

P.11 – TTW Supplementary Activities.

**Purpose;**

To ensure that everyone within the sport is clear about what is considered acceptable conduct in relation to the supplementary activities of the sport.

The supplementary activities procedures provide affiliated clubs/leagues along with regions and the NGB with reference points for managing activities/situations and as such assist in identifying unacceptable practice within the game. Breaches of what is considered acceptable conduct can be dealt with at a local, regional or national level as appropriate in each individual circumstance.

TTW has defined the following activities/situations as supplementary;

1. Anti-bullying
2. Changing rooms
3. Late collection of children
4. Missing children
5. Photography/video
6. Physical contact
7. Social media
8. Transportation
9. Unplanned situations/emergencies

The procedure for each supplementary activity is intended to provide staff/volunteers with the actions to be taking in relation to the specific situation to ensure the potential risks for themselves and most importantly children are kept to a minimum.

### 11.1 Anti-bullying

#### **Purpose;**

To ensure all involved in the sport of table tennis in Wales understand bullying and the role they can play in proactively challenging it.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying of any kind is unacceptable within table tennis.

Bullying can take many forms listed are the types and some of the signs;

- Emotional – being unfriendly, excluding or tormenting
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti and/or gestures
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of or focusing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumours and teasing.
- Cyber – bullying behaviour online or via electronic communication or associated technology such as phones.

TTW expects all staff/volunteers, members, parents and carers to have an understanding of what bullying is and to take action if they witness it.

Action can either be through raising a (whistleblowing) poor practice (Practice procedure 5) which may lead to safeguarding concerns or if felt there are significant concerns through immediate Safeguarding Reporting (Practice procedure 1)

## 11.2 Changing rooms

### **Purpose;**

To provide guidance on appropriate use of facilities to minimise risk of harm to children.

TTW acknowledges that the use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender.

However the following principles should be adopted;

- Parents should only be in the changing room to assist their child if the age group using the facilities are under 8 years old.
- Additional arrangements should be made if there are young people with disabilities in the group.
- There must be separate changing facilities or times for males and females.
- No-one should enter changing rooms whilst these are being used by members of the opposite sex.
- The use of photographic devices including mobile phones cameras must not be permitted in changing rooms.
- Children should be aware that any incident in the changing room should be reported immediately.
- If safe changing facilities are unable to be provided participants should arrive in their playing clothes.

### 11.3 Late Collection of Children

**Purpose;**

To provide guidance on actions to be taken by staff/volunteers when children are not collected on time.

There are some circumstances beyond the control of the parent/carer that may make it impossible to collect their child on time on occasions. Late collection of children can be challenging for staff/volunteers to manage.

Whilst it is not the responsibility of staff/volunteers to transport children home on behalf of parents/carers who have been delayed the following measures should be adopted to ensure children are safeguarded;

For all children

- Ensure parents/carers have completed the Child Information and Parental Consent Form.
- Provide parents/carers with a contact number for the venue you are at in case there is a likelihood of late collection

When a child is late being collected

- Attempt to contact the child's parents/carers.
- Do not send the child home with another person without the permission of the parent/carer.
- Ensure that two adults remain with the child until the parent/carer arrives.
- If appropriate remind the parent/carer of the need to collect their child on time.

If there is a pattern of late collection for a child you should consider if there are child welfare or safeguarding concerns and if you believe there maybe follow the relevant practice procedure (P1 for safeguarding and P5 for child welfare)

#### 11.4 Missing Children.

**Purpose;**

To provide simple pre defined guidelines so that if a child ever goes missing they can be found in an organised and efficient way.

If a child for whom the club/league, region or NGB has responsibility goes missing the following guidelines provide an outline of actions to be taken

- Nominated a person as the coordinator/point of contact.
- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned.
- Get and ensure all people searching have an accurate description of the missing child.
- Send searchers immediately to any exit points of the venue to ensure the child has not left and to any obvious danger spots nearby.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the grounds.
- Nominated person should inform the child's parents if not present that they have gone missing.
- A report should be made to the police no later than 20 minutes after the child's disappearance, even if the search is not complete.
- Always follow the action/guidance recommended by the police once you have reported the disappearance.
- At any stage when the child is located ensure you inform all adults involved including the parents, searchers and the police if they have been notified.

All missing children incidents should be reported at the earliest opportunity to the relevant safeguarding officer.

### 11.5 Photography/video

#### **Purpose;**

To ensure that photography and video footage taken within table tennis is done so appropriately.

Please remember that photographs are considered “personal data” in terms of the Data Protection Act.

