



## **BTTC Safeguarding Policy**

### **Introduction**

This policy sets out Brighton Table Tennis Club's (known here as BTTC) approach to safeguarding. This policy reflects relevant legislation and statutory guidance. It must be followed by BTTC employees, contracted workers, volunteers and trustees. We expect all organisations that we work with to have their own safeguarding policy and procedures in place and to ensure these are followed or, in exceptional circumstances, to accept and adhere to the BTTC policy and procedures if they do not have their own. We will make them aware of the BTTC policy and the expectations that we have in relation to safeguarding. This policy sits alongside BTTC's other policies such as whistle-blowing policy, and Equity, Diversity and Respect Policy.

### **Our commitments to safeguarding**

We have six policy commitments to safeguarding:

#### **A safe and trusted culture**

We promote a safe and trusted culture that prioritises safeguarding by ensuring BTTC and the organisations we work with have appropriate safeguarding mechanisms in place and take all safeguarding concerns seriously.

#### **Responsibility**

We take responsibility. Safeguarding is everyone's responsibility. Every individual working and volunteering for BTTC has a role to play in keeping people safe.

#### **Safety in recruitment**

We recruit safely. We have specific procedures in place to select and carry out appropriate vetting for new staff and Trustees.

#### **A prompt response**

We respond promptly to every safeguarding concern. All safeguarding

concerns are dealt with in accordance with our safeguarding procedures.

## Respect, care and dignity for survivors of abuse

We treat survivors of abuse and other safeguarding concerns with respect, care and dignity. Those raising a concern and – if different – the person to whom the concern relates, will receive a compassionate response, be listened to and be taken seriously.

## Continuous improvement

We encourage a culture of learning to continuously improve our approach to safeguarding. We are committed to doing the right thing, being accountable for our actions and learning from incidents and near misses.

## Our roles and responsibilities

Everyone at BTTC has a responsibility for safeguarding and must: Familiarise themselves with this policy and the procedures that support it, attending safeguarding training appropriate to their role. Implement the safeguarding measures contained in this policy and ensure their behaviour always reflects the principles and practices set out in this policy. Know what to do if they have a safeguarding concern, take all concerns seriously and follow BTTC procedures after a safeguarding concern has been raised.

## Trustees

Our Trustees have a duty of care to BTTC which includes ensuring all reasonable steps are taken to safeguard people from abuse, managing risk and protecting the reputation of Brighton Table Tennis Club. The Trustees may delegate the day to day work for safeguarding to the positions below but they retain ultimately responsibility for safeguarding within the club. Our Trustees are responsible for:

Approving the BTTC Safeguarding Policy and overseeing its implementation and effectiveness, and ensuring this is reviewed on an annual basis. Ensuring it is compliant with Charity Commission regulations and that all serious incidents are reported to the Charity Commission. Ensuring internal reviews are conducted following all safeguarding incidents and the learnings are reviewed.

## Leadership.

The Director of Brighton Table Tennis Club is accountable to the Board of Trustees for all safeguarding matters. The Director will ensure that safeguarding underpins all decisions made by maintaining a clear organisational and operational focus on safeguarding staff all adults and especially adults with support or care needs and children. Making sure relevant statutory requirements and other national standards are met.

## Safeguarding Leads

Our Safeguarding Leads for BTTC are:

Trustee Safeguarding Lead: Liz Fletcher [liz@brightontabletennisclub.com](mailto:liz@brightontabletennisclub.com)

Designated Safeguarding Lead: Tim Holtam

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

Deputy Team Safeguarding Lead: Teresa Bennett

[teresa@brightontabletennisclub.com](mailto:teresa@brightontabletennisclub.com)

The Safeguarding Leads, with the support of the club Leadership team, are responsible for ensuring the implementation of the safeguarding policy and ensuring staff and volunteers are supported to fulfil their responsibilities. This includes:

Policy implementation to ensure consistency and compliance. Acting as the first point of contact for concerns and providing advice and support. Ensuring staff and volunteers are made aware of their safeguarding responsibilities and receive training relevant to their role. Contributing to ensuring that the BTTC safeguarding policy is updated annually and presented to Trustees for review.

## Safe people

Brighton Table Tennis Club takes recruitment of its staff and volunteers seriously to ensure we appoint safely so that no-one is put at risk. All employees go through a robust recruitment process including at least one interview and references are sought for all successful candidates covering the previous four years where possible. Volunteers are required to engage with the club for a period of time before a formal application is invited, so that we get to know them and observe their conduct and interaction with others. We require all staff and volunteers to be in possession of a current enhanced disclosure certificate (DBS check). This check in itself does not protect a child or vulnerable adult and it is important for everyone to be aware of what is appropriate adult behaviour and to share concerns if any arise. We incorporate safeguarding into staff and volunteer inductions to ensure that they are aware of their responsibilities and how to report concerns. They are obliged to evidence that they have read and understood the safeguarding policy by signing a confirmation note which is kept with the Policy. Assessment is made by the Safeguarding Leads of the level of continuing safeguarding training their roles require. Due diligence is taken where possible when we consider working with other organisations to ensure that the values, ethos and policies of BTTC are upheld.

