

P.1 – Safeguarding; Responding, Recording and Reporting Concerns.

Purpose;

To ensure appropriate action is taken when there is suspected abuse, bullying or poor practice.

Reasons for taking appropriate action to report concerns;

There may be a number of reasons an individual finds it necessary to report concerns these include although this is not a definitive list;

- In response to something a child has said.
- In response to something you or someone else has seen.
- In response to signs or suspicions of abuse.
- In response to allegations made against a member of staff or volunteer – allegations are often made as “complaints”. If you hear a complaint which raises concern about a child or children, treat it initially as an allegation.
- In response to allegations made about a parent, care or someone not working in the sport.
- In response to bullying.
- In response to a breach of code of conduct or poor practice
- Observation of inappropriate behaviour.

If the referral relates to an incident inside of table tennis

The process for such referrals is as follows;

- Any person at or connected with a table tennis club/league should report any concerns they have about a child’s welfare to their Club/League Safeguarding Officer.
- Any person at or connected with a table tennis tournament where there are junior age players should report any concerns they have about a child’s welfare to the designated safeguarding person for the tournament who will contact the RSO for the area or the NSO.
- Any person who has concerns about a child’s welfare in connection with table tennis can and should report these concerns to any of TTW’s designated safeguarding officers.
- In an emergency any concerns should be reported directly to the local social services children’s service department and/or police.
- When a referral is received for a concern within the sport by a TTW Safeguarding Officer the actions as detailed in Flowchart of Action for Safeguarding and Protecting Children Diagram 1 will be followed.
- Internal action to be taken by TTW is decided by the Case Management Group as detailed in Flowchart of Action for Case Management Procedure (Diagram 3)

REMEMBER; If there is the possibility of risk of immediate harm you must contact police and or social services immediately then notify TTW National Safeguarding Officer.

If the referral relates to an incident outside of table tennis;

Any person who has concerns relating to incidents of child abuse or poor parenting skills regarding a parent/carer outside of table tennis should advise the Club/League Safeguarding Officer who must then inform the National Safeguarding Officer.

The CLSO and NSO will then inform the appropriate statutory service i.e. local authority children's social services, police. A record will be kept of the referral and the NSO and CLSO will consider the incident/allegation and its potential impact on table tennis and if it is necessary for the Case Management Group to take action.

No further action will be taken under TTW practice procedures unless agreed with or requested by the statutory agencies.

- When a referral is received for a concern outside the sport by a TTW Safeguarding Officer the actions as detailed in Flowchart of Action for Safeguarding and Protecting Children Diagram 2 will be followed.

REMEMBER; If there is the possibility of risk of immediate harm you must contact police and or social services immediately then notify TTW National Safeguarding Officer.

Taking Appropriate Action

There are three steps involved in taking appropriate action. These are known as the three R's. Each is essential.

- Responding to the disclosure/suspicion and/or allegation
- Recording the relevant information
- Reporting the relevant information

Each of these steps is covered in more detail below:

Throughout the entire process confidentiality is critical. This means only those individuals stated within the internal reporting and investigating structure and no-one else, unless directed by statutory agencies or the TTW Case Management Group.

The legal principle that the 'welfare of the child is paramount' means that considerations, which might apply to other situations within the organisation, should not be allowed to over-ride the right of children to be protected from harm. To protect both the child and the alleged abuser TTW Case Management Group will consider the need to suspend the membership of the alleged abuser whilst the investigation is taking place. Suspension is not a presumption of guilt it is a temporary measure to facilitate the safeguarding process.

