

CIPPENHAM TABLE TENNIS CLUB

CHILD PROTECTION POLICY STATEMENT

December 2007

The aim of this Policy is to promote good practice by ensuring that all CTTC members in positions of authority or responsibility:

- Are aware of their personal responsibilities with regard to child protection
- Safeguard and promote the interests and well being of children (aged under 18) and vulnerable adults with whom they are working
- Respond appropriately to concerns
- Take reasonable and practicable steps to protect children and vulnerable adults from harm, discrimination or degrading treatment
- Respect and promote children's and vulnerable adult's rights, wishes and feelings
- Make informed and confident responses to child protection issues
- Receive training and supervision as recommended by our governing body, the ETTA.

This Policy and associated Guidelines will:

- Offer safeguards to children, vulnerable adults, coaches, staff, officials and volunteers.
- Help to define and maintain high standards of professionalism and practice.

CTTC believes in and seeks to uphold the following principles:

- That we will work closely with the ETTA, the National Governing Body for Table Tennis.
- The child and vulnerable adult's welfare is paramount
- All children and vulnerable adults 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/vulnerable adults
- That processes for dealing with complaints are fair and open to challenge.

A copy of this Child Protection Statement is permanently displayed on club notice boards. CTTC's full Child Protection Guidelines are available from the information racks or the volunteer manual.

This Policy is to be regularly reviewed in line with the ETTA Policy.

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GUIDELINES APPROVED BY CTTC COMMITTEE AT THEIR MEETING OF: 9th December 2007

CTTC CHILD PROTECTION GUIDELINES

Introduction

For the purposes of CTTC's Child Protection Guidelines, a child is anyone aged 17 and under. The definition includes vulnerable adults, possibly with learning difficulties, who may need extra protection. Wherever the Policy reads child/ren it also relates to vulnerable adults.

The Club has produced a Policy Statement in relation to child protection, which should be read in conjunction with these guidelines. A copy of that statement is always prominently displayed on the Club's notice board and copies of these guidelines are kept in the information racks.

Criminal Record's Bureau (CRB) checks, whilst a useful tool, are not a panacea. A clean record may simply mean that a person has not been caught. Therefore CTTC also places emphasis upon the implementation of procedures to protect children.

CTTC

- Accepts that, as an organisation dealing with children in both coaching and competition, it has a moral and legal obligation to ensure a high standard of care.
- Expects each member of the Management Committee, Department Heads and Event Officials to fully adhere to these guidelines within their areas of control with significant access to children.
- Expects each Department Head to ensure that their staff/volunteers are properly trained and adopt best practice to safeguard and protect young people from abuse, and themselves from false allegation.
- Will do its utmost to prevent abuse from occurring and respond swiftly where allegations are made.
- Will work closely with the ETTA and other professional bodies to protect children
- Will recruit suitable volunteers and ensure that suitable numbers are maintained to enable adequate and appropriate supervision ratios.
- Will seek to respect the confidentiality of all parties concerned, although we reserve the right to ensure that the safety and protection of the child remains paramount.
- Will refer individuals who have complaints about the implementation of these guidelines to the ETTA for an independent judgement.
- Reserves the right to refuse admission to events and premises to any person they have justified reason to believe to be a risk or potential risk to children

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 and represents an abuse of power or a breach of trust.

Coaches, volunteers and officials are not experts in recognising abuse. Therefore any suspicions or concerns should be discussed with/reported to the Club's Welfare Officer. If this is not possible then it should be the person in charge or the session/duty officer. It is then the responsibility of these people to obtain appropriate advice from the ETTA. The communication chain should be as short as possible to avoid errors and breaches of confidentiality.

The Forms of Abuse.

