

P.3 – Designated Roles and Responsibilities.

**Purpose;**

To provide guidance on the expected role and responsibility of designated safeguarding officers who will be responsible for ensuring all levels of the organisation is fulfilling its duty of care for children.

The principle strand of TTW Safeguarding and Protecting Children is the provision of appropriate mechanisms. The designated safeguarding role operates on three levels.

- Club/League Safeguarding Officer (CLSO) – appointed by the individual affiliated club/league, they provide a first point of contact for everyone within their club/league and are the lead for all safeguarding matters within the club/league.
- Regional Safeguarding Officer (RSO) – appointed by TTW and accountable to the National Safeguarding Officer, they provide a first point of contact for all CLSO's in their region and represent the NSO in their absence in the region.
- National Safeguarding Officer (NSO) – appointed by TTW and accountable to the NGB Board of Directors, they provide the first point of contact for any external organisation or individual. They are the lead for all safeguarding matters within the National Governing Body.

PLEASE REMEMBER whilst these roles have been designated by TTW to safeguard and protect children EVERYONE within table tennis in Wales has a duty of care to safeguard and protect the welfare of children participating in the sport.

Detailed role and responsibilities for each level are given on the following pages. TTW advises where possible that the designated role should not be filled by someone who already has "high profile" role eg a club/league chairperson or secretary.

Club/League Safeguarding Officer

**Core skills**

- Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

**Core areas of knowledge**

- To be aware of all TTW safeguarding and protecting children policies and practice procedures.
- To know the TTW procedure for reporting incidents to TTW and the Statutory Agencies.
- To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a basic understanding of the Statutory Agencies and their role in child safeguarding.

**Core tasks**

- To help safeguard and protect children by assisting in the promotion and implementation of TTW Safeguarding and Protecting Children Policy and practice procedures at the club/league.
- Promote good practice in safeguarding and protecting children in their club/league, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the first point of contact for all club/league child safeguarding issues.
- To act as a source of advice on current best practice and provide support to the Club/League Management Committee and the members of the club on safeguarding issues and procedures.
- To attend Club/League Management Committee meetings as a member of that Committee by right of the role.
- To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior table tennis decisions
- To advise the Management Committee in establishing which roles within the club require the post holder to undertake the TTW vetting process, and ensure such vetting applications are completed.

- To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible child safeguarding nature are reported/referred appropriately to TTW and/or Statutory Agencies in accordance with TTW practice procedures.
- To attend education/training as detailed in the guidelines within TTW Safeguarding and Protecting Children Documentation.

### Regional Safeguarding Officer

#### **Core skills**

- Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

#### **Core areas of knowledge**

- To be aware of all TTW safeguarding and protecting children policies and practice procedures.
- To know the TTW procedure for reporting incidents to TTW and the Statutory Agencies.
- To have a working knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a working understanding of the Statutory Agencies and their role in child safeguarding.

#### **Core tasks**

- To help safeguard and protect children by assisting in the promotion and implementation of TTW Safeguarding and Protecting Children Policy and practice procedures in their region.
- Promote good practice in safeguarding and protecting children in their region, working with the CSLO's to promote a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the first point of contact for the CLSO's in their region for all child safeguarding issues.

- To act as a source of advice on current best practice and provide support to the CLSO's on safeguarding issues and procedures.
- To work with the NSO, ensuring vetting checks and training are completed as required for their region.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible child safeguarding nature are reported/referred appropriately to TTW and/or Statutory Agencies in accordance with TTW practice procedure.
- To deputise for NSO as necessary and identified as appropriate.
- To attend education/training as detailed in the guidelines within TTW Safeguarding and Protecting Children Documentation.

### National Safeguarding Officer

#### **Core skills**

- Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
- Empathy with children.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding.
- Able to collate and administer paperwork and information received in a confidential and secure manner.

#### **Core areas of knowledge**

- To have a working knowledge of all TTW safeguarding and protecting children policies and practice procedures.
- To have a working knowledge of all legislation and guidance applicable to safeguarding and protecting children.
- To have a detailed knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
- To have a detailed understanding of the Statutory Agencies and their role in child safeguarding.

#### **Core tasks**

- To ensure TTW as the national governing body for table tennis in Wales has policies and procedures in place that will minimise the risk of harm to children participating in the sport and that these meet the Standards for Safeguarding and Protecting Children in and through Sport in Wales.

- To help safeguard and protect children by assisting in the promotion and implementation of TTW Safeguarding and Protecting Children Policy and practice procedures throughout the organisation.
- Act as the main contact for TTW in the protection of children.
- Promote good practice in safeguarding and protecting children throughout table tennis in Wales, working with the RSO's and CSLO's to promote a welcoming and child centred environment with a proactive safeguarding culture.
- To encourage and promote an environment where children and parents' views are actively sought and acted upon.
- To be the point of contact for the RSO's and CLSO's for all child safeguarding issues.
- To act as a source of advice on current best practice and provide support to the RSO's and CLSO's on safeguarding issues and procedures.
- To ensure vetting checks and training are completed as required for all TTW staff whether paid or volunteers and to assist the RSO and CLSO to complete these for their staff whether paid or volunteers.
- To maintain accurate records and keep all documentation in a secure fashion.
- To ensure matters of a possible child safeguarding nature are reported/referred appropriately to TTW and/or Statutory Agencies in accordance with TTW practice procedures.
- To ensure matters of a possible child safeguarding nature are investigated and actioned in accordance with TTW practice procedures.
- To attend education/training as detailed in the guidelines within TTW Safeguarding and Protecting Children Documentation.
- Deliver training on Safeguarding and Protection of Children in line with TTW education/training guidelines.