Step 1 Responding to disclosure, suspicions and/or allegations

Anyone responding to disclosure, suspicions and/or allegations must always:

- Stay calm; do not show disgust or disbelief.
- Ensure the child is safe and feels safe.
- Listen carefully to what is said.
- Ask questions only where they are really necessary to clarify what you are being told. (Always avoid asking leading questions)
- Keep an open mind – do not make assumptions or judgments, show disgust or disbelief.
- Take the concern seriously.
- Reassure the child and stress that they are not to blame.
- Be honest and explain you will have to tell someone else to help with the situation. Do not agree to keep secrets between you and the child.
- Maintain confidentiality – only tell others if it will help protect the child.
- Always consult the appropriate delegated safeguarding officer so you can begin to protect the child and gain support yourself.

Never:

- Approach any alleged abuser to discuss the concern.
- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility.

Step 2 Recording the incident

Information passed to the TTW, children's social care and/or police must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure/concern. The TTW Incident Reporting Form should be used to ensure accuracy and consistency

Information recorded must include the following:

- Details of the child including full name, age/date of birth, gender and address.
- Details of the parent or guardian and whether they have been informed.
- Details of the person alleged to have caused the incident/injury including their name, address and date of birth/approximate age.
- Details of the facts of the allegation or observations and any other relevant information making a clear distinction between what is (known to be) fact, opinion or hearsay.
- The child's account, if it can be given, of what happened and how.
- A description of any visible injuries/bruising
- Witnesses to the incident (s).
- A signature, date and time on the report.

Step 3 Reporting

Please remember this key point when reading this section:

It is everyone's duty to report suspected cases of abuse or concern to protect children. It is for the professionals to decide if abuse or neglect has taken place.

The TTW reporting structure;

The principle strand of TTW Safeguarding and Protecting Children Policy and Practice Procedures is the provision of an appropriate mechanism to provide correct, and comprehensive, reporting procedures for concerns and support to the person raising the concern through the Designated Safeguarding Officers.

There are three levels of designated safeguarding officers (their detailed role is explained in P3) ;

Club/League (CLSO); responsible for all safeguarding matters within their club/league.

Regional (RSO); responsible for supporting CLSO in their allocated region and deputising for NSO when necessary.

National (NSO); responsible for all safeguarding matters within the National Governing Body so leads on investigating incidents or concerns.

Whilst it is anticipated that most referrals will originally be received by a CLSO as the point of contact for the majority of interactions between adults and children participating in the sport a referral can be made to ANY Designated Safeguarding Officer in person or directly to the National Officer via email at childprotection@ttaw.co.uk

DIAGRAM 1: FLOWCHART OF ACTION FOR SAFEGUARDING AND PROTECTING CHILDREN (IN THE SPORT)

