



# **BTTC SAFEGUARDING POLICY**

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## **1. Introduction**

1.1 For ease of use, the initials BTTC refer to Brighton Table Tennis Club 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 BTTC.

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

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

1.4 BTTC 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.

1.5 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 BTTC.

## **2. Objectives**

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

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

2.3 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.

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

### **3. Roles and Responsibilities**

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

3.2 BTTC 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 BTTC staff, children, young people and adults at risk.

3.3 BTTC 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 BTTC staff to be sensitive to what is appropriate adult behaviour towards children, young people and adults at risk, be aware of the BTTC Code of Conduct and to share concerns where they believe an adult, who works with children, may pose a risk to a child.

3.4 It is mandatory for the BTTC Trustees to endorse Brighton Table Tennis Club's Safeguarding and Health & Safety policies. This will be demonstrated by a minimum of three Trustees 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 Trustees of Brighton Table Tennis Club whilst working in pursuit of its charitable work.

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

#### **4. 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 BTTC functions in respect of its relationship with children:

1. The UN Convention on the Rights of the Child (1989)
2. Safeguarding Vulnerable Groups Act 2006
3. The Equality Act 2010
4. The Children Act 1989 (amended under the Adoption and Children Act 2002)
5. The Care Act 2014
6. Working Together to Safeguard Children 2015

#### **5. What is Safeguarding?**

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 BTTC.

- BTTC 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

## 6. 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.

## **7. 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.

It is important that we ensure that the responsible adults in the environment within which children, young people or adults at risk engage with BTTC 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 a child. 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 BTTC to assist in creating an environment where the potential to perpetrate abuse is prevented.

## **8. What do I do if I am concerned?**

8.1 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.

8.2 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 refer to your Child Protection/Safeguarding Lead as soon as possible and they will contact the police. If the parent/carer is not aware of the disclosure, or they are the alleged abuser, please 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

8.3 BTTC staff have all received child protection/safeguarding training and are available for advice and support in dealing with your concerns. Regardless of whether you are employed by BTTC on a permanent basis, or as a contractor, or freelance it is important that you know that your Child Protection/Safeguard Lead is Tim Holtam, Founder Director, and how to contact him.

**Safeguarding lead is Tim Holtam**

Email: [tim@brightontabletennisclub.com](mailto:tim@brightontabletennisclub.com)



Phone: 01273 670145 - in an emergency a member of staff should be asked for Mr Holtam's personal contact Number.

8.4 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 BTTC, or whether the concerns are for children, young person or adults at risk external to BTTC such as an allegation being made to you as an employee of BTTC by a member of the public, a child, young person or adult at risk, and regardless of their status.

8.5 Do not ignore it and 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 to not delay taking whatever action is necessary to safeguard the child, young person or adult at risk.

8.6 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).

8.7 Depending 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, adult at risk, and it is always possible that perpetrators can guess who made the referral.

8.8 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 refer immediately to the safeguard lead who will dial 999 and ask for the Police.
- 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 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 Lead of BTTC.
- 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's GP, Health Visitor or School Nurse or 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 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 may present with injuries or behaviours which in isolation are not significant. It is advisable to maintain a record of when children 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. The Safeguarding Lead will complete and hold this record.
- Regardless of the situation, whether you have heard a disclosure, or seen or heard something of concern you must record the events on BTTC Child Protection Form (this can be found at the back of the Safeguarding folder), using the child's own words and terminology and within 24 hours, stating what you did and include the date, time and location.

8.8 If a criminal offence has been committed or, during the course of a child protection 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 'BTTC Child Protection 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.

8.9 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.

8.10 **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.

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

9.1 An allegation may relate to a person who works with children, young people or adults at risk who has:

- behaved in a way that has harmed a child, or may have harmed a child, young person or adult at risk.
- possibly committed a criminal offence against or related to a child, young person or adult at risk.
- behaved towards a child, young person or adult at risk, or group of people in a way that indicates they may pose a risk of harm.

9.2 Concern may also arise if the behaviour of the individual compromises the reputation and ability of BTTC 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 BTTC
- 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 BTTC 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 BTTC.

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

1. The police investigation of a possible criminal offence;
2. 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;
3. consideration by an employer of disciplinary action in respect of the individual

Allegations may arise within BTTC through a variety of routes for example via internal processes such as the Whistleblowing policy or external contacts via BTTC 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.

9.4 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.

9.5 See section 10 for contract

9.6 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.

9.7 Referral to the Police or Social Services does not preclude BTTC 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.

9.8 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.

9.9 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.

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

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

10.1 Under changes in Working Together 2015 it has been agreed that all allegations management referrals will go via Multi-Agency safeguarding hubs (Mash) within the East and West Duty and Assessment.

**Contact details** Multi Agency Safeguarding Hubs (MASH) / 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)

10.2 Once contacted by an employer for advice MASH 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.

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

11.1 Should BTTC 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, BTTC must make a referral to the Disclosure and Barring Service.

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

11.3 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

11.4 Referral must take place within 3 months of the criteria being met and it is an offence not to do so.

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

## **12. Risk Assessment**

Whenever BTTC 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.



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Child Protection/Safeguarding Policy

Created. August 2016

Updated/reviewed:

1. 07/09/2017
2. 28/2/2018
3. 18/02/2019
4. 03/02/2020
5. 14/03/2021
6. 31/10/2022