There are five main types of abuse: neglect, physical, sexual, emotional and bullying

a) Neglect

This results from failing to ensure children are safe, e.g. free from risk of excess heat.

b) Physical Abuse

Where adults physically hurt or injure a child by hitting, shaking, squeezing, burning or biting or by giving alcohol or inappropriate drugs. In sports situations, physical abuse may occur when the nature/intensity of the training exceeds the capacity of the child's immature and growing body. Physical abuse, as well as being a result of a deliberate act, can also be caused by omission or failure to act to protect.

c) Sexual Abuse

Girls and boys are abused by adults (male and female), who use children to meet their own sexual needs. Sexual abuse involves enticing, cajoling or forcing a child or vulnerable person to take part in sexual activities, whether or not the child is aware of what is happening. They may even consent. Showing children pornographic material is also a form of sexual abuse. Sports involving physical contact with children could possibly create situations where sexual abuse may go unnoticed. The power of the coach over the young performers, if misused, may also lead to abusive situations developing.

d) Emotional Abuse

Emotional abuse may occur if children are subjected to constant criticism, bullying, taunting or unrealistic pressure to perform. Some children or vulnerable people may have particular difficulties e.g. developmental delay, mental disability, dyspraxia, dyslexia, ADHD, autism and Asperger's and a quite different approach is needed to avert emotional abuse.

e) Bullying

It is important to recognise that it may not always be an adult abusing a child -children can bully adults as well as other children. Bullying may be seen as deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for the victims to defend themselves. Victims are usually shy and sensitive and maybe anxious or insecure. Sometimes they are picked on for physical reasons – being overweight, physically small, having a disability or belonging to a different race or faith. Bullying can occur anywhere that there is inadequate supervision. Bullies themselves may have been abused or have low self-esteem. They too need special handling. In sport a bully can be:

- A parent who pushes too hard
- A coach who adopts a win at all costs attitude
- A player who uses overly competitive tactics to intimidate his opponent
- An official who intimidates participants

How can abuse be prevented?

a) Recruitment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young/vulnerable people, whether they are in paid or in voluntary employment, where considerable access to children is involved:

- Advertising must clearly state the Club's stance on child protection, the responsibility the successful applicant will bear for this, and the type of person the club seeks, bearing this in mind.
- Pre-application information such as job descriptions and person specifications must clearly restate the above
- Applicants must be aware that failure to disclose pertinent information relevant to child protection is considered as gross misconduct. A breach of trust has occurred and trust is fundamental to child protection.
- All adults/applicants, with considerable access to children or primary responsibility for them i.e. Lead Coaches, Club Welfare Officer, First Aiders, Tournament Organisers, NJL Organisers, Duty Officers, Referees and qualified Umpires whether paid or voluntary, will be required to obtain a CRB check. In addition they may be asked to complete a self-disclosure form giving the details shown below. This information will be used to assess any residual risk. Refusal to comply with reasonable requests may lead to termination of club membership / future employment.
 - Name, address and where relevant NI number
 - Driving License and Passport numbers (driving licenses must be checked if the applicant/volunteer will be driving children, passports help prove identity)
 - Relevant business training and sporting qualifications. (This must be proven. Potential abusers may lie about this to obtain quick access to children)
 - Listing of past career and involvement in sport. (Again this must be checked and proven. Any gaps may indicate prison sentences.)
 - Any criminal record
 - The applicant/volunteer's consent to a Criminal Record's Bureau (CRB) check being undertaken, if necessary.
 - Whether the applicant/volunteer is known to social services as being an actual or potential risk to children
 - Whether the applicant/volunteer has ever had any 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/volunteer's previous experience of, and suitability for, working with children and young people. One should be of a business nature i.e. a previous employer - not a "friend".
 - The applicant/volunteer's agreement to abide by these guidelines in the knowledge that failure to do so may result in their dismissal or exclusion from the club. Any such actions will be reported to the ETTA and other relevant professional bodies.
 - The applicant's consent to abide by the ETTA Code of Ethics and Conduct.
- Checks on information supplied on new/unknown personnel must be made prior to "employment". Qualifications need to be evidenced, previous employment/sports histories proven genuine and at least two references taken up. Pre written references are not acceptable as the applicant may have written them
- If any doubts are raised through the checking process, the Club will seek advice from the ETTA National Equity and Child Protection Officer NECPO. Anyone who has a previous criminal record conviction for offences relating to children is automatically excluded from working with children whether that offence is spent or not.