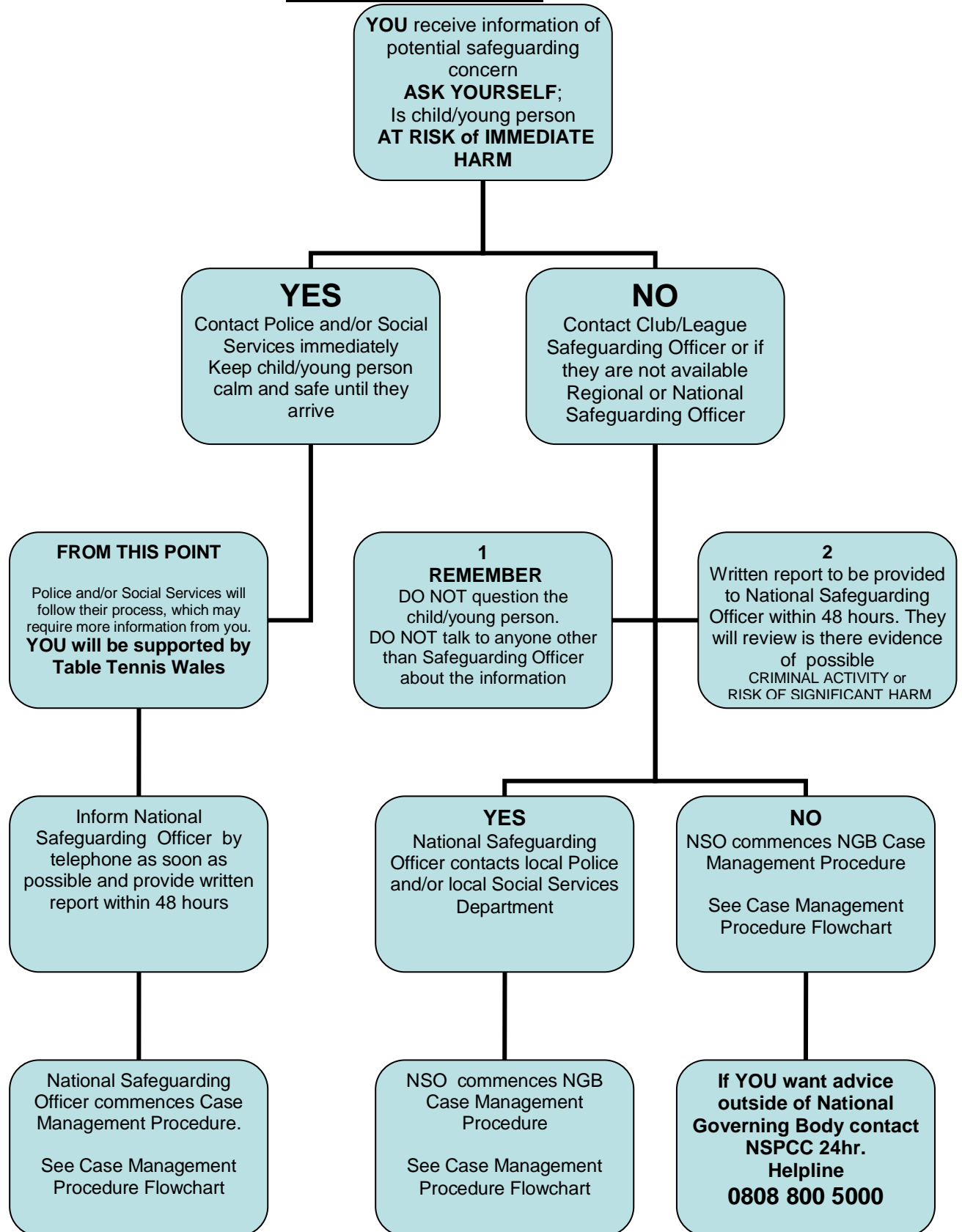


DIAGRAM 2: FLOWCHART OF ACTION FOR SAFEGUARDING AND PROTECTING CHILDREN (OUTSIDE THE SPORT)

