- Tell the young person they are not to blame and that 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 into their mouth by suggesting what has happened and by whom.
- Do encourage them to talk.
- Take what they say seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in languages says.
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.
- Keep calm and, even if you find what they are saying difficult or painful, keep listening.
- Reassure them but do not make promises of confidentiality, which may not be feasible in the light of subsequent developments.
- Make a full record of what has been said, heard and/or seen as soon as possible including dates and times.
- Do not contact or confront the individual who is alleged to be responsible.

10 RESPONDING TO SUSPICIONS OR ALLEGATIONS

It is not the responsibility of anyone working under the auspices of the BTTAD, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. However, there is a responsibility to protect children by informing the local club/league welfare officer and/or the BTTAD Child Protection Officer. In an emergency where the child's welfare could be affected (this could occur if the suspicions related to the parent/carer of the child) all suspicions should be referred immediately to the local Children's Social Care services or the Police in order that they can then make enquiries and take any necessary action to protect the child. As soon as realistically possible the BTTAD's Child Protection Officer should also be informed of any actions taken.

Children's Social Care (formerly Social Services) has a statutory duty under the Children Acts 1989 and 2004 to ensure the welfare of the child. When a child protection referral is made its staff has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

What to do if there are concerns:

There is always a commitment to work in partnership with parents or carers where there are concerns about their children, therefore, in most situations it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a young person seems withdrawn, they may have experienced bereavement in the family. However, there are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concern still exists, any suspicion, allegation or incident of abuse must be reported to the local club/league welfare officer or the BTTAD's Child Protection Officer as soon as possible and be recorded.

If you are concerned about the welfare of a young person or suspect that a young person has been, is being, or is likely to be abused, inform the club/league welfare officer, the leisure/sports centre manager or the BTTAD Child Protection Officer.) It is the responsibility of the person informed to contact the local Children's Social Care services without delay. If this person is not available, or the concerns/allegations relate to this person, the person discovering or being informed of the abuse should immediately contact Children's Social Care or the police.

If you have serious concerns about the immediate safety of a young person contact the Police or Children's Social Care; record who you spoke to and tell your club/league welfare officer or the BTTAD's Child Protection Officer what you have done. In these circumstances you do not have to give your name, but it is helpful if you do. Children's Social Care, together with the BTTAD's Child Protection Officer, where appropriate, will advise about how and when parents and carers will be informed.

IF YOU ARE NOT SURE WHAT TO DO ADVICE CAN BE OBTAINED BY TELEPHONING:

- **THE NSPCC (24 HOUR) FREEPHONE HELPLINE ON 0800 800500, OR**
- **THE BTTAD'S CHILD PROTECTION HELPLINE ON 01424 456211**

Records and Information

Information passed to Children's Social Care or the Police must be as helpful as possible, hence the necessity for making a detailed record as follows:

- Name of young person, age and date of birth
- Address and contact details
- Whether the concerns/allegations are your own or somebody else's
- The nature of the concern/allegation
- What you have observed or heard
- A description of any visible bruising or other injuries
- The young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Reporting the matter to Children's Social Care or the Police should not be delayed by attempts to obtain more information. Whenever possible referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the Children's Social Care member of staff or police officer to whom the concerns were passed, together with the time and date of the call in case any follow up is needed.

11 ALLEGATIONS AGAINST COACHES AND/OR VOLUNTEERS

This includes anyone working with young people in a paid or voluntary capacity (e.g. club volunteers or helpers, officials, team captains or managers, assistants in addition to qualified coaches). Child abuse can and does occur outside the family setting, although it is a sensitive and difficult issue, it has occurred 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 taken. People who harm children and young people will travel across countries, borders and sports. The club/league welfare 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. If there is any doubt those responsible should always consult the BTTAD’s Child Protection Officer and seek advice from Children’s Social Care or the NSPCC. It may be 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 a child will raise concern amongst other coaches or volunteers, particularly in relation to the difficulties inherent in reporting such matters. It is important, however, that any concerns for the welfare of any child arising from the abuse or harassment by a coach or volunteer should be reported immediately. The welfare of the child must always be of paramount importance,

The BTTAD 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 child.

When there is a complaint there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the Police and Children’s Social Care investigation may well influence the disciplinary investigation.

What to do if there are concerns:

If, following consideration, the allegation is clearly about poor practice, it may be dealt with as a misconduct issue or appropriate education and support may be put in place following advice and guidelines obtained from the BTTAD’s Child Protection Officer.

If the allegation is about poor practice or if the matter has been handled inadequately and concerns remain, it should be referred to the BTTAD Child Protection Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Any suspicion that a young person has been abused by either a coach or volunteer should be reported to the club/league welfare officer or the BTTAD’s Child Protection Officer who will take such steps as considered necessary to ensure the safety of the young person and/or any other young person who may be at risk.

The club/league welfare officer and/or the BTTAD's Child Protection Officer will refer the allegation to the Children's Social Care or the Police.

The parents or carers of the child will be contacted as soon as possible following advice from the statutory agencies (Children's Social care or the Police).

The club/league welfare officer must also notify the BTTAD Child Protection Officer who will decide who will deal with any media enquiries and represent the BTTAD at any strategy meetings..