#### **Photography at events**

TTW permits spectators and accredited professional photographers to take photographs at an event but requires those organising the event to regulate the taking of the photographs and apply as a minimum the following;

- Children and parents/carers should be informed that photography will be permitted at an event and if professional photographers will be present.
- The event organiser is responsible for ensuring that children (over 12 years of age), parents/carers consent to their photograph being taken.
- If the media or professional photographers are present the organiser is responsible for making sure children and parents/carers are fully informed why photographs are being taken, where and how they will be published and for obtaining necessary consent.
- Spectators wishing to take photographs are required to register with the event organiser their intention to use photographic and/or video equipment (including electronic devices/phones with cameras) and must acknowledge that the images are for private use and not for publication.
- Professional photographers/filming/video operators wishing to cover an event need to apply for accreditation 14 days prior to the event taking place. The accreditation process will require proof of professional identification details.
- Anyone once registered to take photographs will be issued with a photography pass for the event which they should display at all times.

All the sample documentation to comply with these guidelines is contained in the competitions section of the TTW website or available from National Competitions Manager.

#### **Filming for coaching purposes**

There is no intention to prevent coaches/teachers etc from using video footage as a legitimate coaching aid. The child, parent/carer must be made aware of the purpose of the filming as a coaching aid and consent obtained.

## **Publication of images**

The following guidance should be applied when seeking to publish images;

- Prior to taking photographs or filming a child, the child, parent/carer should be informed of the purpose and where the images will be published.
- The child, parent/carer should be asked to provide written consent for their images to be published.
- Images of children should not be accompanied by identifying personal details.
- Only images of children in appropriate sporting attire should be used.
- Sporting action shots should focus on the activity rather than a particular child and should avoid full face or body shots.

Anyone discovering a child's image that may be illegal or the inappropriate use of imagery on websites or any other form of media which is not in keeping with this guidance should contact TTW National Safeguarding Officer via email at; [childprotection@ttaw.co.uk](mailto:childprotection@ttaw.co.uk) or their appropriate safeguarding officer who will inform the NSO.

### 11.6 Physical Contact

**Purpose;**

To ensure in situations where physical contact is necessary no contact occurs that could be misconstrued or misunderstood by the child or any observers.

The following principles should be applied in respect of any physical contact with children;

- In situations where contact is necessary to assist with learning the adult must explain to the child the nature and reason for the contact and ask the child for permission.
- Physical contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Ensure any physical contact takes place in an open or public environment.
- Avoid over handling when assisting a child.
- Avoid any gratuitous or unnecessary physical contact with children.
- Ensure that any sport science or medical practices or other roles where physical contact is common place and/or a requirement is only carried out by trained/qualified practitioners.

TTW encourages children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.

**REMEMBER;** Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a child from harming themselves or others. TTW in line with its Safeguarding Policy and practice procedures will impose internal disciplinary action on any member found to have used a physical response towards a child regardless of whether the incident is reported to the police.

## 11.7 Social Media

### **Purpose;**

To ensure that social media is safely used as a promotional tool and a means of communication for all members.

All staff/volunteers, members and parents/carers are reminded that the relevant codes of conduct apply online and in text and email communication. Always be mindful of who may have access to material you share via social media including Facebook, Twitter and any other platform.

### **Staff/volunteers and adult members**

Although young people may see you as their friend what they consider innocent friendly contact may not be seen as such by their parents or others.

#### **DO**

- Have separate sport related and personal pages and only contact junior age players through the former and strictly only in relation to table tennis.
- Adjust the privacy settings for your personal accounts so that content is only visible to accepted "friends".
- Ensure that nothing you post could cause personal distress or be seen as inappropriate for children.
- Ensure you have consent before posting any personal information in relation to children in table tennis online.
- Make arrangements for children via their parent/carer text and email accounts. For 16 – 17 year olds it is acceptable to contact those as well as the parent/carer.
- Make contact with children only in relation to table tennis related activities only.

#### **DON'T**

- Send private messages to children via social media.
- Send text messages or post messages on social media that are offensive, nasty or derogatory in any way.
- Invite or accept children to become "friends".

#### **Parents/carers**

Whilst TTW issues guidance for all adults involved with the sport it is your responsibility to ensure you know how your child is using social media. Remember it is against Facebook's rules for your child to have an account if they are under 13 years old. It is good to ensure you;

- Know who your child is having contact with online and via text.
- Talk to your child about using social media.
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- Give all relevant people within table tennis have your mobile number and email address.
- Know TTW expectations for staff/volunteers and members when using social media.

### **Junior Members**

Remember staff/volunteers in table tennis are professionals just like teachers. They should not be your friend on Facebook and should not be texting you. Don't be afraid to tell someone if you are concerned about anything that is sent to you via social media for example bullying can happen online too.