b) Training and Supervision

It is the role of CTTC'S Welfare Officer to ensure that Committee Members and Department Heads not represented on the Committee are conversant with these guidelines and their implications. In turn, such Committee Members and Department Heads are responsible for implementing these guidelines within the areas under their control. E.g. the Events Officer will ensure child related events are run by suitable officials, Team Captains will be mindful of their responsibilities to children in teams etc.

Where these guidelines fail to meet the specific needs of a Department it is the responsibility of that Head to ensure that additional precautions are implemented

Training plays a vital role in child protection as it enables applicants/volunteers to adjust their own behaviour and to recognise and rectify any inappropriate behaviour of others who may be putting themselves or children at risk.

Each Committee Member/ Department Head must ensure the Club Welfare Officer has written records showing that the applicant/volunteer with significant access to children, assigned to their control has:

- Been properly and appropriately referenced and CRB checked
- Been given a copy of these guidelines
- Been given a copy of any Department procedures
- Had expectation, roles and responsibilities of the job clarified.
- Had their training needs with regard to this policy identified and fulfilled
- Been given a copy of CTTC'S Accident and First Aid procedures. These can be found in the Volunteer Manual and Welcome pack.

These records will be held centrally by the Club Welfare Officer. At all times applicant/volunteer confidentiality must be maintained.

In conjunction with the ETTA's Coach Education Programme, CTTC will support and pay for the training of appropriate applicants/volunteers on the following courses:

- Sports Coach UK workshop on The Safeguarding and Protection of Children
- Berkshire Royal Ambulance Trust Emergency Training for Sport's Injuries or UKCC Sports Injury Course
- Sports Coach UK workshops on Working with Children, Coaching Children and Young People and the Responsible Sports Coach
- Sports Coach UK workshops on Coaching Methods and Communication
- Ability Training
- Equity Training

c). Events

- It is recommended that a Child Protection Contact be appointed at each ETTA/CTTC event held on CTTC premises where there is a significant potential for access to children. Other hiring organisations should make their own arrangements. This contact will usually be the Duty Officer.
- The Duty Officer should have attended a Child Protection Workshop and hold a current acceptable CRB check
- The role of the Duty Officer is to report concerns to the CTTC Welfare Officer or ETTA NECPO and/or, if the incident is serious, to Children's Services and local police.
- The contact will not be asked to make any judgements as to whether abuse was or was not taking place, but simply to report the incident.
- Incident Reporting forms are available from the Club Welfare Officer.

Code of Conduct for the Coach and Volunteers in Positions of Trust

All officials and volunteers should:

- Follow these guidelines
- Consider the well being and safety of participants at all times.
- Contribute to a positive ethos based on mutual trust and respect.
- Recognise the developmental capacity of the child. Some children may have particular difficulties e.g. developmental delay.
- Promote fair play
- Uphold high standards of behaviour
- Never exert undue influence over participants to obtain personal benefit or reward.
- Treat all children equitably. Differentiated behaviours may give rise to abuse claims where apparent favouritism leads to jealousies and accusations. Conversely “picking on” a child is often used as a psychological decoy by abusers. Absolute equity is a valuable protection.
- Recognise the potential disadvantages and needs of all children particularly those of the disabled and those from minority backgrounds.
- Attend appropriate training courses
- Submit to CRB checks as necessary
- Be publicly open when working with children. Avoid situations where a coach/volunteer/member and individual child is unobserved.
- Openly perform acts of physical contact only where absolutely necessary e.g. first aid. Extreme care is required. Always explain to the child what you are doing and why the physical contact is necessary. Parents are rightly sensitive about this and their permission and views are paramount.
- Not tolerate bullying under any circumstances.
- Not take children to your home.
- Encourage parents to take responsibility for their children where changing clothes is involved. If Club supervision is necessary adults must try to work in pairs. Encourage an open environment i.e. no secrets.
- Have appropriate supervision levels when children are away from home. Where there are mixed teams they should be accompanied by an appropriately trained male and female adult.
- Ensure that at residential events adult and (non familial) child sleeping arrangements are separate. Adults must not spend time in children’s rooms unless absolutely necessary. However, if it is necessary, ensure that they are in the company of others and that children are never invited into an adult’s room. If a child is that young that they need an adult to sleep in their room they should not be travelling without a parent. Cost is not a relevant factor.
- Don’t take children on car journeys or to your home where they will be alone with you. Wait in a restaurant (public place) for a parent if necessary.
- Always seek parental consent when transporting children.
- Where children are left in the care of the Club for any period of time parental permission must be sought to act in loco parentis. Those in charge must be made aware of any medical/special needs and have the means of meeting those needs.
- Parents must ensure that appropriate medical information and contact telephone numbers are passed to Club personnel responsible for their children. If a child is taken ill the parent must be immediately contacted.
- Be an excellent role model. Don’t drink or use drugs when in charge of children and don’t advocate this behaviour to them. Don’t subject them to unnecessary passive smoking.
- Keep any relevant insurance up to date e.g. first aid insurance or coaching insurance. CTTC will arrange and pay for these as appropriate.
- Keep up to date with the Club’s Accident and First Aid Procedures.

NEVER –

- Engage in rough, physical or sexually provocative games including horseplay.
- Allow or engage in any form of inappropriate touching.
- Use inappropriate language or allow children to use it unchallenged
- Make sexually suggestive comments to a child even if in fun
- Let allegations go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a child can do for itself.
- Ridicule a child or reduce them to tears as a coaching method.
- Conduct one to one sessions with only the two of you in a venue. Ensure there is another adult present.

It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children, especially if they are injured, young or have disabilities. These tasks can only be carried out with the full understanding and consent of the parents and the children involved unless a life is at stake. There is a need to be responsive to a child's reactions- if a child is fully dependant upon 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 child to carry out particular activities. Another adult should always be in attendance.

If you accidentally hurt a child and they appear distressed in any way, appear to be sexually aroused by your actions or, misunderstand or misinterpret something you have done- you must report this to the Club's Welfare Officer or the official in charge/duty officer as soon as possible and make a written note. Parents must be informed of the incident. It will be best to do this without the child and in the presence of another independent adult.

Code of Conduct for the Use of Photographic and Filming Equipment

- Anyone wishing to use photographic and or videoing equipment at an ETTA or CTTC Event with children must apply in advance for a photography licence to the ETTA.
- Professional photographers/filming/video operators wishing to record an ETTA or CTTC event with children must register their intent with the event organiser by producing their professional ID or ETTA photography licence for their details to be recorded.
- Such ID/Licences will only be accepted at the discretion of the Event Organiser/Referee/Duty Officer. No day licences will be issued.
- Application forms for licenses may be included with the mail out of entry forms.
- Authorisation for the issue of licences will be made by the ETTA's National Equality and Child Protection Officer.
- All people with authorisations must present them to the organiser at the start of any competition involving children to indicate their intention to use such equipment and must display them at all times.
- The organiser should keep a record of those who have been authorised for their event and send it to the ETTA NECPO immediately after the event for cross referencing.
- Any person using such equipment during an event at CTTC involving children may be challenged by the organiser/referee/duty officer. If unable to produce a licence, even if it has been issued, may be stopped immediately from filming or taking photographs
- Anyone continuing to use such equipment after being asked to stop may be asked to leave the event and may be reported to the ETTA NECPO for further action.
- To help enforce this policy at events involving children, signs should be prominently displayed stating "No Unauthorised use of cameras or videos allowed."
- Mobile phones with the ability to video/photograph will be treated as cameras.
- Some CTTC events are open only to members or a very limited group of participants namely Club Championships, Grand Prix, Christmas Party, Summer Picnic. To restrict the taking of photographs to people with ETTA licences only in these circumstances is unreasonable. Organisers of such events may, at their discretion, allow photographs to be taken not only by ETTA Photographic Licence holders but by members for whom the club holds acceptable CRB checks