Every effort will be made to ensure that confidentiality is maintained for all concerned.

If the club/league welfare officer is the subject of the suspicion/allegation, the report must be made to BTTAD Child Protection Officer, who will then be responsible for taking the action outlined above.

The BTTAD will make an immediate decision regarding any individual accused of abuse regarding their temporary suspension pending further Police and Children's Social Care enquiries.

Irrespective of the findings of statutory agency enquiries, the BTTAD will assess all individual cases under the appropriate misconduct/disciplinary procedure to decide whether an individual can be reinstated and how this can be handled sensitively. This may be a difficult decision particularly where there is insufficient evidence to uphold any decision by the police. In such cases the BTTAD will reach a decision based upon the available information, which could suggest that on the balance of probability, it is more likely than not the allegation is true. The welfare of the child should always remain paramount.

The BTTAD's Child Protection Officer will involve the BTTAD's Child Protection Case Management Group in the making of all decisions regarding child abuse, poor practice, inappropriate behaviour and information obtained from criminal records bureau checks. Consideration will be given regarding available support to the young person, the parents/carers/guardians, coaches, members and volunteers.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a coach or volunteer who is still working with children and young people). Where such an allegation is made the procedures given under the section 'Responding to Suspicions and Allegations' will be followed. This is important as other young people in table tennis, or outside the sport, may be at risk from this person. Anyone who has a previous criminal records conviction for offences relating to abuse is automatically excluded from working with children, young people and vulnerable adults and is not welcome in table tennis.

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 child protection issue must be avoided (beyond giving information as part of a legitimate investigation process) as such behaviour can result in legal action. Information should be handled and disseminated on a need to know basis. This includes the following people:

- BTTAD Child Protection Officer

- BTTAD Chairman
- Club/League Welfare Officer
- Person making the allegation
- Children's Social Care/police
- Parents of the child - take advice from Children's Social Care or the Police if the parent/carer is the alleged abuser
- The alleged abuser (and parents if the alleged abuser is a child) - take advice from the Police and Children's Social Care as to whom should approach the alleged abuser and what information they can be given

REINSTATEMENT AND AFTERMATH

Each individual case will be assessed by the BTTAD's Case Management Group irrespective of the findings of any investigations carried out by the Children's Social Care or the Police to decide whether a member of staff or volunteer can be reinstated and how, if appropriate, the situation can be handled sensitively. The process may be difficult due to lack of evidence so the decision will be based upon the available information, which may suggest that on a balance of possibility it is more likely that the allegation is true. At all times the welfare of the children will be paramount.

Consideration will be given regarding the support that may be necessary not only for the young people, parents and members of staff involved in an individual case but also to the alleged perpetrator of the abuse. The BTTAD is committed to ensuring that all parties are kept informed and are supported throughout the process.

INFORMATION SHARING GUIDANCE

The BTTAD has adopted and is working to the information sharing protocol (Appendices E and F) that has been developed through partnership between the major sports national governing bodies, including the BTTAD, and the NSPCC Child Protection in Sport Unit. This protocol is a model of best practice and sets out clearly how information will be shared, at what level, in what circumstances and with whom to ensure that the BTTAD works together effectively with other organisations and the statutory agencies in the interests of safeguarding and protecting children. This reflects the current legal framework and government guidance and should promote the confidence of both external agencies and our membership. The protocol (Appendices E and F) provides a framework within which sports organisations, statutory bodies and relevant others can share information appropriately in the interests of protecting children and young people from harm. see the appendices for the full Guidance as adopted by the BTTAD

COMPLAINTS AND DISCIPLINARY PROCEDURES

Clubs should put in place a procedure to deal with complaints. Parents and all club members should be made aware of the procedures for raising a complaint or concern. Provision should be made in the rules or constitution to allow complaints and disciplinary procedures to be implemented. Table Tennis organisations should ensure that parents and young people are aware of the existence of these procedures. Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication **Employment Matters** and the publication **Investing in Coaches – A Guide to Local Coaching Development** (both available from Coachwise Ltd on 0113 231 1310)

SECURITY OF DATA

The BTTAD undertake responsibility for the security of information on their volunteers, coaches, members, officials and staff achievements, competence and certification whilst documentation is held at the Headquarters Office. Information submitted by these

aforementioned people will be securely stored and locked at all times. Any information held regarding reports of child protection issues or relating to individual's criminal records will be kept in a securely locked, fire resistant cabinet. The keys to this cabinet will be held by the BTTAD's Child Protection Officer and the Chief Executive only. In line with Criminal Records Bureau Regulations certificates will be held for a period of no longer than 6 months before being destroyed, this includes any photocopied, scanned or faxed copies. Any reports, complaints or concerns relating to the BTTAD's Equality Policy will also be held in a securely locked, fire resistant cabinet with the only keys being held by the BTTAD's Equality Officer and the Chairman. Information received relating to the BTTAD's Equality and Child Protection Policies will be dealt with in a confidential manner and shared on a 'need to know' basis only.

Further, that personal information is not shared unless permission has first been obtained from the individual. All information should be shared on a 'need to know basis' at all times. Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure.

