**Safeguarding Guidelines**

The safeguarding of children is of paramount concern and the following guidelines are for all people who are in contact adhere to:-

A Safeguarding Policy

Details of what to do if you have a concern, including general concerns about neglect, abuse, bullying and online abuse.

A code of conduct for staff, volunteers, parents and kids.

Safer recruitment.

Staff induction and volunteer training.

A Social Media and photography policy.

Guidelines on transportation.

Guidance on the handover of children.

Guidance on teaching one on one sports.

**Safeguarding Policy.** – A safeguarding policy as agreed by the committee is adhered to and displayed on the club notice board.

What to do if there are any concerns:-

Immediate danger to the child – telephone 999.

Not in immediate danger – report as soon as possible and within 24hours to either:-

Bishopstone Designated Safeguarding Lead – David Holmes 07756633369

Or - League related incidents or concerns about the Safeguarding Lead or the lead is unavailable:-

Eastbourne League Designated Safeguarding Lead– Andrew Edwards

Or - if appropriate.

Table Tennis England - Designated Safeguarding Lead (DSL): Judy Rogers: 01908 208860 option 3 Deputy Designated Safeguarding Lead (DDSL): Naomi Thompson 01908 208860 option 3

Do not inform/confront the parent if there is any risk to yourself but do inform the parent when there is no risk e.g. If the child has for instance informed you of online abuse.

All reports to the Bishopstone Safeguarding Lead is also passed up by them to The League Designated Lead and/or the Table Tennis England Lead.

The local authority will also be involved as necessary.

**Code of conduct for staff, volunteers, parents and kids.**

A copy of this guideline to be given to all concerned. Any reviews of policy and any revised guidelines to be conveyed to all concerned. Ongoing verbal correction of any minor miss behaviour directly to the child as appropriate.

**Safer recruitment.**

Any member of staff or volunteer or guest coach needs to be DBS advanced checked before starting any work with children. Details available from Table Tennis England.

**Staff induction and volunteer training.**

Initial guidance from Designated Safeguarding Lead or committee member who has been DBS checked and done online training course run through Table Tennis England. Ongoing guidance as required and a full review at least once a year.

**A Social Media and photography policy.**

The promotion and development of the club is reliant to some degree on advertising table tennis in local press and Social Media where photographs and video help. Any individual has the right to not have their image in any of this and without having to give any reason. The policy of the club is to obtain written permission to use their image in any publication for promotional purposes in press releases, on videos, on social media channels, in presentation materials and on our website.

The images will remain the property of Bishopstone Table Tennis Club band will only be used for increasing awareness about the impact of our work. Your personal details will remain strictly confidential.

Any pictures and videos of children will need permission of their parent or carer. Also no individual child will not be highlighted or the centre of focus but part of a general scene.

Big events where it is not possible to get individual permissions will have a notification displayed to show that pictures and videos may be taken.

Photos taken by parents etc. may not be taken and definitely not be put on social media.

**Guidelines on transportation.**

In the unlikely event a child is transported it can only be done when there are two adults in the vehicle.

**Guidance on the handover of children.**

Children to be handed over to known designated people only. Any change to be informed to us by the parent/carer before the event.

**Guidance on teaching one on one sports.**

Any one on one training/coaching to be done only in the presence of another adult and preferably the persons’ parent or carer.

**General guidance**

**Guidelines are there to protect children and to protect coaches and volunteers.** Generally you are not allowed to touch a child even when demonstrating a particular Table Tennis shot – do not guide their arm. Try and avoid any situation where you are alone with a child and if it inadvertently happens open a door. If a child in exceptional circumstances needs comforting then end this as soon as possible and ensure there is another adult to hand. Guidelines cannot cover every eventuality and for a fuller outline of information and procedures please refer to the folder in the table tennis equipment box or the Table Tennis England Website.