

## Content:

Table Tennis England (TTE) as an organisation is working to ensure that our sport is played in safe & secure environments. We want to reassure parents and carers that every effort is made to help their young people not only gain great enjoyment from taking part in table tennis, but they may also be confident that measures are in place to ensure their safety. At the same time, we have tried to take a common-sense approach throughout all of our guidelines, processes and procedures.

## Detail

TTE operate an extensive competition programme within England in addition to organising training camps and travel abroad for the elite players, and want these experiences to be exciting and enjoyable for the participants. In addition, many clubs and leagues also arrange trips so 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 a resource for inclusion in parents/carers information packs.

When in charge of groups of children/young people, coaches and/or responsible adults should be aware **AT ALL TIMES** that they are legally and morally responsible for the young people's welfare and behaviour.

TTE recommend that these guidelines should be followed at all times, however, where it is not possible to follow the guidelines exactly then all coaches and volunteers 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.

### Entry Forms

Table Tennis England uses online entry forms and for all players aged under 18 parental/carer consent must be obtained before submitting.

Clubs and Leagues entry forms for events may be online or maybe a paper version but parental/carer consent should still be obtained for all players under 18.

### Travelling to Competitions and Camps

Information for Organisers to put in place prior to departure:

- ✓ A programme to be drawn up for each trip and made available to all players and their parents/carers to include all departure and approximate return times.
- ✓ Ensure that the appropriate insurance is in place and check if any additional cover is required if foreign travel is involved.
- ✓ Circulate consent forms to all parents/carers for completion, collect and hold them in a secure place making sure that emergency contact numbers and medical information for all players is issued to the coaches and any responsible adults.
- ✓ Both players and their parents/carers should have an itinerary for the trip with details of a point of contact who is not travelling with the group in addition to those on the trip.
- ✓ Players should be made aware of arrangements for them to contact their parents/carers whilst they are away from home.
- ✓ Parents/carers are to be informed of their responsibility for transporting their children to and from departure/arrival points for all trips.

- ✓ 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 should always be accompanied by at least one male and one female adult.** In the event of this not being achievable and an overnight stay is involved then please contact TTE's Safeguarding Manager on 07507860034 to discuss and agree a practical way forward.
- ✓ Should a situation arise where a coach 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 in their own 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. It is better if the driver is not responsible for squad supervision whilst driving.
- ✓ If minibuses or cars are hired for transporting then the same checks as the previous item should be carried out as far as possible.
- ✓ Check if vaccinations or pre-trip medication are needed.
- ✓ Check if visas are necessary.
- ✓ 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.
- ✓ Check that the dietary needs for the squad can be met including both medical and cultural.
- ✓ All beds should be single.
- ✓ Toilet and bathroom facilities, if possible, should be en-suite.
- ✓ 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.
- ✓ All coaches and responsible adults, which may include parents/carers, must have attended a safeguarding workshop and have a current Enhanced DBS check.
- ✓ If any of the players are on short- or long-term medication, they must be made aware of their responsibility for administering it themselves.
- ✓ Players, Parents and Coaches should be made aware of TTE's Codes of Conduct, given a copy and the players should sign to agree to abide by the Code and the consequences for breaking any of the rules.

Once travelling and throughout the stay the following should apply:

- ✓ Always be publicly open when working with children.
- ✓ Avoid situations where an adult is working with a child unobserved.
- ✓ If any form of physical contact is absolutely necessary it should be used openly and an explanation given to the child as to 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.
- ✓ Do not spend time in any of the players' rooms alone unless in an emergency when the door should always be left open.
- ✓ Adults should never invite individual players to their room when travelling away.
- ✓ Avoid taking children alone on car journeys where possible and ensure that seat belts are worn at all times.
- ✓ Make sure that the lead adult has the player information and medical forms with them at all times.

- ✓ Remember all adults are role models 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.
- ✓ Responsible adults and/or coaches should not drink alcohol whilst in charge of a group of children.
- ✓ If any injuries occur keep a detailed written record of the incident along with any treatment given.
- ✓ No relationship of an intimate nature will be allowed between players, or players and coaches whilst travelling together.

### Accommodation

Check that:

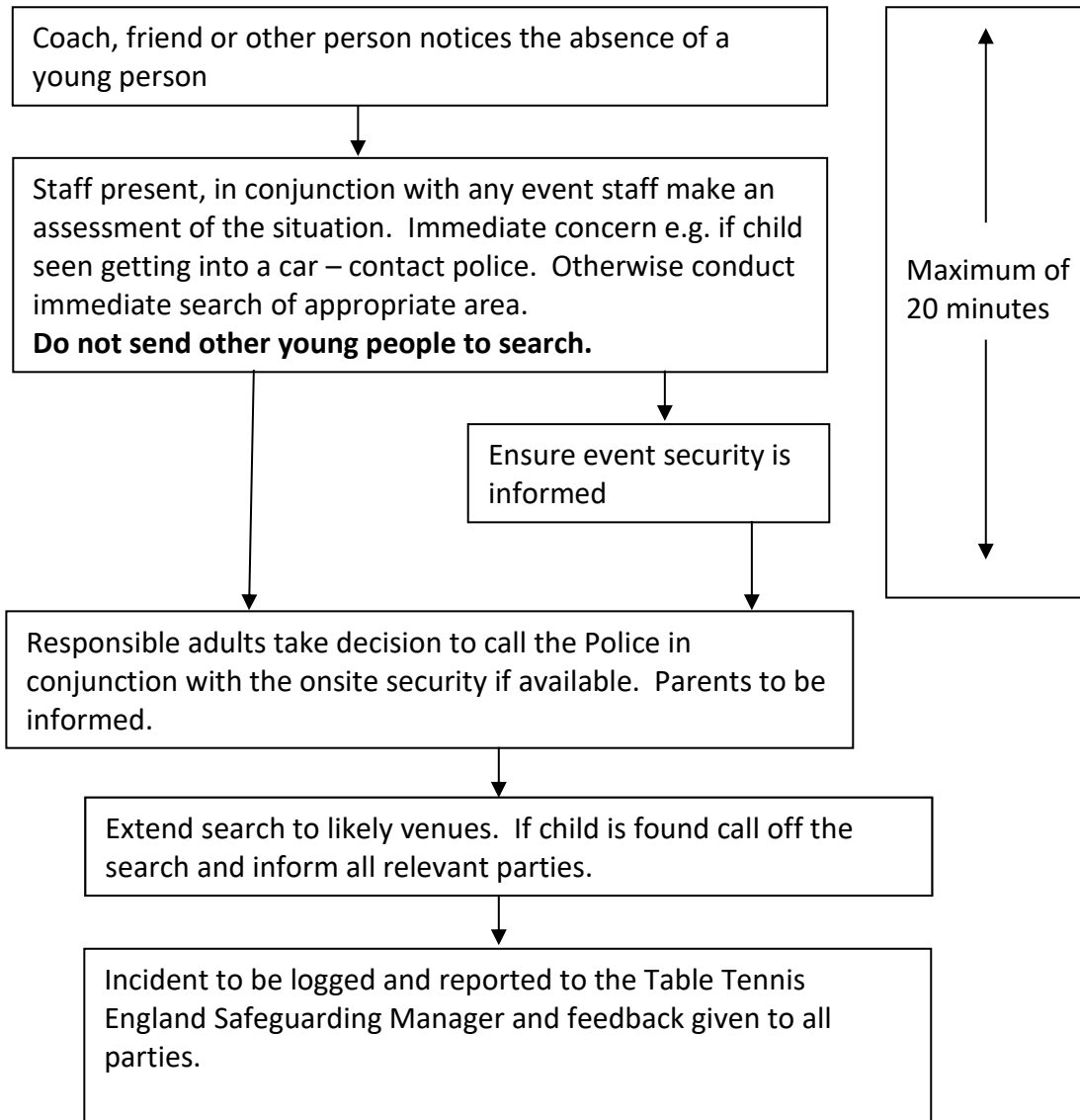
- ✓ There is a current fire certificate.
- ✓ Parking is secure.
- ✓ Toilet and bathroom facilities are clean and safe.
- ✓ Where rooms are equipped with satellite TV, some of the programmes may be inappropriate for children. It should be possible to ensure that these programmes are disconnected.
- ✓ All players know where and how to find the responsible adults at all times.
- ✓ The person in charge has a list of all the room numbers and their occupants.
- ✓ All players' rooms are alcohol free.
- ✓ The accommodation has night time security arrangements.
- ✓ Fire and evacuation procedures are in place for the whole trip and ensure that all participants are also made aware of the arrangements.
- ✓ There is safe storage for all money and valuables.
- ✓ The responsible adults know where the players are at all times.
- ✓ Regular group meetings are held.
- ✓ A full and up to date first aid box is available.
- ✓ All medication is handed to and held by the adult in charge, accompanied by a written parental consent for the player to administer it themselves.
- ✓ The safety of the group in an emergency situation e.g., if one of the adults is taken ill unexpectedly, is provided for at all times.
- ✓ Any serious accidents or problems must be reported to Table Tennis England, club, league, county or region whichever is appropriate. Lesser incidents should be reported on return.
- ✓ All passports and tickets are safely stored.
- ✓ Clear instructions are given as to expectations from the players at all times.

### Missing Children

The following should be implemented if a child goes missing whilst you are at an event or training camp:

- ✓ Ensure that all other children continue to be supervised appropriately while a search for the missing child is carried out.
- ✓ Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Report back within an agreed short period of time – dependant on the size of the area being searched.
- ✓ If the child cannot be found after the search of the immediate surroundings make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed description of the child along with a photograph.
- ✓ No later than 20 minutes after the initial missing person report if the child is still missing then the lead adult reports the matter to the police.
- ✓ Parents should be advised and reassured that everything is being done to locate the child.
- ✓ Follow police guidance and maintain close contact with them.
- ✓ Report the matter to the Table Tennis England Safeguarding Manager.
- ✓ Ensure that you advise all adults including the parents and police if at any stage the child is found.

**Missing Child Process Flowchart:**



<b>Appendix</b>	
1	Entry Forms
2	Travelling to Competitions and Camps
3	Accommodation
4	Missing Children
5	Missing Child Process Flowchart

**Training on this procedure is required for**

- Competitions & Events Team
- Safeguarding Team
- Board

**Review:**

The procedure is reviewed every two years or updated as and when necessary. The next review is: 2 <sup>nd</sup> March 2023
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<b>Procedure Updates</b>			
Issue No.	Description	Date	Action By
1 draft	New procedure	2.3.21	JKB