APPENDICES

Appendices: A. Sample Forms:

- Reference form
- Application Form
- Incident Form

B. Useful Information

C. A quick guide to protecting children from abuse

D. Sample parental consent letter

E. BTTAD documents:

- Code of Conduct for Coaches
- Code of Conduct and Guidance for Parents/Carers
- Code of Conduct for Responsible Adults and Organisers
- Travelling to Competitions and Camps
- Code of Conduct for Players
- Photographic Guidelines
- BTTAD's Information Sharing Policy

SAMPLE REFERENCE FORM

Confidential

The following person _____

has expressed an interest in working with _____.

The post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people or vulnerable adults. If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if they are offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

.....
.....

4. Please rate this person on the following – please tick one box for each statement:

| | Poor | Average | Good | V Good | Excellent |
|----------------------------|------|---------|------|--------|-----------|
| Responsibility | | | | | |
| Maturity | | | | | |
| Self Motivation | | | | | |
| Can motivate others | | | | | |
| Energy | | | | | |
| Trustworthiness | | | | | |
| Reliability | | | | | |

This post involves substantial access to children and vulnerable adults. As an association committed to the welfare and protection of children and vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people and vulnerable adults.

Yes

No

**I
f you have answered YES we will contact you in confidence.**

Signed: _____

Date: _____

Print Name: _____

Position: _____

Organisation: _____

SAMPLE APPLICATION FORM

This form is to be completed by employees and volunteers in sport.

CONFIDENTIAL

| | |
|---|--|
| Position applied for | |
| Title and Last Name (Mr/Mrs/Ms/Miss) | |
| Any first name, last name or maiden name previously known by: | |
| First Name (s): | |
| National Insurance No | |
| Address: | |
| Postcode: | |
| Telephone Numbers: | |
| E-mail Address: | |
| Former Address (if moved within the previous three years): | |
| | |
| Current occupation: Role: Start Date: | Name of organisation: Address: |
| Previous occupations: Role: Start Date: | Name of organisation: Address: Finish Date |
| Relevant experience | |
| Previous experiences of working with young children or vulnerable adults in a voluntary or professional capacity: | |
| Qualifications: | |
| Academic/school: (not essential for those applying for voluntary positions to complete) | |

| | |
|--|---------------------------------------|
| Vocational/interests: | |
| Sporting qualifications and experience | |
| Reason for applying: | |
| Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and vulnerable adults and who we can contact for a reference, or who have provided you with a reference testimonial: | |
| Name: Address: Tel. No: E-Mail: | Name: Address: Tel. No: E-Mail: |
| With your approval we shall also contact your current employer (where appropriate) for a reference | |
| I agree to abide by any Codes of Conduct which the Organisation has in force. | |
| Signed | |
| Date: | |
| : Print Name: | |
| NB Failure to disclose this information may result in exclusion from the club or organisation | |

SAMPLE INCIDENT RECORD FORM

| | |
|---|--|
| Your Name: | |
| Your position: | |
| Child's name: : | |
| Parent/carers names and addresses | |
| Child's date of birth: | |
| Date and time of any incident: | |
| Your observations: | |
| Exactly what the child said and what you said: (remember do not lead the child – record actual details, continue on separate sheet – if necessary) | |
| Action taken so far: | |
| External agencies contacted (date and time): | |
| Police: Yes/No | If yes – which Name and contact number: Details of advice received: |
| Children's Social Care/Social Services: Yes/No | If yes – which: Name and contact number: Details of advice received: |
| NGB: Yes/No | : If yes – which: |

| | |
|---|--|
| | <p>Name and contact number:</p> <p>Details of advice received:</p> <p>:</p> |
| <p>Local Authority: Yes/No</p> | <p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p> <p>:</p> |
| <p>Other : Yes/No (eg NSPCC)</p> | <p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p> |
| <p>Signature:</p> | |
| <p>Print name:</p> | |
| <p>Date:</p> | |

NB A copy of this form should be sent to Children’s Social Care (Social Services) after the telephone report. Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

APPENDIX B – USEFUL INFORMATION

Sports coach UK (information on local courses)

114 Cardigan Road, Headingley, Leeds LS6 3BJ.

NSPCC Child Protection in Sport Unit (CPSU)

NSPCC National Training Centre, 3 Gilmour Place,

Beaumont Leys, Leicester, LE4 1EZ

T: 0116 234 7278

E: cpsu@nspcc.org.uk

www.thecpsu.org.uk

The NSPCC,

National Centre, 42 Curtain Road, London EC2A 3NH.

NSPCC free 24 hour Helpline 0808 800 5000

English Table Tennis Association,

Child Protection Officer, Queensbury House, Havelock Road,

Hastings, E.Sussex. TN34 1HF.

Criminal Records Bureau (CRB),

POBox 110, Liverpool, L3 6ZZ

www.crb.gov.uk

Childline,

Studd Street, London N1 0QV Tel: 0800 1111

www.childline.org.uk

Sport England,

16 Upper Woburn Place, London WC1H 0QP Tel: 02072731500

www.sportengland.org.uk

Data Protection - www.legislation.hmso.gov.uk

WEB RESOURCES

www.nspcc.org.uk

Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport

publication 'Employment Matters' and the NCF publication 'Investing in Coaches – a Guide to local coaching

development (both available from Coachwise)

The BTTAD would like to acknowledge the assistance received in the production of this policy from the ETTA .

