

## WTTC SAFEGUARDING POLICY

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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.

WTTC engages with several children, young people and adults at risk every year through the activities we provide and as visitors to our building.

Engaging children, young people and adults at risk is at the very heart of our remit and WTTC is fully committed to meeting its obligatory responsibilities.

WTTC takes very seriously its legal duty to ensure that the children, young people and adults at risk we engage with, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

This policy document has been produced in order to inform and assist our staff in meeting their responsibilities in terms of child protection and safeguarding, whether working directly or indirectly for WTTC.

### Objectives

To support the culture within WTTC that safeguarding children, young people and adults at risk including child protection, is everybody's business.

To inform all staff of their responsibilities to safeguard children, young people and adults at risk in all aspects of WTTC.

To inform staff of what they should do if they are concerned about the welfare of a child, young person or adult at risk or the behaviour of an adult who works with children, young people and adults at risk.

To inform staff on where they can go for advice and support when dealing with Safeguarding concerns and child protection concerns.

### Roles and Responsibilities

All staff working for WTTC, regardless of seniority or role, have a responsibility to safeguard the welfare of children, young people and adults at risk.

WTTC has a strict Code of Conduct that all adults working with children, young people and adults at risk in whatever capacity, must adhere to. The importance of this Code is that it makes explicit the

behaviour that is expected when working within any environment that includes children and therefore makes any deviation from the Code of Conduct easily identifiable. It is not meant to inhibit normal interactions with children, young people and adults at risk but to support respectful relationships between WTTC staff, children young people and adults at risk.

WTTC requires all staff whose role entails unaccompanied contact with children, young people and vulnerable adults to be in possession of an Enhanced Disclosure Certificate. It is important to remember that this check, in itself, does not protect a child. It is therefore obligatory for all WTTC staff to be sensitive to what is appropriate adult behaviour towards children, young people and adults at risk. To be aware of the WTTC Code of Conduct and to share concerns where they believe an adult, who works with children, may pose a risk to a child.

It is mandatory for the WTTC Board of Directors to endorse Worthing Table Tennis Club's Safeguarding and Health & Safety policies. This will be demonstrated by a minimum of two Directors putting their signatures on the signing page in the Policies folder to confirm that they are aware of the content of the policies and that they must be adhered to by the staff, volunteers and Directors of Worthing Table Tennis Club whilst working in pursuit of its community work.

It is mandatory for all WTTC staff to be aware of and to read the WTTC Safeguarding Policy. It is also compulsory to evidence they have done this by signing the confirmation sheet, accompanying the policy, in the WTTC Safeguarding folder. For new members of staff reading this policy will be included in their induction process.

WTTC will train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Designated safeguarding leads will receive appropriate training at least every two years.

WTTC's safeguarding lead and deputy are responsible for liaison with local statutory services and with the West Sussex Children Services and West Sussex Children Access Point.

WTTC keeps a register of everyone playing at a session at the club including staff and volunteers running it. The club administrator keeps a record of all attendees.

### Legal context

The UK is governed by a range of legislation that seeks to protect the child and adults at risk and these have an impact on how WTTC functions in respect of its relationship with children along with statutory guidance and procedure:

- The UN Convention on the Rights of the Child (1989)
- Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Children Act 1989 (amended under the Adoption and Children Act 2002)
- The Children Act 2004
- The Care Act 2014
- Working Together to Safeguard Children 2015
- Counter Terrorism and Security Act 2015 Prevent Duty
- The Early Years Foundation Stage Statutory framework April 2017
- What to do if you're worried a child is being abused HMG 2015
- Information Sharing: Advice for practitioners providing Safeguarding Services DfE 2018

### What is Safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

It is the process of maintaining a focus on the well-being of a child, young person or adult at risk to promote their welfare and protect them from harm during their direct involvement with WTTC.

