

# Staff and Volunteer Safeguarding Requirements

## Issue 3

|                                                  | UK Coaching<br>Safeguarding &<br>Protecting Children<br>(Face to Face or<br>Online Classroom) | TTE E-Learning<br>High Speed<br>Training (Free)  | Enhanced DBS                                        | Basic DBS<br>(TTE Finance / Admin<br>roles only) |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|
|                                                  | On Enrolment /<br>Employment                                                                  | Every 3 Years                                    | Every 3 Years                                       | On Employment                                    |
|                                                  | <u>UK Coaching SPC Course</u>                                                                 | <u>High Speed Training Safeguarding in Sport</u> | <u>Apply via Know Your People (First Advantage)</u> | <u>Apply via Know Your People</u>                |
|                                                  | -                                                                                             | -                                                | <u>TTE DBS and Safeguarding Training Guidelines</u> |                                                  |
|                                                  | -                                                                                             |                                                  | <u>DBS - gov.uk information</u>                     |                                                  |
| Volunteer / Non-Volunteer Coaches                | ✓                                                                                             | ✓                                                | ✓                                                   |                                                  |
| Performance Coaches                              | ✓                                                                                             | ✓                                                | ✓                                                   |                                                  |
| Club Welfare Officers                            |                                                                                               | ✓                                                | ✓                                                   |                                                  |
| Club / League Committees                         |                                                                                               | ✓                                                |                                                     |                                                  |
| TTE Area Managers                                |                                                                                               | ✓                                                | ✓                                                   |                                                  |
| TTE Board                                        |                                                                                               | ✓                                                |                                                     |                                                  |
| Technical Officials (Referees,<br>Umpires, TOs)  |                                                                                               | ✓                                                |                                                     |                                                  |
| Chaperones                                       | ✓                                                                                             | ✓                                                | ✓                                                   |                                                  |
| Events Team (Staff)                              |                                                                                               | ✓                                                | ✓                                                   |                                                  |
| Events Team (Volunteers)                         |                                                                                               | ✓                                                | ✓                                                   |                                                  |
| Coaching Department                              |                                                                                               | ✓                                                |                                                     |                                                  |
| TTE HQ Staff (Finance, HR, Admin,<br>Governance) |                                                                                               | ✓                                                |                                                     | ✓                                                |
| Volunteer Helper (Regulated Activity)*           |                                                                                               | ✓                                                | ✓                                                   |                                                  |

\*Important update from 1<sup>st</sup> September 2026: Following updates to the Crime and Policing Act 2026, the previous exemption for individuals supervised by someone in regulated activity has been removed. Volunteer Helpers and other previously exempt supervised roles will require an Enhanced DBS check with children's barred list information if they teach, train, instruct, care for or supervise children on more than 3 days in a 30 day period, or overnight, regardless of supervision. Contact [safeguarding@tabletennisengland.co.uk](mailto:safeguarding@tabletennisengland.co.uk) if you are unsure whether this affects a role.

## MANDATORY TRAINING:

| COURSE                                                                                                           | AVAILABILITY                               | CONTENT                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UK Coaching Safeguarding and Protecting Children<br><a href="#">UK Coaching Courses</a>                          | Book through UK Coaching website as needed | Course is delivered as a workshop or an online classroom allowing participants to engage with the tutor and each other                                                                |
| TTE Safeguarding and Protecting Children e-learning<br><a href="#">High Speed Training Safeguarding in Sport</a> | Available at any time                      | Delivered in an e-learning course by High Speed Training.<br><br>Course includes:<br>What is Safeguarding, Child Protection, Types of Abuse, Recognising Abuse, What to do, Reporting |

## BESPOKE TRAINING:

|                          |                                                                  |                                                                                                                                                                                                                                                                   |
|--------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welfare Officer Training | Registration information will be issued by the Safeguarding Team | Refresh on what is safeguarding, types of abuse and recognizing abuse.<br>Understanding the roles of the Safeguarding Team, LADO, Police and both Children's and Adult's Services.<br>Understanding the process if a report is made and their role.<br>Scenarios. |
| Chaperone Training       | Identified Chaperones will be advised by Safeguarding Team       | Understanding the role of a chaperone<br>Responsibilities as a chaperone<br>Reporting processes<br>Checklist of 'duties'<br>Scenarios                                                                                                                             |
| Board Training           | Board will be advised                                            | Annual bespoke training provided by one of our system partners such as NSPCC Sport                                                                                                                                                                                |

|           |                                               |                                                                     |
|-----------|-----------------------------------------------|---------------------------------------------------------------------|
| TTE Staff | New Staff will be advised regarding induction | Bespoke safeguarding training relevant to roles in the organisation |
|-----------|-----------------------------------------------|---------------------------------------------------------------------|