## Code of conduct

We expect all staff and volunteers to abide by the following safeguarding code of conduct in all aspects of their work. Any breach of this Code of Conduct will be taken seriously and may result in disciplinary action. All staff and volunteers are expected to: Be familiar with BTTC's safeguarding policy and their responsibilities. Treat everyone in accordance with our Equality, Diversity and Respect policy, including 3

treating everyone with dignity and respect, and without bias or favouritism. Never use language and behave in a way that is harassing, abusive, sexually provocative or demeaning. Take all safeguarding concerns seriously and report all concerns, suspicions and allegations as soon as possible, in line with the club's procedures. When interacting with children and adults with care and support needs in particular:

Behave in a calm, positive, supportive and respectful manner.

Check with carers whether they have any reasonable safeguarding measures or guidelines on conduct which they would like you to follow.

Ensure you are not left alone with a child or adult with care and support needs, including travelling alone with them.

Never provide personal details to any child or adult with care and support needs, request their contact details, make friends with them or engage with them online

Never develop inappropriate relationships with children including engaging in any form of sexual activity with a child, regardless of the age of consent or local legislation and customs.

Never engage in sexual relationships with adults with care and support needs who attend the club.

Never use physical punishment or discipline or force of any kind towards children or adults.

Only take photographs or video recordings where you have explicit permission and authorisation to do so by BTTC senior staff and

appropriate consent has been obtained from the individual, including parental consent for children under the age of 18 (see our Photography and Filming policy).

### How to raise a safeguarding concern.

Safeguarding concerns or allegations come to light from a wide variety of sources. BTTC staff, volunteers, members, as well as external stakeholders, such as members of the public or the organisations we work with can raise a safeguarding concern related to BTTC in two ways: By emailing the relevant Safeguarding Lead (see above). By calling the BTTC on [01273 670145](tel:01273670145) and asking for a suitable time to speak to the relevant Safeguarding Lead.

If the concern relates to the Safeguarding lead you can ask to speak to our Trustee Safeguarding Lead (see above). Concerns must be shared. They should not be ignored. Those concerned are not expected to decide what is significant or whether abuse has happened, but they are expected to share information. The relevant Safeguarding Lead will then advise on any next steps.

### What BTTC will do with information received relating to a safeguarding concern.

We ensure concerns are recorded appropriately and whether they need to be shared with relevant colleagues and other statutory agencies, including the police. All our staff and Trustees co-operate fully with statutory

authorities where applicable. We follow our Safeguarding

Procedures which detail how concerns are managed and investigated. It is important that even low-level safeguarding concerns are reported. Concerns may relate to poor practice, rather than abuse, but it is important that these issues are addressed since this can help prevent further possibly more serious concerns in the future. If you are unsure whether something constitutes a safeguarding concern, you must still raise this with the relevant Safeguarding Lead.

### Procedures.

It is the responsibility of the Safeguarding Lead to determine whether information supplied is to be considered a safeguarding concern and to determine what action is required. The Safeguarding Lead will make notes of the discussion. If they determine that the concern is a safeguarding issue, they will ask the person reporting the concern to make a written safeguarding statement. Ideally this should include the following information, although it is accepted this is not always possible. Basic details about the person affected by the concern, as far as it is known. This includes the person's name; address and contact details. If the person affected is a child, then details of parents/carers should also be recorded. Similarly, if the person is an adult with care and support needs, details of carers should be recorded. Basic details of the individual against whom the concern is perceived. This includes their name, relationship/role within their organisation and relationship to the person affected by the concern. Dates when the concern arose, or when the incident occurred. A description of the concern, wherever possible using the person's own words to describe the event or incident as this helps avoid assumptions about the intended meaning of the words used. Details of any action already taken about the concern. The views and wishes of the person affected about what action they would like taken. The referral should be used to record information received in a consistent manner. For concerns relating to BTTC staff or volunteers, the Trustee Safeguarding Lead will always be informed and will carry out an investigation if deemed necessary. In cases of emergency, where a child or adult with care and support needs appears to be at immediate risk of harm, or is in need of urgent medical attention, the person raising the concern should dial [999](#) and then inform the relevant BTTC Safeguarding Lead. If the level of urgency is not reflective of any of the above but they have concerns for a child or adult at risk, or believe that they may be at risk of harm they must contact the relevant Safeguarding Lead.

The safeguarding lead 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.