Children should be aware that they have a right to be safe from abuse

:

APPENDIX C QUICK GUIDE TO REPORTING PROCEDURES

Are you concerned about abuse by a parent or carer?

If Yes

- Report your concerns to the club/league welfare officer or BTTAD Child Protection Officer.
- If they are not available refer your concerns to Children's Social Care or the police immediately
- Report what the child has said or what has been seen. Include dates and times and, if possible, send a copy to Children's Social Care.
- Children's Social Care and/or the Police will discuss with the person reporting concerns will how to involve parents/carers.

Are you concerned about abuse by a member of staff/volunteer?

If Yes

Is it poor practice?

If Yes

- Report concerns to the Club/League Welfare Officer who deals with it as a misconduct issue.
- If concerns remain, refer directly to the BTTAD Child Protection Officer who then must refer concerns to Children's Social Care who may then involve the police. After advice from Children's Social Care contact should be arranged with parents/carers.

Then

APPEAL if requested

Is it abuse?

If Yes

- Report concerns to the Club/League Welfare Officer/BTTAD Child Protection Officer who then ensures the safety of the child (and other children). This person will then refer concerns to Children's Social Care who may involve the police. After advice from Children's Social Care contact should be arranged with parents/carers.
- If the allegation/concern relates to the Club/League Welfare Officer or BTTAD Child Protection Officer, refer directly to the BTTAD or Chairman who must then refer concerns to Children's Social Care who may then involve the police. After advice from Children's Social Care contact should be arranged with parents/carers.

Then APPEAL if requested

**APPENDIX D
PARENTAL CONSENT LETTER TEMPLATE**

Dear Parent/Carer,

This form has been designed to collect information on young people travelling to events and training camps, and is important as it will provide the club, league, county, region or national organisers with vital contact details and medical information in case of accident or illness.

The information contained will be used only for administrative purposes and will remain confidential and available to those persons responsible for transport and accommodation arrangements.

Please complete questions in BLOCK CAPITALS and ensure all writing is legible.

PERSONAL DETAILS OF PARTICIPANT:

| | | | |
|-------------------------------------|--|----------------|--|
| Last Name: | | First Name: | |
| Preferred Name: | | | |
| Address: | | | |
| Postcode: | | | |
| Telephone Numbers: Home: | | Mobile: | |
| Age: | | Date of Birth: | |
| Gender: | | Male Female | |
| <i>Please delete as appropriate</i> | | | |

EMERGENCY CONTACT DETAILS:

| | | | |
|------------------------------|--|------------|---------|
| First Name: | | Last Name: | |
| Telephone Numbers: Home: | | Work: | Mobile: |
| Relationship to Participant: | | | |

MEDICAL INFORMATION:

| |
|---|
| Does your child have any specific medical conditions requiring medical treatment and/or medication? |
| Are there any other medical details you feel we should know about? Doctor's Name: : |
| Does your child suffer from any allergies? |

Please provide details of the type of pain/flu medication that may be given to your child:

Doctor's Telephone Number

Does your child have any special dietary needs? Yes No
Please delete as appropriate

Please specify:

RELIGIOUS NEEDS:

Do you have any specific religious requirements e.g. Prayer Room? Yes No
Please delete as appropriate

If yes please specify:

I acknowledge that the club/league/county/region (delete where applicable) will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during any events or training camps*. I understand that the coaches/responsible adults have a common law duty to act in the capacity of a reasonably prudent parent.

I, _____ being parent/guardian/carer (delete where applicable) of the above named child hereby give permission for the coach/team manager/event organiser to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

I have read the Player's Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this Code may result in my child being sent home early at my expense.

I confirm that I have also read the Parent/Carers Code of Conduct and, in signing this form below I agree to abide by the Code.

I am aware that photographs will be taken during the Event for promotional purposes and do/do not (delete as applicable) give consent for my child to feature in such photos.

Parent/Guardian/Carer Name:
(please print)
(must be person with legal parental responsibility)

Signature of Parent/Guardian/Carer:

Once completed please return this form to:

Yours sincerely,

.....

Code of Conduct for Coaches

The British Table Tennis Association for people with Disabilities (BTTAD) expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

- Recognise the developmental capacity of the child and do not push them against their will or train them excessively.
- Always be publicly open when working with children.
- Avoid situations where you are working with a child unobserved.
- If any form of physical contact is absolutely necessary it should be used openly. Always explain to the child what you are doing and why the physical contact is necessary. If possible avoid all physical contact.
- When supervising groups of children in changing rooms, where possible, work in pairs, and never supervise children of the opposite gender to yourself.
- When travelling away from home do not spend time in any of the players' rooms unless in an emergency and always leave the room door open.
- Never invite individual players to your room when travelling away.
- Do not spend excessive amounts of time alone with children away from others.
- Avoid taking children alone on car journeys where possible and ensure that seat belts are worn at all times.
- Make sure that you have the player information and medical forms with you at all times. you are a role model so always avoid inappropriate use of alcohol and tobacco, and never condone the use of any type of enhancing drugs in the company of children. In the situation where more than one coach/responsible adult is travelling with a group, at least one must always be in a fit state to react at all times e.g. in case they are required to transport the children.
- If any injuries occur keep a detailed written record of the incident along with any treatment given (sample forms are available from the Premier Club programme resources). For national squads hand to the BTTD Administrator on your return.
- Never ridicule, embarrass or abuse a child or reduce them to tears as a coaching method.
- Bullying of players by either coaches or parents/carers will not be tolerated under any circumstances.
- Do not take children to your home.
- No relationship of an intimate nature will be allowed between players, or players and coaches whilst travelling together.
- That you give clear instructions as to what you expect from the players at all times