- WTTC adopts a child/person centred approach
- recognises that it is everyone's responsibility to keep children, young people and adults at risk safe and that
- everyone who comes into contact with children, young people and adults at risk has a role to play in identifying concerns, sharing information and taking prompt action

### Recognising Abuse

Safeguarding is the activity that is concerned with the protection of a child, young person or adult at risk from significant harm through abuse.

Abuse is categorised into four main headings:

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** involves the persistent emotional maltreatment of a child, young person or adult at risk, such as to cause severe and persistent adverse effects on the emotional development of a child, young person or adult at risk

It may involve conveying to a child, young person or adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children, young people or adults at risk. These may include interactions that are beyond a child's, developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying of a young person or adult at risk (including cyber bullying), causing children, young people or adults at risk frequently to feel frightened or in danger, or the exploitation or corruption of children, young people or adults at risk.

Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk though it may occur alone.

**Sexual abuse** Involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child young person or adult at risk, is aware of what is happening.

The activities may involve penetrative and non-penetrative sexual contact with a child, young person or adult at risk, as well as non contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child young person or adult at risk, in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children young person or adult at risk.

**Neglect** is the persistent failure to meet a child's, young person's or at risk adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's, young person's or at risk adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger;

- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's young person's or at risk adult's basic emotional needs.

### **Vulnerability**

When working with children, young people or adults at risk, it is important to recognise that some may be more vulnerable to abuse by virtue of having a disability, mental health issues, experiencing bullying, parental or child substance misuse (drugs or alcohol) and behavioural issues including exclusion from education, social isolation etc. please see the list below

It is important that we ensure that the responsible adults in the environment within which children, young people or adults at risk engage with WTTTC are knowledgeable and confident to report any concerns they may have about them or about the behaviour of an adult or other young person, towards an at risk individual of any age. Some adults will try to groom children, young people or vulnerable adults over a period of time while others may act opportunistically. It is therefore up to all who work within WTTTC to assist in creating an environment where the potential to perpetrate abuse is prevented.

### **Peer on peer abuse**

Peer on peer abuse is behaviour by an individual or group of individuals which can be a one-off incident or repeated over time. Peer on peer abuse is behaviour that intentionally hurts another individual or group either physically or emotionally. It is more likely that girls will be victims and boys' perpetrators, but all peer on peer abuse is unacceptable and will be taken seriously. Peer on peer abuse can take many forms including serious bullying (including cyberbullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, financial abuse, harmful sexual behaviour and/or gender-based violence and is often motivated by prejudice against particular groups steered by a dislike for a person's:

- race
- religion
- gender
- special educational needs or disabilities; or where a child
- is adopted or in care
- has caring responsibilities
- is suffering from a health problem
- is frequently on the move (e.g. those from military families or the travelling community)
- is experiencing a personal or family crisis
- has actual or perceived differences, (e.g. physical or cultural differences)

### **Cyberbullying and E-Safety**

The safe and responsible use of technology is sometimes presented as primarily a child or vulnerable adult protection issue. Children, young people and vulnerable adults do need support to keep themselves safe online the risks associated with the use of technology (e.g. internet, text or video messaging, email, chatrooms, social media networking sites) to embarrass, humiliate, threaten,



intimidate or bully an individual in an attempt to gain power and control over them. There is also the mismanagement of personal data, risks of financial scams, identity theft, grooming, and radicalisation.

### **Female Genital Mutilation (FGM)**

Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires staff to report where, during their professional duties, they either are informed by a girl under 18 that an act of FGM has been carried out on her, observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purpose with labour or birth. For the purposes of the duty, the relevant age is the girl's age at the time of disclosure/identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18). The Designated Safeguarding Lead and Deputy must be trained in Safeguarding relation to FGM.

### **The Prevent Duty**

In 2011, the Government published the Prevent Strategy which raised awareness of the specific need to safeguard children, young people and families from extremism and radicalization. Please refer to our Prevent Duty Procedure.

Extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Prevent is about safeguarding our players to keep them both safe and within the law. The Prevent Duty is not about preventing players from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways.

### **Radicalisation & Extremism**

The holding of extreme political or religious views e.g. animal welfare rights, environmentalists, EDL / white supremacy groups, anti-gay groups, Islam / Christian ideology. The Counter Terrorism and Security Act, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. ("The Prevent duty")

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

WTTTC is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the companies safeguarding duty.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Players may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that staff can recognise those vulnerabilities.

**Extremism is defined by the Government in the Prevent Strategy as:**

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

The following have additional vulnerabilities and increased risk:

- Children with SEN
- Children with family members in prison
- Substance misuse
- Domestic abuse
- Homelessness
- Mental or physical illness and parent's learning disability
- Persistent absences
- Child sexual exploitation
- Child criminal exploitation
- County lines
- Private fostering (**duty to inform FDFP if this is happening**)
- Breast ironing, honour based violence, peer on peer abuse, bullying and cyberbullying

**What do I do if I am concerned?**

You may be concerned about the welfare of a child, young person or adult at risk for a number of reasons. You may, for example, have observed an injury, witnessed or heard an interaction between children or between an adult and a child, you may be concerned regarding bullying or inappropriate use of mobile phones, you may know of someone who has been, or is accessing or sharing sex abuse images, an individual may exhibit inappropriately sexualised behaviour or awareness, or look neglected or withdrawn in their behaviour or a they may have made a disclosure to you of abuse to themselves, or abuse of another, including domestic abuse.

Specifically if a child, young person or adult at risk suggests they want to tell you a 'secret' or discloses information that may suggest they are at risk of, or have been abused, it is important that you tell them that you are unable to keep secrets and that, dependent upon what they tell you, you may have to tell someone else in order to keep them safe. In the majority of cases the child, young person or adult at risk, will disclose to you anyway as it is often the case that they will have prepared themselves to make a disclosure.

It is important that you:

- Remain calm and do not show shock or disbelief
- Listen carefully to what is being said
- Don't ask detailed, probing or leading questions
- Tell them that you take what they are saying seriously
- Tell them what you are going to do next and that you will only tell people on 'a need to know' basis
- Tell the child that when you have spoken to someone they will be told what is going to happen next.

- In most situations the child is unlikely to be in immediate danger but if they are you must contact the police on 999 and once you have done that refer to your Child Protection/Safeguarding Lead as soon as possible. If the parent/carer is not aware of the disclosure, or they are the alleged abuser, it is better to wait until you've sought advice from your Child Protection/Safeguarding Lead before saying anything as this situation would need to be handled sensitively.
- In general it is better to wait for guidance from the police or Social Services who will be able to make the decision as to how much information should be shared
- Make a written record including time and date and exact words spoken, the name of the person disclosed to and any witnesses. The document should be signed and kept securely in the safeguarding file.

WTTC staff have all received child protection/safeguarding training and are available for advice and support in dealing with your concerns.

#### **Safeguarding Lead is Amanda Worne**

Email: [amanda@worthingttc.com](mailto:amanda@worthingttc.com)

Mobile: 07955723232

#### **Deputy Safeguarding Officer is Pedro Santos**

Email: [pedro@worthingttc.com](mailto:pedro@worthingttc.com)

Mobile: 07443091164

All concerns must be passed on to the designated lead or another designated person in their absence as soon as possible. In the first instance pass concerns verbally but you must follow in writing. Make sure the information is factual and any opinions are substantiated. If the threshold for referral is not met the designated person may request staff to monitor specific aspects of the child's presentation, behaviour, attendance, etc. with a timescale for review.

The designated person makes the decision on the assessed risk, this should reflect the history of the child. If they feel it meets the threshold for referral they need to notify the parents unless it would place the child at significant risk. Make contact with Front Door for Families. Referrals made verbally must be confirmed in writing within 24 hours. The service is made up of professionals with different areas of expertise who work together to assess, decide and coordinate how best to support children, young people and their families where there are concerns.