Parental Consents

- Parental consent must be obtained before photographs and videos are used in any promotional or publicity material. Any recordings must be stored securely.
- Parental consent must be obtained before any videoing for coaching or other purposes occurs. Any such recordings must be stored securely.
- Parental consent is sought on club membership forms with a database being held by the Membership Secretary
- In addition, the ETTA keeps a master list of all the players for whom parental consent has been granted for ETTA events. Organisers and referees may have access to this list at any time.
- Relevant tournament entry forms also seek this consent

What are the indications that a child may be experiencing abuse?

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clinging, depression, tearful, emotionally up and down, reluctant to come to the Club or go home or go to school.
- A drop off in school/ sporting performance or in play
- Physical signs such as headaches, stomachaches, sleeping difficulties, bed-wetting, scratching and bruising, or damaged clothes or eating disorders
- A shortage of money or frequent loss of possessions can often indicate bullying.
- Unexplained or suspicious injuries such as frequent and multiple bruising, cuts and burns
- Injuries on a part of the body not usually 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
- Inappropriate, age-related sexual awareness
- Engaging in sexually explicit behaviours
- Distrust of adults, particularly those with whom a close relationship would be expected
- Difficulty making friends
- Difficulty socialising with other children
- 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.

Responding to the child/informant

If a child says or indicates that they are being abused, or information is obtained which gives concern that a child is being abused, the person receiving the information should listen carefully and react calmly so as not to frighten the child or informant.

- Tell the child/informant that it was right to tell.
- Tell the child/informant they have done nothing wrong.
- Do not show distaste, disgust or anger. Keep calm and keep listening.
- Do not blow things out of proportion. Your reaction could make matters worse.
- Do not ask direct, intimidating questions and keep these to a minimum. Let the person speak.
- Do not put words in to the child's/informant's mouth by suggesting what has happened
- Do encourage them to talk
- Make mental notes as you talk. Physical notes are intimidating and should be saved for immediately after the conversation.
- Take what the child/informant says seriously, recognising the difficulties inherent in interpreting what a person who has a speech impediment or different language says.
- Keep calm and, even if you find what they are saying difficult or painful, keep listening
- Reassure the child/informant but do not make promises of confidentiality, which it may not be possible to keep in the light of future developments.
- Do not contact the individual about whom the allegation is being made.

Responding to suspicions or allegations

It is not the responsibility of anyone working under the auspices of CTTC, whether paid or unpaid, to take responsibility or decide whether abuse is taking place. However there is a responsibility to protect children by informing the Club's Welfare Officer and/ or the ETTA NECPO.

In an emergency, where the child's welfare could be affected (this could occur if the suspicion is related to the parent/carer) all suspicions should be referred immediately to the ETTA NECPO for further advice. The out of hours number is 07977 243327. You may then be advised to contact Children's Services and/or the police in order that they can make enquiries and take any action necessary to protect the child. If the ETTA NECPO is unavailable you should go straight to Children's Services

Record to whom you spoke, their job title, the time and date of the call. The Children's Services department will decide how and when to inform parents.

If you are not sure what to do advice can also be obtained from the NSPCC 24 hour help-line on 0800 800 500.

The Children's Services department has a statutory duty under the Children Act 1989 to ensure the welfare of the child. When a child protection referral is made, its' staff have a legal responsibility to investigate, so be sure of your facts. This may be the first reported incident or it may be one in a series of others. Children's Services may talk to the child and family and gather information from other people who know the child.