Code of Conduct and Guidance for Parents/Carers

In order to gain the best experience from their involvement in sport, children generally rely on their parents/carers for both emotional and financial support. This influence can be critical as their child becomes involved in training squads and competitive play.

Parents/carers should be aware that the British Table Tennis Association for people with Disabilities (BTTAD) expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse. It is hoped that the following will prove useful to parents/carers to play a positive part in their child's career in disability table tennis:

- Support your child's involvement and help them to enjoy all that table tennis has to offer.
- Encourage respect for the laws of table tennis, support and promote fair play at all times and the acceptance of umpires and officials' decisions.
- Encourage recognition of good performances in others as well as themselves. Do not applaud opponents' unforced errors (e.g. serving into the net) or their misfortunes.
- Uphold high standards of behaviour, appearance and the importance of being a good team member.
- Establish a positive partnership with the coach to help provide the best possible balance between the demands of table tennis, education and home.
- Ensure that your child is aware of all the arrangements for any trips.
- Ensure that your child has the correct equipment and clothing for any trips.
- Be punctual when collecting or dropping off your child.
- Ensure that your child reads and understands the Code of Conduct for Players.
- Never exert undue pressure on your child to compete or get results. Be realistic about your child's ability.
- Always use appropriate language and ensure your child does the same.
- Under no circumstances condone any rule violation or the use of prohibited substances.
- Ensure that your child understands that they should take responsibility for their own safety.
- Show respect and trust the coach working with your child.
- If you have any questions or queries please deal directly with the coach and not in front of your child.
- Do not compromise the relationship between the coach and player.
- Encourage your child to take responsibility for their own actions on and off the table e.g. not blaming others or seeking excuses for their own shortcomings or mistakes, and encourage their greater independence.
- When at a competition or event please always remember that your role is as a supporter and allow the coach the space to work with your child and never comment on any instructions the coach may give as this could be counter productive.
- If acting as a responsible adult for a team or squad, parents/carers must have attended a Child Protection Workshop and have been CRB checked.

Code of Conduct for Responsible Adults and Organisers

INTRODUCTION

The British Table Tennis Association for people with Disabilities (BTTAD) expects that everyone involved with table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

The BTTAD, in cooperation with the other disability organisations operate an competition programme within Great Britain called the Grand Prix Series. In addition, the BTTAD organise training camps and travel abroad for the elite players, and want these experiences to be exciting and enjoyable for the participants. It is hoped that these guidelines will not only assist those with responsibility for organising and implementing trips for groups of players, but also provide an resource for inclusion in parents/carers information packs.

Anyone involved in disability table tennis who is in charge of groups of children should be aware **AT ALL TIMES** that they are legally and morally responsible for the children's welfare and behaviour. Where it is not possible to follow the guidelines below exactly then everyone should use a common sense approach but **ALWAYS ENSURING THAT THE WELFARE OF THE CHILD IS PARAMOUNT** and should never take any actions that could prejudice this statement.

Travelling to Competitions and Camps

- A programme should be drawn up for each trip and made available to all players and their parents/carers which will include all departure, approximate return times, collection and drop off times and details of a point of contact for the trip.
- Ensure that the appropriate insurance is in place and check if any additional cover is required if foreign travel is involved.
- Collect and hold consent forms, emergency contact numbers and medical information for all players.
- All players should have a copy of the BTTAD's Code of Conduct and be made aware of the contents and the consequences of breaking any of the rules.
- Players should be made aware of arrangements for them to contact their parents/carers whilst they are away from home.
- For groups including children under the age of 11 the ratio of adults to children should be a minimum of 1:8, and for over the age of 11 the ratio should be a minimum of 1:10 with 2 adults at all times for groups
- in excess of 4. Mixed gender groups of any size must always be accompanied by at least one male and one female adult.
- Should a situation arise where a person is travelling alone with a group of children they must be aware at
- all times of their own fallibility in case of accident or illness, and take steps never to compromise the safety of the group members.
- Ensure that anyone transporting children either in their own vehicle or a hired vehicle has a valid driving licence, MOT, road tax, vehicle insurance, breakdown cover and that the vehicle is fitted with seat belts.
- The vehicle should be apparently roadworthy. The driver must not be responsible for squad supervision during the journey.
- Check if vaccinations or pre-trip medication are needed and also visas.