The Front Door for Families service includes:

- Referral Officers who receive your calls, e-mails and online notifications. They provide information, advice and guidance
- Social Workers who assess the needs or concerns you've raised about a child or young person
- Police Officers who assess information and notifications about children and young people who come to their attention



- Specialist Nurse Safeguarding Children who gather health information and assess the risk and impact on the children's development and well-being
- Education Safeguarding Officers who advise schools where there are safeguarding needs identified for a child
- Family Coaches who triage contacts that meet the threshold for targeted Early Help and Parenting Support and will assist partner agencies in setting up Team Around the Family meetings and plans

**If the threshold for referral is not met** the designated person may request staff to monitor specific aspects of the child's presentation, behaviour, attendance, etc. with a timescale for review.

Whatever your concern, whether you have been told something by a child young person or adult at risk, or another person or you've seen or heard something that has made you uncomfortable you must share it. This responsibility exists regardless of how you have become aware, whether the concern is for a child, young person or adult at risk, involved in WTTTC, or whether the concerns are for children, young people or adults at risk external to WTTTC such as an allegation being made to you as an employee of WTTTC by a member of the public, a child, young person or adult at risk, and regardless of their status.

Do not ignore it and do nothing. You are not expected to decide what is significant or whether abuse has happened, but you are expected to share information. Contact your Child Protection/Safeguarding Lead immediately and share your concern for the child young person or adult at risk, with them. They will be able to advise you on the next step. If you are unable to contact the Child Protection/Safeguarding Lead it is important not to delay taking whatever action is necessary to safeguard the child, young person or adult at risk.

Any incident of suspected "grooming" online must be referred promptly to the Child Protection/Safeguarding Lead for on-line safety who will be responsible for reporting it to CEOP (Child Exploitation and Online Protection Centre)

Dependent on the seriousness of your concern it may not be possible to maintain your anonymity. However, the reasons why will be discussed with you and you will be offered support throughout. Social workers will always consider how best to protect thereafter but ultimately such decisions have to be made in the best interests of the child, young person or adult at risk, and it is always possible that perpetrators can guess who made the referral.

When deciding what to do there are a number of things that need to be considered. The following is not exhaustive.

- Is the child, young person or adult at risk, in immediate danger? If yes, dial 999 and ask for the Police and then inform your Child Protection/Safeguarding Lead.
- Is the child, young person or adult at risk, in need of urgent medical intervention? If yes, dial 999 and ask for an ambulance and then inform your Child Protection/Safeguarding Lead.

- If the level of urgency is not reflective of any of the above but you have concerns for a child, young person or adult at risk, or believe they may be at risk of harm you must contact your Child Protection/Safeguarding Adviser. They will discuss with you whether a referral to the NSPCC is appropriate and/or whether a referral to Senior Managers is required (in the case of concerns regarding the behaviour of a staff member). If they are unavailable you must seek advice from the Child Protection/safeguarding Lead of WTTC
- Dependent on the severity of the concern, agreed outcomes and actions may vary. If the concern is not thought sufficiently serious enough to warrant a referral to the NSPCC consideration should be given as to whether the nature of the concern should be shared externally with professionals who may know the child and family better than you do i.e., Social Services, the child, young person or adult at risk GP, Health Visitor or School Nurse, Lead Professional The information you hold may be important in building a bigger picture and help to safeguard the child, young person or adult at risk
- The Child Protection/Safeguarding Lead is responsible for taking the agreed action within 24 hours.
- The Child Protection/Safeguarding Lead will record what has been discussed, the action they have taken, who they contacted and what was agreed.
- Consideration also needs to be given as to who will update the child, young person or adult at risk and the parent/carer (if safe to do so) regarding what is happening. If the child is in the care of a chaperone, consideration should be given to maintaining the child's confidentiality.
- In some circumstances children, young people or adults at risk may present with injuries or behaviours which in isolation are not significant. It is advisable to maintain a record of when they present with unexplained injuries, behaviours etc., as, over a period of time, a picture may emerge that raises concern and this should be dealt with by following this policy.
- Regardless of the situation, whether you have heard a disclosure, or seen or heard something of concern, you must record the events on WTTC Child Protection/Safeguarding Form using the person's own words and terminology and within 24 hours, stating what you did and include the date, time and location.
- If a criminal offence has been committed or, during a child protection or Safeguarding investigation (conducted under Section 47, Children Act 1989 or similar in the devolved nations) information comes to light that the child has suffered 'significant harm' the information recorded on the WTTC Child Protection/Safeguarding Form may be required by the police as evidence. It is therefore important that they are accurate, factual, written as close to the event as possible and dated.