## Contact Details

LADO Darrel Clews 01273 295643

Front Door for Families 01273 290400 (9am to 5pm Monday to Thursday, 9am to 4.30pm Friday)

Emergency out of hours 01273 335905 or 335906

Police 01273 665502 or 0845 6070999 or 101

Prevent Coordinator, Nahida Shaikh, Partnership Community Safety Team,  
Tel: 01273 290584; Mob:

07717303292Nahida.Shaikh@brighton-hove.gcsx.gov.uk Prevent Education  
Officer Will Robey William.Robey@brighton-hove.gov.uk , 07592100699

NSPCC Whistleblowing 0800 028 0285

Public concern at work 020 3117 2520

BHSCP [www.bhscp.org.uk](http://www.bhscp.org.uk)

## Confidentiality

All documentation relating to safeguarding incidents or allegations will be kept and treated confidentially and in accordance with UK GDPR the Data Protection Act 2018. Only those who need to know about the incident will be informed. In order to keep people safe, information may need to be shared with others, both within BTTC and with external agencies. Where appropriate, we will seek consent to share such information (which may include special category personal data or other personal data, as defined under applicable data protection legislation). However, if we need to share this information and it is not possible to get consent; requesting such consent would put the individual at further risk; or it would not be considered reasonable for us to seek consent in the circumstances, we may share this information without the consent of the individual concerned.

## Complaints

Any complaint about the way we have handled a safeguarding concern should be made in accordance with our Complaints Policy and will be addressed accordingly in a fair and thorough manner.

## Review

This policy is reviewed by BTTC Trustees and signed off by the Board every 12 months, or following any legislative changes, whichever comes first. Date Approved: *February 2025*. Date of Next Review: January 2026.

Updated document draft - Liz Fletcher. February 2025.

## Safeguarding Policy Appendices.

### Appendix A.

#### Guidance.

General guidance on what to do if someone is alerted by disclosure to a possible safeguarding concern.

- 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 them that when you have spoken to someone they will be told what is going to happen next.
- Above all, if a child, young person or adult at risk suggests they want to tell a 'secret' it is important to say 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 many cases they will disclose anyway since it is often the case that they will have prepared themselves to make a disclosure.

### Appendix B

#### Definitions

##### Child

A child is defined as any person under the age of 18, whether living with their families, in state care or living independently.

Safeguarding Children: In England, protecting children at risk is defined as: 1. Protecting children from abuse and maltreatment; Preventing impairment of children's health or development;

2. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
3. Taking action to enable all children to have the best outcomes. .

### **Adult with care and support needs**

In England an adult with care and support needs is defined as a person aged 18 or over whom:

1. Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
2. Is experiencing, or at risk of, abuse or neglect; and
3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **Abuse**

Abuse is a form of mistreatment by one individual that causes harm to another person. The range of abuse includes physical abuse, emotional abuse, neglect, sexual abuse and child sexual exploitation.

### **Abuse and neglect - children.**

Physical abuse. A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, young person or adult at risk.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### **Emotional abuse**

The persistent emotional maltreatment of a child, young person or adult such as: to cause severe and persistent adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate. It may involve not giving them opportunities to express their views, deliver silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on them. This could include interactions that are beyond their developmental capability as well as over protection or preventing them participating in normal social interaction.

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

Some level of emotional abuse is involved in all types of maltreatment though it may occur alone.

### **Sexual abuse/ sexual exploitation**

Involves forcing or enticing a child or young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by



penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include noncontact 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 in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Neglect.**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

### **Abuse and neglect**

Adults with care and support needs

### **Physical abuse**

A form of abuse which may involve slapping, hitting, pushing, restraining, misuse of medication, restraint, being denied food or water, or not being helped to go to the bathroom when you need to.

### **Emotional abuse.**

The persistent emotional maltreatment of an adult could include humiliating, blaming, controlling, intimidating or harassing, verbal abuse, cyberbullying and isolation.

### **Sexual abuse.**

This includes sexual activity with someone without their permission or sexual activity with someone who is not able to give their consent. Sexual activity includes indecent exposure,

sexual harassment, inappropriate touching or looking, sexual teasing or innuendo, sexual photography, being forced to watch pornography or sexual acts, being forced or pressured to take part in sexual acts and rape.

### **Exploitation.**

Unfairly manipulating someone for profit or personal gain. This could be planned or something done on the spur of the moment.

### **Financial or material abuse**

This could include theft, fraud, exploitation, coercion in relation to the person's financial affairs or arrangements, e.g. getting someone to change their will.

**Neglect.**

For adults, neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of, being left without help to wash or change dirty or wet clothes, not getting to a doctor when needed or not making sure you have the right medicines.

**Discriminatory abuse**

This includes discrimination on grounds of race, gender, gender identity, disability, sexual orientation, religion and other forms of harassment, slurs or similar treatment.

**Organisational abuse.** This includes neglect and poor care practice within an institution or specific care setting, e.g. a hospital or care home, or care provided at home. This could be a one-off incident or on-going ill treatment and could be through neglect or poor professional practice.

**Modern Slavery**

Human trafficking, forced labour, domestic servitude, debt bondage or sexual exploitation.

**Domestic Violence or Abuse**

This includes assault, threats of violence, humiliation, intimidation and harming, frightening or punishing.

**Self-neglect.** Lack of self-care, to the extent that this threatens the person's health or safety, inability to avoid self-harm, or failure to seek help.

Child Protection Policy Created. August 2016

Updated/reviewed:

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2. 28/2/2018
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