There is always a commitment to work in partnership with parents/carers where there are concerns about their child. Therefore, in most situations it would be important for volunteers to talk to parents to help clarify initial concerns. For example if a child seems withdrawn it might be due to bereavement. However, if concern still exists, any suspicion, allegation or incident of abuse must be reported to the Club's Welfare Officer or ETTA NECPO as soon as possible and be recorded. The Club's Welfare Officer and ETTA NECPO will usually ask that you report the incident in order to shorten the communication chain and reduce the risk of factual error.

Responding to allegations against Coaches, Volunteers and Players

Child abuse also occurs outside the family setting. People who harm children will travel across countries and sports. They are often patient, ingratiating themselves with parents/officials for long periods of time.

The Club Welfare Officer may sometimes be told of situations where they are unsure whether allegations constitute abuse or not and can be very unclear about what to do. There may be instances where allegations relate to poor practice rather than abuse. If there is doubt the Club Welfare Officer should seek advice from the ETTA NECPO. If there is still doubt advice can be sought from Children's Services/NSPCC. You do not need to name names when seeking advice.

It is acknowledged that feelings generated by the discovery that a coach/volunteer/player may be abusing a child may give rise to concerns amongst other coaches/ volunteers/players, particularly in relation to the difficulties inherent in reporting such matters. However, it is important that any concerns are reported immediately: the welfare of the child is of paramount importance.

Dependent upon the nature of the complaint there may be 3 different types of response:

- A disciplinary or misconduct investigation with sanctions ranging from a review of policy to suspension from CTTC or the ETTA. This is based on a failure to comply with procedure and not necessarily committing an offence.
- A child protection investigation with the involvement of social services/police with sanctions ranging from no action to suspension. Suspension from the ETTA involves a formal letter of sanction being sent to appropriate leagues, clubs and/or scheduled tournament organisers informing them that the person is suspended. At this stage the allegations are still to be proven and clubs etc will be informed on a need to know basis, taking care to balance the rights of the child with the rights of the accused. The ETTA will disseminate information according to the needs of the case. No details of the reasons for suspension are given. The confidentiality of those reporting incidents is maintained as a priority and the human right, to privacy until proven guilty of the alleged perpetrator, is maintained
- A criminal investigation with sanctions ranging from no action to various legal and other remedies which may include expulsion from CTTC/ETTA.

What to do if there are still concerns:

- Any suspicion that a child has been abused by either a coach, volunteer or player should be reported to the Club's Welfare Officer or the ETTA NECPO who will take such steps as considered necessary to ensure the safety of the child and/or any other children who may be at risk.
- If, following consideration, the allegation is clearly about poor practice, the Club Committee will deal with the incident as a potential misconduct issue following advice from the Club Welfare Officer and/or the ETTA NECPO. Generally a first warning will be given. Any further instances of poor practice may lead to expulsion from the club with a referral to the ETTA. In some cases it might mean that Club procedures have not been clear or that general retraining is needed.
- If, following consideration, the allegation is clearly **not** about poor practice, the Club Welfare Officer upon receiving advice from the ETTA NECPO will refer the allegation to Children's Services who may involve the police.
- Following advice from Children's Services, the parents/carers will be contacted as soon as possible.
- The Club Welfare Officer must contact the ETTA NECPO who will decide how to deal with any media attention.
- If the Club Welfare Officer is the subject of the allegation the suspicion must be reported to the ETTA NECPO who will then be responsible for taking action.
- CTTC and the ETTA will jointly make an immediate decision regarding any individual accused of abuse regarding their temporary suspension from ETTA/Club participation whilst further police and Children's Services enquiries are conducted. This will ensure that the individual has no right or reason to enter premises where the child or other children may be participating.

- Irrespective of the findings of the Children's Services/Police investigation CTTC will assess all individual cases to decide whether an individual can be reinstated and how this can be handled sensitively. This may be a particularly difficult decision if the official investigation fails to produce enough evidence. In such cases CTTC will make an informed decision based upon the available information, which could suggest that, on the balance of probability, it is more likely that the allegation is true. It must be remembered that the welfare of children is paramount but needs to be balanced against the human rights of the individual. Advice from the ETTA NECPO should be taken.
- In the event of a complaint about the Club's poor handling of an allegation, the issue should be referred to the ETTA NECPO.
- Allegations of previous abuse may be made many years after the event. Irrespective of the time involved, the Club's reaction to such allegations will be the same as if the incidence occurred today.