In some circumstances the record may be required by the Local Authority should they be in a position of applying to the Family Court for a legal order in respect of the child.

### **Children Online**

For any online safeguarding concerns, whether related to online grooming or child abuse images these must be referred to the Safeguarding & Child Protection Officer immediately.

Inform parents before you make a referral to Front Door For Families unless this puts the child at significant risk

You need the parent's permission for a referral for Early Help Services.

### **Dealing with concerns about an adult's contact with children, young people or adults at risk**

WTTC recognises that whilst most staff and volunteers who work with children and vulnerable adults are committed to their wellbeing and care there exists a range of abuse perpetrated by workers that despite the best efforts and interventions can still take place.

An allegation may relate to a member of staff including a volunteer who works with children who has behaved in way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child or behaved towards a child or children in way that indicates they may pose a risk of harm to children.

- We ensure that all players know how to complain about staff, which may include an allegation of abuse or neglect of statutory duties.
- All staff and volunteers know that the Designated Safeguarding Lead is to be made aware immediately of any allegation or complaint against a member or staff or volunteer.
- If the Designated Safeguarding Lead is the subject of the complaint the deputy or trustee safeguarding leads should be made aware.
- We respond to any disclosure by players or employers that abuse by a member of staff may have taken, or is taking place, by recording the details of any such alleged incident on an incident log
- We refer any such complaint immediately to the Local Authority's Designated Officer (LADO) to investigate.
- We co-operate entirely with any investigation carried out by the local authority and police.
- Disclosure and Barring Service liaison (DBS).

Concern may also arise if the behaviour of the individual compromises the reputation and ability of WTTC to safeguard children, young people and adults at risk. Some examples of such behaviour (not exhaustive) could be:

- contravening or continuing to contravene any safe practice guidance for working with children, young people and adults at risk given by WTTC
- exploiting or abusing a position of trust and/or power

- consistently demonstrating a failure to understand or appreciate how their own actions could adversely impact upon the safety and well-being of a child, young people and adults at risk
- exhibiting an inability to make sound professional judgements which safeguard the welfare of children, young people and adults at risk
- failing to follow adequately WTTC policy or procedures relating to safeguarding and promoting the welfare of children young people and adults at risk,
- failing to understand or recognise the need for clear personal and professional boundaries in their work
- behaving in such a way that it seriously undermines the trust and confidence placed in them by WTTC.

There may be up to three strands in the consideration of an allegation:

- The police investigation of a possible criminal offence;
- Enquiries and assessment by Social Services as to whether the child young person or adults at risk, is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual

Allegations may arise within WTTC through a variety of routes for example via internal processes such as the Whistleblowing policy or external contacts via WTTC Investigations. However, regardless of how the allegation has arisen the following process should be followed. Any allegation or concern should be reported immediately to the Director. On receipt of the allegation the Director will be responsible for escalating the allegation.