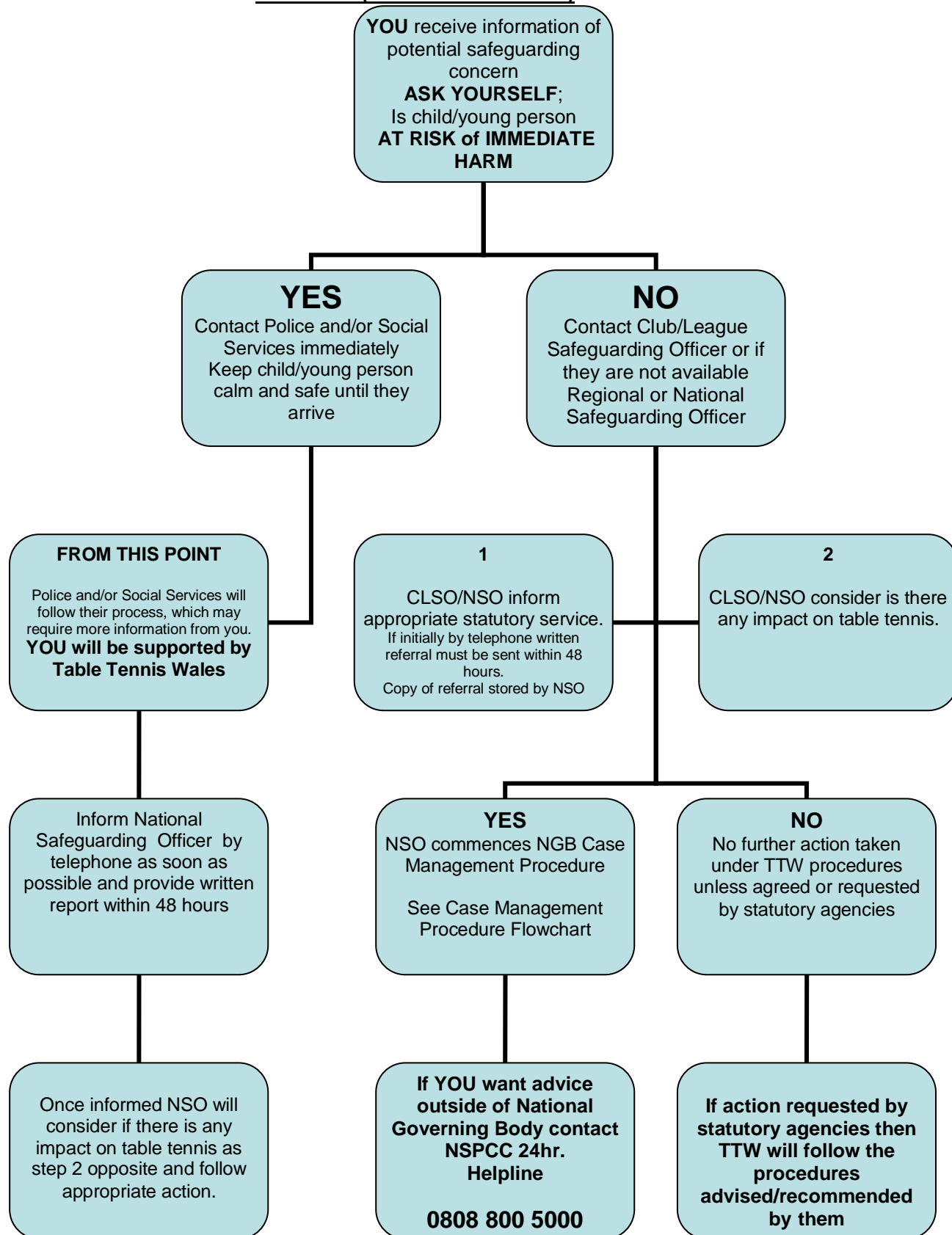
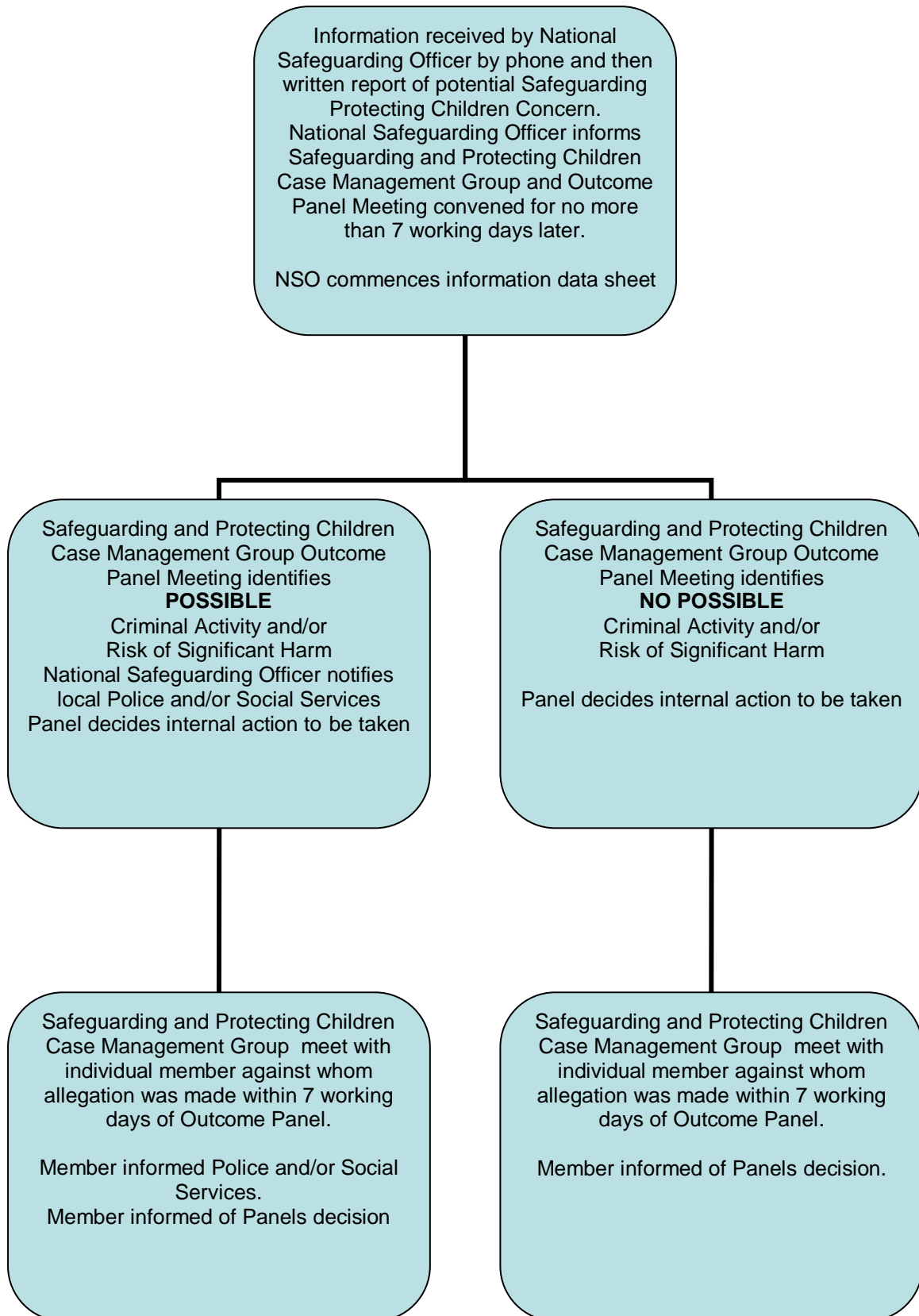


