

## SAFEGUARDING GUIDENCE FOR PARENTS AND CARERS

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### Introduction

For ease of use, the initials WTTC refer to Worthing Table Tennis Club CIC and the term 'staff' will refer to anyone who has a contractual, freelance or volunteer relationship either on an ongoing or a one-off basis with WTTC.

At WTTC we believe safeguarding children is the responsibility of everyone who visits and uses the club.

This includes parents and carers dropping off and collecting children from club sessions.

Here are a few guidelines for all parents and carers to observe which will help keep children participating in club sessions safe:

- Please bring children into the building and ensure the coach taking the session is aware that your child has arrived.
- Do not drop children off or pick them up in the carpark.
- If you are not collecting your child, please ensure that you have informed the coach and that they know who is responsible for your child's collection.
- Children must attend sessions in appropriate footwear and clothing to ensure that they can participate in the sessions safely.
- To help with children's hydration throughout sessions, please send them with a water bottle.
- If you are going to be significantly late, please If possible, contact a club member to let them know. This in turn will enable them to reassure the child you are responsible for, that you are on your way.
- If you see or hear anything whilst visiting sessions that gives you cause for concern, please ensure you report it to one of the designated members of the club listed below.
- Please report your concerns as soon as possible so details are still fresh in your mind.

- If a child ever speaks to you raising concerns write down dates and times and what they have said exactly:
  - Listen carefully. Reassure them they were right to talk to you.
  - Don't ask leading questions, just let the child talk to you.
  - Always say you will tell someone else who will be able to help. Never say you will keep their information a secret.
  - Report your concerns to the designated members of the club listed below and never share the information with a third party.

Our full Child Protection and Safeguarding policy can be found on our website.

### Contacts

Amanda Worne - Lead Safeguarding Officer  
mobile: 07955723232  
email [amanda@worthingttc.com](mailto:amanda@worthingttc.com)

Pedro Santos - Club Director and Deputy Safeguarding Officer  
mobile 07443091164  
email [pedro@worthingttc.com](mailto:pedro@worthingttc.com)