Records and information

Reporting matters to Children's Services or the police should not be overly delayed by attempts to obtain more information. Telephone referrals must be confirmed in writing within 24 hours. Information passed on to Children's Services or the police must be as helpful as possible. Please inform them of the following details:

- Name of child, age and date of birth
- Address and contact details
- Whether the concerns are your own or somebody else's
- The nature of the concern
- What you have heard or observed.
- A description of any physical injuries
- The child's account, if it can be given, of what has happened
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay.

As well as keeping a record of this information you should also obtain:

- The name and job title of the Children's Services member of staff that you spoke to or
- The name and number of the police officer
- The date and time that you made the call

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for ALL concerned. Gossiping or spreading rumours about any person involved in a child protection issue should be avoided as such behaviour can be grossly unjustified and may result in legal action for defamation.

Information must be handled and disseminated on a "need to know" basis only. This can be a very difficult judgement to make. If in doubt, asking careful, hypothetical questions, to people distant from the club, without divulging names can be helpful. This includes information given to

- ETTA NECPO
- ETTA Chief Executive
- Club Welfare Officer
- Person making the allegation
- Children's Services/Police
- Parents of the child (take advice from Children's services if the parent is the alleged abuser)
- The alleged abuser (take advice from Children's Services before divulging any information to an alleged abuser)
- Parents of a child, if a child is the alleged abuser (Again take advice from Children's Services before divulging any information to the parent of an alleged abuser)

CRIMINAL RECORDS BUREAU CHECKING AND TRAINING

Cippenham Table Tennis Club has agreed the following policy in respect of staff and volunteers working with children and vulnerable adults. CRB checks should be renewed every 3 years. All checks and training, where required by the club, will be funded by the club.

The ETTA has an arrangement with a company called Tigerbrook to complete CRB checks. Should an individual require a check the club should forward a cheque for the appropriate amount payable to the ETTA with the name, address and contact number of the individual on the reverse. The ETTA will then contact Tigerbrook to send the individual the necessary forms for completion. These should then be returned to Tigerbrook with the proofs of identity and address as requested. The individual will be sent their CRB form back and Tigerbrook will inform the ETTA NECPO that the process is complete or if there are any problems.

The Club/ETTA will accept CRB checks from certain other bodies. These are:

- Other National Governing Bodies for Sport
- Local Authorities or Education Authorities including schools and colleges
- County Sports Partnerships

CRB checks from any other body will not be acceptable. Where other permissible CRB certificates are issued the original certificate must be forwarded to the Club Welfare Officer and where necessary the ETTA NECPO for verification. They will be returned.

COACHES

- Lead coaches who run sessions for children on behalf of the club must have acceptable CRB checks, Sports Injury Training and Child Protection Training
- Coaches and adults who accompany children to events in an official capacity must have acceptable CRB checks, Sports Injury Training and Child Protection Training.
- Coaches wishing to be registered as coaches on the ETTA database need to have acceptable CRB checks, Sports Injury Training and Child Protection Training.
- A list of coaches with acceptable CRB checks is held by the ETTA and is available for inspection.
- Coaches will be issued with reminders by the ETTA when their CRB checks are due for renewal