- Check the culture and climate of the country being visited to ensure that the squad take the appropriate clothing.
- Check the country's culture being visited if participating in any activities e.g some countries do not allow teenage girls to attend mixed swimming sessions.
- Check that the dietary needs, both medical and cultural, for the squad can be met.
- All beds should be single and with en-suite toilet and bathroom facilities where possible.
- Where rooms are equipped with satellite TV ask for any inappropriate programmes to be disconnected.
- All players must know where and how to find the responsible adult at all times and the responsible adult should also know where to find their players.
- Ensure the person in charge has a list of all the room numbers and their occupants.
- All players' rooms should be alcohol free.
- Check the accommodation has night time security arrangements and that there is safe storage for money and valuables..
- Ensure fire and evacuation procedures are in place for the whole trip and ensure that all participants are also made aware of the arrangements.
- Adults travelling with the group must not share a room with the players under any circumstances unless they are their own children.
- Males and females must not share rooms.
- Never enter the players' rooms unless in an emergency and always leave the room door open.
- Never invite individual players to your room when travelling away.
- All coaches and responsible adults must have attended a child protection workshop and have been CRB checked.
- If any of the players are on short or long term medication they must be made aware of their responsibility for administering it themselves.
- Always be publicly open when working with children and avoid situations where you are working with a child unobserved.
- If any form of physical contact is absolutely necessary it should be used openly. Always explain to the child what you are doing and why the physical contact is necessary. If possible avoid all physical contact.
- When supervising groups of children in changing rooms, where possible, work in pairs, and never supervise children of the opposite gender to yourself.
- Avoid taking children alone on car journeys where possible.
- Remember you are a role model so always avoid inappropriate use of alcohol and tobacco, and never condone the use of any type of enhancing drugs in the company of children.
- If any injuries occur keep a detailed written record of the incident along with any treatment given (sample forms are available from the Premier Club programme resources)
- No relationship of an intimate nature should occur between players, or players and coaches whilst travelling together.
- Always give clear instructions as to what you expect from the players at all times.

Code of Conduct for Players

The British Table Tennis Association for people with Disabilities (BTTAD) expects that everyone involved with disability table tennis will: respect the rights, dignity and worth of anyone they meet within our sport; treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation; accept it is all of our responsibility to challenge any injustice that may occur within our sport; accept that everyone has the right to be protected from abuse.

- Always do your best in every situation and set a positive example to others.
- Be punctual at all times for training and competition and be ready at the table to play.
- If you feel unwell or have an accident you should report immediately to one of the responsible adults.
- Treat both the competition and training venues with respect and always leave kit bags neatly where they will not cause an obstruction to others.
- Once at the competition playing arena no player should leave the venue unless given specific permission or instructions by one of the responsible adults.
- Players must be responsible for ensuring that they arrive at the competition or training venues with all their correct kit and equipment and must be responsible for their belongings.
- No player should take or in anyway interfere with another person's property or belongings.
- Always obey any instructions given by one of the responsible adults.
- Be courteous and polite to all the people you meet whilst a member of the squad, particularly your opponents, practice partners, coaches and fellow team and squad members. This also includes negative body language whilst on the table tennis table.
- Take responsibility for yourself in and out of competition and training and always be aware of your personal safety as you would at home i.e. do not talk to strangers, do not get into a vehicle with a stranger.
- respect and never under estimate your opponents.
- Always encourage and support your fellow team members at all times without behaving in an unsporting manner towards their opponents.
- Bullying (verbal and physical) of fellow team/squad members or opponents will not be tolerated under any circumstances.
- Never use inappropriate language.
- Resist any temptation to take banned substances.
- No relationship of an intimate nature will be allowed between players or players and coaches travelling together and when staying as a group no boys should enter girls' rooms and vice versa.
- Treat all accommodation with respect and always leave hotel rooms tidy.
- When travelling abroad all players must respect the culture, clothing and customs of the country they are visiting.
- Always address officials or coaches at any competitions or training camps with respect and never question their judgement.
- Use any free time constructively e.g. relax, focus on the next session.

Protocol for Information Sharing

Purpose

To provide a framework within which sports bodies, statutory bodies and relevant others can share information appropriately in the interests of protecting children from harm.

To provide a tool to:

- to clarify the principles upon which decisions: to share, or not to share, information; at what relevant level to share; how to share; and with whom (internally and with external agencies)
- share appropriately relevant information to protect children from actual or potential harm
- raise awareness of best practice in information sharing which will assist in developing consistent processes and practices both within and outside of the sport sector
- enable other agencies to share relevant information confidently with the sports sector
- ensure that information sharing practice reflects the framework of legislation and guidance
- ensure that those who are the subject of the information to be shared understand and have confidence in the processes followed by the bodies which have adopted this protocol
- clarify appropriate routes of communication for all agencies (sports organisations, statutory agencies and appropriate others) for information sharing

Principles

- A child is defined as being under the age of 18 by the Children Act 1989 and when making decisions about sharing information about a child/children their welfare is the paramount consideration. Decisions to share information may be for the purpose of protecting an individual child or children in general)
- Sports organisations will share information where they reasonably believe that it is necessary to share in order to protect or safeguard a child/children
- Sports organisations will explain openly and honestly, or at least notify, at the outset what information will or could be shared, and why, and seek agreement – except where doing so puts the child or others at risk of significant harm
- Consent to share information will usually be sought, however, if consent is refused or there are good reasons not to seek consent, consideration will be given as to whether there is a sufficient public interest for the information to be shared (principles of openness, consultation and inclusion)
- Sports organisations will respect the wishes of children or families who do not consent to share confidential information – unless in their judgement there is sufficient reason to override that lack of consent
- Sports organisations will share no more information than is necessary for the specific purposes of sharing that relevant information (principle of proportionality)
- Sports organisations will ensure that people to whom this protocol applies are aware of the protocol and implications for them in order to ensure that its application is a transparent process
- When sharing information sports organisations will ensure that they clarify which information they are sharing is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts)

