

Content:

Table Tennis England commits to its duty of care to protect its workforce ensuring good practice throughout the whole organisation. It recognises that the safety of its workforce is paramount and promotes a positive and enjoyable experience for all whilst focusing on a safe environment for all of its workforce.

Detail

In order to achieve this, we shall ensure:

- All incident reports are taken seriously, and dealt with promptly and sensitively ensuring all appropriate action is taken.
- Anyone involved in table tennis will recognise they have the responsibility to ensure that they act upon any incidents taking place.
- Processes for dealing with all incident reports, complaints and allegations are fair and open to challenge through the appeals process.
- Anyone who, in good faith, submits an incident report will be supported.
- All staff, affiliated individuals and organisations will abide by Table Tennis England's Workforce Protection Policy.
- We put in place appropriate support and training to allow anyone involved in table tennis the ability to fulfill their role whilst adhering to the guidelines set out by Table Tennis England.

Please see the Incident Flow Chart for the process Table Tennis England shall follow upon receipt of an incident report. [Flow Chart Issue 1](#)

The policy will be reviewed every two years unless there are changes in legislation or government guidance or as a result of any other significant change or event.

| Associated Forms | |
|--|-----------------------------------|
| 1 | Flow Chart V5 |
| 2 | Coaches & Players Code of Conduct |
| 3 | |
| Associated Risk Assessments | |
| 1 | n/a |
| 2 | |
| Associated Systems of Work | |
| 1 | n/a |
| 2 | |
| Associated Guidance / Legislation | |
| 1 | n/a |
| 2 | |

Review:

| The procedure is reviewed every two years or updated as and when necessary. The next review is: <i>February 2024</i> | | | |
|---|---------------|---------------------------|-----------|
| Procedure Updates | | | |
| Issue No. | Description | Date | Action By |
| 1 | New procedure | 14 th Feb 2022 | JKB |
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