A planning meeting should be held within one working day of the allegation being made. The nature of the allegation will be discussed between the above parties and will consider the seriousness of the allegation, the evidence provided to support the allegation, whether a criminal offence may have been committed, the potential risk to the child, young person or adult at risk whether a referral to the police or Social Services should be made and what steps, from an employment perspective, should be taken to investigate the allegations and provide support to the employee. Where an allegation relates to on-line sexual abuse a referral to the Child Exploitation On-line Protection Centre (CEOP) will be necessary. They will also need to consider how the parents/carers of the child are to be informed and what support will be required for the child. Any referral to the police, Social Services should be made within one working day of the allegation.

The management of allegations should maintain confidentiality of the alleged perpetrator, alleged victim and any alleged witnesses. Any publicity about the related incident/concern should uphold this confidentiality so it is important that the media response is planned carefully.

Referral to the Police or Social Services does not preclude WTTC from instigating its disciplinary procedures but it is advisable to obtain guidance from the statutory agency so that any criminal or safeguarding investigation is not compromised.

A record should be kept of the allegations made, how the allegations are to be followed up, the agreed actions, timescales and who will take the lead in the process.

If, during the investigation or any subsequent disciplinary proceedings the employee decides to resign or cease to co-operate in the process it is important that the process continues to its conclusion.

Once the process is concluded WTTC will review the case in order to consider any emerging lessons and actions to be taken.

Outcomes of investigations of allegations

- Substantiated – there is sufficient evidence to prove the allegation/ staff conduct issue
- Malicious – sufficient evidence to disprove the allegation/ staff conduct issue and there is a deliberate act to deceive.
- False – sufficient evidence to disprove the allegation/staff conduct issue
- Unsubstantiated – insufficient evidence to either prove or disprove the allegation/ staff conduct issue. This term, therefore, does not imply guilt or innocence

### **The Local Authority Designated Officer (LADO) Role**

Under changes in Working Together 2015 it has been agreed that all allegations management referrals will go via Front Door for Families within the East and West Duty and Assessment.

Contact details Front Door for Families. For advice Telephone: 01273 290400. Email: [FrontDoorForFamilies@brighton-hove.gcsx.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gcsx.gov.uk).

However, if there is uncertainty about the need for a referral, East Sussex LADO can be contacted directly for advice. Telephone: 01273 295643. Email: [darrel.clews@brighton-hove.gcsx.gov.uk](mailto:darrel.clews@brighton-hove.gcsx.gov.uk)

Once contacted by an employer for advice, FDFE will be able to:

- obtain further details of the allegation and the circumstances in which it was made
- advise on what, if anything, may be shared with the person who is the subject of an allegation, particularly in situations that may possibly lead to a criminal investigation.
- Support a referral to the police or to Social Services if this hasn't already happened.

### **Referral to the Disclosure & Barring Service (DBS)**

Should WTTC remove an employee from working with children (or would have, had the person not left first) because the person is believed to pose a risk of harm to children, WTTC must make a referral to the Disclosure and Barring Service.



The relevant DBS Referral Form and guidance is available on-line – <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Employers have a legal duty to refer someone to the DBS if they:

- Dismissed them because they harmed a child
- dismissed them or removed them from working in regulated activity or because they might have harmed a child or
- was planning to dismiss them for either of these reasons, but the person resigned first OR
- information comes to light that, had it been known before, would have led to the person being removed from working in a regulated activity/work
- Referral must take place within 3 months of the criteria being met and it is an offence not to do so.

You can get advice by calling the DBS Referrals Helpline for advice on 01325 953795

### **Risk Assessment**

Whenever WTTC staff plan to undertake new work with children or vulnerable adults, a risk assessment must be carried out which covers all of the above considerations around safeguarding children, young people and vulnerable adults.

### **Recruitment**

It is our policy that no-one shall work within WTTC who:

- Has been convicted of or has received a formal police caution concerning an offence against children; or
- Has been convicted of or has received a formal police caution concerning sexual offences against adults; or
- Is notified to us as having a red flag in relation to safeguarding by a former employee

WTTC will ensure all staff will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form including a self-declaration disclosure in relation to safeguarding
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview where the applicant will be working with children, adults and at-risk or beneficiary communities
- Gaps in work history have been discussed
- Two references have been obtained including one from the most recent employer
- A Disclosure and Barring Service (DBS) check is completed
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period

- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The successful applicant signs WTTC's Code of Conduct.