#### **DO**

- Keep your photos and personal information private.
- Be respectful and courteous on social media

#### **DON'T**

- Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.
- Accept "friend" requests from people you don't know or you feel uncomfortable accepting.

What to do if you have concerns regarding social media, texts or emails;

- Report the concern to TTW National Safeguarding Officer via email at; [childprotection@ttaw.co.uk](mailto:childprotection@ttaw.co.uk) or your club/league/region safeguarding officer who will inform the NSO.
- If you believe an offence has been committed you should inform the police.

### 11.8 Transportation

**Purpose;**

To ensure staff/volunteers are aware of safety measure to minimise risk if they need to transport children.

It is not the responsibility of staff/volunteers to transport or arrange transport for children to/from training or matches. TTW recognises that there are some circumstances where it is unavoidable if a child is to participate in the required training/competition and if all alternatives have been exhausted recommends that the following is put on place;

- Ensure anyone providing transport to children on behalf of the affiliated club/league, region or NGB has DBS check.
- Check that they have appropriate insurance.
- Talk to the children parents/carers and get their written agreement to the arrangements.
- Ensure the driver has a point of contact and mobile phone should they break down.
- Ensure the appropriate safeguarding officer is aware of the transport arrangements.
- Avoid having one child alone with the driver, either by having another adult present or ensuring children are transported in groups with central pick up and drop off points.
- Children should be sat in the back of the vehicle.
- Always use seat belts and booster seats as required by law.

For further guidance please visit; [www.roadsafety.gov.uk](http://www.roadsafety.gov.uk)

It is accepted that circumstances may arise in the event of an emergency where an unaccompanied adult may need to transport an unaccompanied child. In such circumstances the appropriate safeguarding officer should be informed as soon as practically possible.

### 11.9 Unplanned situations/emergencies

**Purpose;**

To enable those responsible for children to have the information they need to deal with any unplanned situation/emergency that arises.

TTW acknowledges that data collected and defined as personal data by the Data Protection Act should be processed in accordance with this legislation and recommends that;

- Information should only be collected where there is a clear use and need for it.
- Information obtained is to be treated as confidential.
- Information should only be given to those who need it to fulfil a duty of care.
- Information needs to be readily at hand when the child is participating in table tennis.
- Information that is no longer relevant should be securely destroyed.
- Parents are given frequent opportunities to ensure data is up to date so that accurate information is held for players.

The Child Information and Parental Consent form attached as part of this Practice Procedure is that agreed by TTW NGB for use by staff/volunteers at regional and national level within the organisation.

Clubs/Leagues can use this form or if they require additional information/consent can develop their own but must follow the principles above in the collection and utilisation of any data they collect.

### Child Personal Information and Parental Consent Form

Dear Parent/Carer,

This form has been designed to collect information on junior members to ensure their needs are met whilst in the care of table tennis staff/volunteers, it will provide the club/league/county/region/national (delete where applicable) organisers with vital contact details and medical information in case of accident/illness.

The information contained will be used only for administrative purposes and will remain confidential and will only be made available to those persons responsible for your child at any given time. Please complete questions in BLOCK CAPITALS and ensure all writing is legible.

#### PERSONAL DETAILS OF PARTICIPANT:

Surname.	First Name.
Date of Birth.	Male / Female
Address	
inc.Postcode	
Telephone Numbers	Home
	Mobile

#### EMERGENCY CONTACT DETAILS:

Surname.	First Name.
Relationship to child.	
Address	
inc.Postcode	
Telephone Numbers	Home
	Mobile
	Work



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?

Does your child suffer from any allergies? If yes please detail and treatment required.

Please provide details of the type of pain medication that may be given to your child and if you authorise staff to give it;

I .....Parent/carer of .....

Give permission for staff accompanying my child to administer the pain medication as detailed above.

Signed.....Date.....



<p>Does your child have any special dietary needs? YES / NO If yes please specify;</p>
<p>Do you have any specific religious requirements? YES / NO If yes please specify:</p>

General Practitioners (Doctor's) Name	
Address	
inc Postcode	
Telephone Number	

I acknowledge that the club/league/region/national association (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 whilst in their care. I understand that the coaches/responsible adults have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the Junior Player's Code of Conduct and agree that my child should abide by this whilst in the care of the club/league/region/national association (delete where applicable) 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 may be taken for promotional purposes and do/do not (delete as applicable) give consent for my child to feature in such photos.

<p>Parent/Guardian/Carer Name Must be person with parental responsibility</p>	
<p>Signature of Parent/Guardian/Carer and date</p>	