

# **Good Practice Guidelines for the Safeguarding of children, young people and vulnerable adults at Ellenborough Table Tennis Club**

**The safety and welfare of the children (aged 5 – 10), young people (aged 11 – 18) and vulnerable adults (aged 18+) who attend our club is paramount and this document outlines guidelines for good safeguarding practice at Ellenborough TTC.**

**The club will take responsibility for ensuring that coaches, volunteers and parents are aware of their responsibilities re. the safeguarding and protection of children, young people and vulnerable adults and will adhere whenever possible to the guidelines outlined below. The following guidelines have been approved by Table Tennis England's (TTE) Safeguarding Officer Judy Rodgers.**

**It is the responsibility of the Ellenborough Coaching Team to inform coaches, parents and guardians of these guidelines at the start of their relationship with the club.**

1. Coaches and volunteers should never be alone with a child, young person or vulnerable adult. This is both to safeguard the child, young person or vulnerable adult as well as themselves. Coaches are however permitted to coach 1 or more 16 & 17 yr olds alone. This is because 16 and 17 yr olds are permitted to attend open members sessions without a parent. An accompanying adult is required for children and young people under the age of 16 regardless of whether they are being privately coached in an empty hall or whether it is an open members session with other people around.

An accompanying adult could be any of the following :-

1. The parent or guardian of the child.
2. An older sibling (aged 16+) of the child who the parent has designated as the accompanying adult for the session.
3. Any other adult (over the age of 18) who has clearly been identified by the parent as the accompanying adult of the child.

2. In the event that a coach may have to run a session alone, the following guidelines should be followed :-

- Coach tries to enlist the help of another coach or volunteer and if this is not possible coach informs Welfare Officer
- Coach asks a parent to stay if possible but if this isn't possible he advises the children that he will be running the session alone and therefore needs their co-operation
- Coach advises the children that if he should fall over and knock himself out that someone calls for an ambulance immediately and they should phone their parents to explain what has happened and to come and pick them up
- Coach advises that during the session everyone (including him or herself) remains in the playing hall which is under cctv surveillance
- Coach advises that only one person (including coach) may leave the hall to go to the toilet at any one time

3. There may be occasions when a Junior session is running at same time as an adult session. When this happens the coach must ensure there is no -one else in toilets or showers whit a young person needs to go.
- 4.Coaches and volunteers should never transport a child, young person or vulnerable adult either to or from a coaching session except in exceptional circumstances \* **see below**
5. It is acceptable if parents allow their children aged 11 and above to travel to and from training sessions on their own. However, if a young person should turn up early for a training session and there is only one coach present it will be left to the coach's discretion whether to let the young person into the club rather than have them wait outside e.g. if the weather is inclement or it is dark outside the coach may decide in the interests of safety to let them in. If this should happen the coach should ask the young person to remain in the area between front door and lobby entrance until another coach has turned up. This practice will safeguard both the coach and the young person as the area is under cctv surveillance
- 6.Coaches should not touch or come into close contact with a child, young person or vulnerable adult while coaching them as close physical contact may be misinterpreted. Positioning of hands, legs and arms can be demonstrated either by facing them, holding the bat at other end from the child's hand or via media such as photos or videos
7. Children, young people and vulnerable adults should never be photographed or videoed without both their consent and that of their parent or guardian. This is in line with TTE's policy on Social Media, Photography and Travel - see photography-guidelines
8. Coaches should use the disabled toilet at all times and avoid using changing rooms when one or more children, young people or vulnerable adults are using the facility
9. Coaches and volunteers should always report any matter of concern at the earliest opportunity either to the coaching team at Ellenborough or the Welfare Officer
10. Coaches and volunteers should consistently display high standards of language, personal behaviour and appearance
11. Coaches should follow the TTE recommended ratio of coaches to young people which is 1:12
12. [Table Tennis England's Safeguarding guidelines](#) for travelling to camps and competitions should be followed and adhered to at all times

**\* The club does however recognise that there may be circumstances when a coach may have to make a decision re. the safety of a young person which contravenes these guidelines e.g. if a parent fails to turn up to collect a child, it may be in the safeguarding interests of the child for the coach to transport the child to their home or other destination depending on the circumstance. Any such incident should be recorded by the coach in the Incident Book.**

### **Coaches**

All in-house coaches and Authorised Ellenborough Coaches (AECs) must be TTE licensed and meet the standard for coaches as outlined by TTE.

**Volunteers.**

Anyone who helps the coaches on a regular basis will be treated as a volunteer.

Volunteers who help out at least once a week are required to undergo a DBS check through TTE who will keep a copy of it.

Volunteers must always be under the supervision of a member of the Ellenborough coaching team and at no time will be left alone with or in charge of a child, young person or vulnerable adult.