Providing References for employees leaving WTTC In line with data protection and other relevant legislation, WTTC where possible will provide a statement confirming the circumstance of the termination of a staff member, and details of disciplinary actions in relation to breaches of the safeguarding or code of conduct policies.

References should only be sent out to future employers from either the individual's line manager.

### **Code of Conduct & Responsibilities**

All staff, Directors, and volunteers and representatives of WTTC must follow the Code of Conduct.

### **Information Sharing & Record Keeping**

There may be some circumstances where the welfare or safety of an individual may take precedence over confidentiality. When sharing information there are Seven Golden Rules that WTTC follow:

- The Data Protection Act is not a barrier to sharing information.
- Be open and honest.
- Seek advice.
- Share with consent where appropriate. (There may be some circumstances where seeking consent including parental consent is not required)
- Consider safety and well-being.
- Ensure that information sharing is appropriate and secure.
- Keep a record.

The Staff member who receives the allegation or disclosure should make an immediate written record of the conversation, including the following information:

- Date and time of report.
- Name of Individual.
- DOB of alleged.
- Nature of allegation.
- Any other information given, including siblings if relevant. (their full names and DOB if possible)
- Confirmation that the player / staff member has been advised of the next steps.

Disclosure records are held by the Designated Safeguarding Lead and stored on a secure server or in a locked cabinet. Staff must take care not to influence the outcome either through the way they speak to or question players.

WTTC continues to welcome the player whilst investigations are being made in relation to any alleged abuse. The player may choose to withdraw from activities whilst investigations take place.

We follow the procedures as set by the Local Safeguarding Board in relation to the delivery of services' and designated roles and tasks in supporting the player and family subsequent to any investigation. All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Authority Designated Officer.

**Recording** – When recording an incident, a Safeguarding Report Form must be completed. Whilst you can record observations, do not interpret or give opinion as this may bias the information provided and jeopardise any future investigation into the allegation. The Safeguarding Report Form should be kept securely.

**Report** - Any issues or concerns, allegations or suspicions relating to Safeguarding must be taken seriously and reported to the Designated Safeguarding Lead or Deputy in their absence.

**Refer** - Where required, the Safeguarding Representative will refer or support you with guidance on next steps and / or signposting the relevant external agency.

We abide by the DBS regulatory requirements in respect of requesting references and DBS checks for staff and volunteers.

New staff and volunteers are not given unsupervised access to young people or vulnerable adults pending return of a satisfactory DBS check.

We will meet the DBS reporting requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of player protection concern.

### **Whistleblowing policy**

WTTC has a whistleblowing policy which should be read in conjunction with this safeguarding policy.

### **Use of mobile devices**

- Children should not be photographed or filmed for any purposes other than to record their development or that of the club
- Parents must sign a consent form for individual uses of the images
- Images must be held securely
- Staff and volunteers are not to use personal cameras/phones when children are present.
- Parents and visitors are not to use mobile phones on WTTC premises

**Contact Details**

- LADO 0330 222 3339 – Lindsey Turnbridge-Adams  
[lindsey.turnbridge.adams@westsussex.gov.uk](mailto:lindsey.turnbridge.adams@westsussex.gov.uk)
- West Sussex Multi-Agency Safeguarding Hub Tel: 01403 229900 (Emergency out of hours 0330 222 6664)
- Police 01273 470101 or 01273 475432 or 101
- NSPCC Whistleblowing 0800 028 0285
- Public concern at work 020 3117 2520
- West Sussex MASH <https://www.westsussexscp.org.uk/professionals/working-together/making-a-referral>

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Child Protection/Safeguarding Policy  
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