

PROMOTING GOOD PRACTICE

All young people have a right to have fun and be safe in sport. Adults and young people have the right to be treated with dignity and respect. The ETTA acknowledges that false allegations of abuse do occur but are, however, rare. The ETTA is committed to safeguarding young people, coaches, volunteers, staff, officials and the sport through adherence to these procedures

The ETTA's policy of good practice includes monitoring in the following areas:

Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people, disabled and/or vulnerable adults. These procedures should be adopted whether staff are paid or voluntary, full or part time.

Pre- recruitment checks

The following pre-recruitment checks should always be carried out:

- **Advertising** - if any form of advertising is used to recruit staff, whether paid or voluntary it should reflect the:
 - ✓ Aims of the organisation whether club, league, county, region or national and, where appropriate, the particular programme involved
 - ✓ Responsibilities of the role
 - ✓ Level of experience or qualifications required
 - ✓ The organisation's open and positive stance on child protection
- **Pre-application information** - pre-application information sent to interested or potential applicants should contain:
 - ✓ A job description including roles and responsibilities
 - ✓ A person specification
 - ✓ An application form
- **Applications** - all applicants whether for paid or voluntary, full or part time positions should complete an application form which should elicit the following information:
 - ✓ Name, address and national insurance number
 - ✓ Relevant experience, qualifications and training undertaken
 - ✓ Listing of past career or involvement in sport
 - ✓ Any criminal record
 - ✓ Whether the applicants are known to Children's Social Care (formerly social services) as being an actual or potential risk to children or young people, a self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
 - ✓ The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
 - ✓ Any former involvement with table tennis or any other sport
 - ✓ The applicant's consent to criminal record and employment checks being undertaken
 - ✓ The applicant's consent to abide by the ETTA's Codes of Conduct.
 - ✓ The form should also state that failure to disclose information or subsequent failure to conform to the Codes of Conduct will result in disciplinary action and possible exclusion from the membership of the ETTA. Sample forms are supplied in the Appendices.
- **Checks and References**
 - ✓ With regard to applications for posts, paid or voluntary, with substantial access to children aged under 18 years, a minimum of two written references should be taken up with at least one associated with former work with children/young people. If an applicant has no experience of working with children training is strongly recommended. Written references should always be followed up and confirmed by telephone.
 - ✓ All volunteers and staff with significant access to children and vulnerable adults must undergo Criminal Records Bureau (CRB) Enhanced checks and, when required, register with the Independent Safeguarding Authority - see the later section for the ETTA's CRB Policy.

If any doubts or concerns are raised through the application form, references or CRB checks process, all information must be reported to the ETTA's Child Protection Officer. Subsequent periodical requests for a criminal conviction certificate will also be made every 3 years see the ETTA's CRB policy.

- **Interview and induction** - it may or may not be appropriate to conduct a formal interview. If it is it should be carried out according to acceptable protocol and recommendations.
 - All staff, paid or voluntary, will undergo a formal or informal induction in which:***
 - ✓ *Their qualifications as a coach/official/volunteer are substantiated*
 - ✓ *They complete a profile to identify training needs/aspirations*
 - ✓ *They sign up to the ETTA's Codes of Conduct.*

- ✓ *The expectations, roles and responsibilities of the job are clarified – this could be through formal or informal work programmes or goal setting exercises*
- ✓ *Child protection procedures are explained and training needs established*
- **Training** - checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. It is recommended that all staff, paid or voluntary, with substantial access to children 18 years and under must be up to date or receive training in the following areas:
 - ✓ Child protection awareness e.g. Scuk (Sportscoach UK) workshop on *Safeguarding and Protecting Children*
 - ✓ First aid e.g. Scuk/BRC *Emergency First Aid for Sport*, St John or St Andrews' Ambulance First Aid qualifications
 - ✓ How to work effectively with children e.g. Scuk workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*
 - ✓ Child centred coaching styles e.g. Scuk workshop *Coaching Methods and Communication*
 - ✓ *Time to Listen* training course

It should be noted that the UKCC (United Kingdom Coaching Certificate) already facilitates much of this training.

- **Monitoring and Appraisal** - at regular intervals all staff or volunteers should be given the opportunity to receive formal (through an appraisal) or informal feedback, to identify training needs and set new goals. Club management should be sensitive to any concerns about poor practice or abuse and act on them at an early stage by liaising with the local ETTA Welfare Officer and the ETTA's Child Protection Officer. They should also offer appropriate support to those who report concerns/complaints.
- **Complaints and disciplinary procedures** - clubs should ensure that parents and young people are aware of the complaints and disciplinary procedures.