- Sports organisations will ensure that the way that information is shared is appropriate to the level of urgency but information will always be supported by a written report.
- Information that is shared will be accurate, up to date, necessary for the purpose for which it is being shared, shared only with those with a need to see it and shared securely
- Records will always be kept of the decision to share, or not to share, information and the reasons for this decision
- Where information is shared during the course of an investigation, the outcome will be shared with those to whom the original information was sent

See Appendix 1: Questions that statutory agencies should ask to ascertain the correct route/persons with whom information can appropriately be shared in sports organisations

The Type of Information that will be shared

- Information relating to safeguarding/welfare/child protection concerns which meet the threshold for referral to external safeguarding agencies (Police or Social Services) will be shared in all cases
- Information which raises safeguarding concerns arising from CRB disclosures. The threshold that will be applied is that the organisation's judgement is that the individual is unsuitable to work with children
- Information indicating safeguarding/child protection concerns but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Services or the Police as not meeting their threshold, but the organisation judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal processes
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to children, but not meeting the threshold for referral to external safeguarding agencies, and:
 - where the organisation has either suspended or excluded the individual, or
 - has put in place special arrangements or monitoring to ensure children's welfare as a result of its disciplinary process

Clearly these different categories or levels have implicitly different implications for information sharing. High level concerns meeting the threshold for police or Social Services action should be managed by those agencies. The sports organisation with information that a concerning individual may be operating with children in another organisation(s) should in the first instance pass this information to the statutory agencies, and the sports organisation should seek the advice of the statutory agencies when consideration is being given to sharing information with the other organisation(s).

Process for information sharing & receiving of information

- The decision to share information will be based upon the principles embedded in the protocol
- The sports organisation will decide which organisations information needs to be shared with based on the level of concern and on a need to know basis
- The sports organisation will identify who is the appropriate person within the organisation to whom they should make the referral (this will be determined by that individual's role and responsibilities in relation to management of child protection/safeguarding concerns)

- Where the concerns are about a child within their family or wider community (a non-sport context) sports organisations will refer information to the statutory agencies (Police or Social Services) in the area in which the child lives
- Where concerns are about possible or actual abuse of a child by someone within the sports organisation, the sports organisation will refer this to the statutory agencies where the alleged abuse may have taken place
- Where the sports organisation is aware or believes that the person against whom the allegation is made may work with children in other organisations, they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisations and, if so, by whom
- Where concerns arise in the context of services/activities for children provided on behalf of a school/educational establishment or within a school sport/physical education setting the National School Sport Strategy Protocol for Safeguarding Children should be followed
- Where a sports organisation has deemed someone is unsuitable to work with children as an outcome of its disciplinary process it will refer that individual's name to the Protection of Children Act list. Information about the outcome of a disciplinary process will only be shared on a need to know basis both within the organisation and with external agencies
- Where there has been statutory agency investigation, and/or where the person who is subject of the investigation is subject to the monitoring of the local Multi Agency Public Protection Panel (MAPPP), sports organisations will contribute to the statutory agencies' planning processes where requested
- The outcome of disciplinary processes would not normally be shared with external agencies by the sports organisation without the consent of the individual who is subject to this process (for example, for the purposes of providing a reference). Exceptions to this would be guided by the principles embedded within this protocol
- Outcomes of disciplinary processes will be shared within the sports organisation on a strictly need to know basis
- When sports organisations are recruiting staff or volunteers to work with children they may be provided with information that would indicate that an individual may pose an actual or potential risk to children or may be unsuitable to work with children. As part of their recruitment processes sports organisations will have procedures in place that ensure that consent has been obtained from current/prospective employees/employees both to obtain the information and to clarify it where necessary
- Sports organisations will have in place policies, procedures and processes that ensure that appropriate recruitment and selection processes are consistently applied that reflect the need to safeguard children
- As many recruitment processes are being applied retrospectively (since sports organisations have been able to access Criminal Records Bureau disclosure information) sports organisations will have processes in place to determine whether someone remains suitable to work in their current position with children. They will also need to decide whether relevant information needs to be shared with statutory agencies or other organisations
- It is unlawful for any organisation to share the content of CRB disclosures with other organisations, consequently any decisions to share information where there are concerns about the risk an individual may present to children must be directed to the statutory agency from which the information was sourced (in the majority of cases this will be the Police). A disciplinary decision can, however, be shared where an individual may present a risk to children and where the principles embedded in this protocol have been followed