REFEREES, TOURNAMENT ORGANISERS , UMPIRES and DUTY OFFICERS

- Referees, Tournament Organisers, Qualified Umpires officiating at children's events at CTTC on behalf of CTTC/ETTA are required to have acceptable CRB checks and Child Protection Training. This includes events such as the National Cadet Masters, County Junior Prem, Junior British League, National Junior League.
- Umpires require the checking as listed above because of their position of power and potential opportunities to bully and intimidate.
- Weekend Duty Officers will generally be the appointed child protection contact for qualifying weekend events. Acceptable CRB checks, Sports Injury Training and Child Protection Training are therefore required.
- Weekday Duty Officers are required to hold acceptable CRB checks, Sports Injury Training and Child Protection Training.
- Organisations hiring CTTC are required to make their own arrangements i.e. County, Local Leagues, Southern Region.
- Vets events are clearly not an issue. CTTC has decided that these Guidelines also apply to Senior events irrespective of whether children may/may not enter and irrespective of the fact that there will be many adult competitors in the room who will be unchecked
- The ETTA NECPO will hold a database of Referees, Tournament Organisers and Qualified Umpires with acceptable CRB checks and will issue reminders when due for renewal. Any of these positions required by the ETTA for an ETTA event will be funded by the ETTA provided the individual makes themselves available for selection.

CLUB WELFARE OFFICER

- The club welfare officer must have a clean CRB check and Child Protection Training. Reminders for renewal will be sent out by the ETTA NECPO.

OTHER VOLUNTEERS

- Other volunteers not mentioned above e.g., server staff, coaching assistants are subject to appropriate vetting by the Club Welfare Officer. Committee members and Department Heads are responsible for informing the Club Welfare Officer of volunteers under their control with significant access to children. The Club Welfare Officer will check qualifications, check identity, obtain references and scrutinise employment gaps for potential prison records. The Club Welfare Officer, in conjunction with department heads, will decide if a CRB check or other training is prudent for this group of people.
- Committee Members and Department Heads are responsible for ensuring that all those requiring CRB checks and training and other volunteers with substantial access to children under their control are issued with copies of the Child Protection Policy and guidelines

CONVICTIONS

Where there is evidence on the CRB check of child related or other related convictions/cautions (i.e. assault)

- If the check has been carried out by a body other than Tigerbrook, then the person concerned may be asked to have a further check carried out by Tigerbrook. This is because the ETTA copy may contain further relevant information not shown on the applicant's copy
- The person concerned will be asked to provide a written statement regarding the circumstances surrounding the convictions/cautions ie dates and details
- Once all the information has been assembled the applicant/Club Welfare Officer will forward details on to the ETTA NECPO for a decision by the Child Protection Case Management Group on whether further action is required.
- Any investigation will be on a strictly need to know basis and confidential
- The person concerned will then be advised of any action deemed necessary by the Child Protection Case Management Group and will have 28 days in which to submit an appeal
- Any appeals will be heard by the ETTA disciplinary committee.

A conviction/caution does not necessarily mean that the person will be suspended from child related activities. The decision taken will depend upon the nature and date(s) of any convictions/cautions. Actions may range from permission to work with children being withdrawn or other measures like retraining or only working in pairs as a deputy.

USEFUL INFORMATION

Slough Borough Council –Children’s Services dept
Tel 01753 690400

Department of Health Consultancy Service
Room 133, Department of Health, Wellington House,
133-135 Waterloo Road, London DE1 8UG

Sportscoach UK (information on local courses)
114 Cardigan House, Headingley, Leeds, LS6 3BJ
Tel: 0113 274 4802
Email: coaching@sportscoachuk.org

The NSPCC
National Centre, 42 Curtain Road, London, EC2 3NH

NSPCC
24hr helpline **0800 800 500**
www.nspcc.org.uk

English Table Tennis Association
Queensbury House, Havelock Road, Hastings, E Sussex TN34 1HF
Tel: 01424 722525
Out of hours number: 07977 243327

Tigerbrook

Criminal Records Bureau
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: **020 7273 1500**
www.sportengland.org.uk

Data Protection
www/legislation.hmso.gov.uk

BOOKS AND ARTICLES

Crouch M (1995) *Protecting Children – a Guide for Sports People*
Boocock S (2002) *Journal of Sexual Aggression*
Sportscoach UK *Code of Ethics and Conduct for Sports Coaches*