DIAGRAM 3: FLOWCHART OF ACTION FOR CASE MANAGEMENT PROCEDURE



TTW Safeguarding and Protecting Children Incident/Concern Reporting Form.

Child	Name; Male/Female Date of Birth; Address;
Parent/Guardian	Name; Date of Birth; Address; Telephone;
Alleged Person	Name; Date of Birth; Address;
Details of allegation	Details of the facts of the allegation or observations and any other relevant information making a clear distinction between what is (known to be) fact, opinion or hearsay.

Child's account	If it can be given, of what happened and how. Please indicate if child not able to give account.	
Your observations	Include a description of any visible injuries/bruising if seen.	
Witness details	Name; Address; Telephone;	Name; Address; Telephone;
Action taken	Parent/guardian informed If no give reason why	YES / NO
	National Safeguarding Officer Informed by telephone	YES / NO
	Social Services informed If yes details;	YES / NO
	Police informed If yes details;	YES / NO
	Others informed If yes details	YES / NO
Details of person Making report	TTW Designated Safeguarding Officer YES / NO Name; Address; Telephone; Signature;	Date;

REMEMBER; A copy of this form must be sent to TTW National Safeguarding Officer within 48 hours; Email - childprotection@ttaw.co.uk.

If you have reported the incident to Social Services and/or Police a copy must also be sent to them within 48 hours.