- Occasionally sports organisations may be directed by a Court, or given permission by a Court, to share information about an individual where the Court has determined that the individual poses a significant risk to children and the sports organisation may need to take action to contribute to management of the risk this individual poses All information held regarding complaints about poor practice by sports organisations will usually only be shared with the consent of the individual against whom the complaint has been made (for example, when an individual has consented to a reference being taken up by another organisation). Where statutory agencies are conducting a child protection investigation, however, the sports organisation will consider the appropriateness and proportionality of sharing the aforementioned information in accordance with the principles embedded in this protocol where requested
- All information held by sports organisations regarding complaints about poor practice will only be shared within the sports organisation on a strictly need to know basis
- Where there is urgent need to share information in order to enable statutory agencies to act in the public interest, information may initially be shared verbally but will always be followed up in writing
- The reason to share, or not to share, information will always be recorded by the sports organisation

Recording, Storage & Disposal of Information

- Information held about different individuals will be recorded separately
- Written information in either paper or electronic form will be stored securely in accordance with
 - data protection legislation and other government guidance
- All reasonable steps will be taken to ensure secure receipt of information
- Information will be marked as confidential with a disclaimer included regarding what to do if correspondence is received by someone in error
- Written communications will clarify the extent to which the information can be shared within the recipient organisation
- Consent to share information will be sought from the individual to whom the information refers unless:
 - This may put children or other parties at risk of harm
 - Refusal to consent is unreasonable or not in the public interest
 - Consent cannot be obtained
 - The organisation is advised by a statutory agency not to do so, or there is a Court order which so directs
- Sports organisations will have in place systems for the safe storage of information and clear procedures regarding authorised access to records
- Sports organisations will have a records destruction procedure which includes destruction of additional copies of information used for a specific purpose (for example, for a disciplinary hearing). There will be clear timescales for destruction of records whilst recognising that there will be different periods for the destruction of different records (for example for CRB disclosures, disciplinary decisions and for insurance purposes)
- Sports organisations will have a secure method for record destruction and disposal
- Consent to third party information being passed on will always be sought from the third party except in the circumstances regarding consent previously outlined. sports organisations will have an 'Access to Records' policy and procedures which covers their own agency's records and third party information

Questions to ask to inform safe information sharing practice

Where the information is about concerns about an employee or volunteer:

- Who has responsibility for employment or deployment of staff and volunteers?
- Are they a qualified/licensed person for a recognised sports national governing body?
- Does the organisation have a structure for designated persons for child protection/welfare and, within this structure, at what level should information be shared? (Concerns of a child protection nature should always be shared with the designated person at a National level)
- Has the organisation got clear written guidelines for sharing of information and confidentiality?

PHOTOGRAPHY AND USE OF CAMERAS/VIDEOS INCLUDING MOBILE PHONES GUIDELINES

The British Table Tennis Association for people with Disabilities (BTTAD) is committed to providing a safe and enjoyable environment for young people to play and compete in their chosen sport. Part of this is recognising that both the BTTAD and the player's relatives will want to celebrate their success and promote table tennis whilst at all times protecting our young players. The BTTAD asks that everyone abides by the following:

- Consents must be granted by parents/carers for the taking and publication of photographic images, a permission form is available for download on the BTTAD's website.
- Young people should be appropriately dressed for table tennis.
- Photography should focus on the activity rather than the person and any personal details e.g. address should never be published.
- Any concerns should be passed on the BTTAD's Child Protection Officer.

PHOTOGRAPHIC/VIDEO/MOBILE PHONE EQUIPMENT

- Anyone wishing to use photographic and/or videoing equipment at any ETTA organised event must first register their intent with the Event Organisers.
- Anyone taking photos must have a valid reason for doing so and should produce a valid Coach or Player Licence, be able to prove that they are related to a player or have an official Press Card. The organiser will provide the person with a sticker for the day which must be worn and visible at all times.
- Permission to use photographic equipment is solely at the discretion of the event organiser.
- Any person using cameras or videos during the course of a competition or event may be challenged by the tournament organiser or referee.

Anyone using a camera/video who is not displaying their sticker may be stopped immediately from filming or taking photographs. Anyone continuing to use photographic equipment after being warned may be asked to leave the event and the matter reported to the BTTAD's Child Protection Officer as soon as possible to allow any further action, if needed, to be taken promptly. To help enforce this policy the BTTAD suggests that large signs be displayed at the entrance to the venue stating that 'NO UNAUTHORISED USE OF CAMERAS OR VIDEOS ALLOWED'.

CHILD PROTECTION CONTACT AT EACH EVENT

- It is the recommendation of the BTTAD that all event organising committees should appoint one member to act as the child protection contact at each individual event.
- The name of the person appointed should be displayed at the Registration Desk.
- The nominated person should have attended a Child Protection Workshop and hold a current Criminal Records Bureau check (see the BTTAD's Policy on CRB checking for further information).
- The role of the contact is to report concerns about any incidents of child abuse to the BTTAD's Child Protection Officer and/or, if the incident was considered to be serious, to the local police.
- The contact will not be asked to make any judgements as to whether abuse was or was not taking place but to report the incident.
- A supply of incident reporting forms may be obtained from the BTTAD free of charge.

It is hoped that the implementation of these guidelines will only cause a minimal amount of additional administration for tournament organisers and referees. For full information please see the BTTAD's Child Protection Policy and Guidelines – copies can be obtained from the BTTAD headquarters office.