



## Haddington Table Tennis Club / Table Tennis East Lothian



### Protection of Vulnerable Groups Policy

Haddington Table Tennis Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Table Tennis Scotland requirements.

We accept our responsibility to take reasonable and appropriate steps to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all members of such groups have a positive and enjoyable experience at our Club, and in coaching sessions that we hold in other establishments, in a safe environment and are protected from abuse whilst participating in table tennis.

As part of implementing our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults.
- not allow children to depart from coaching sessions without an accompanying responsible adult.
- ensure all officials and coaches understand their roles and responsibilities in respect of safeguarding and have appropriate safeguarding training to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure that we maintain or have appropriate access to accurate records of contact and medical condition details for all young / disabled participants in our coaching sessions.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the membership/deployment of unsuitable individuals. All coaches will have PVG clearance.
- at all junior and vulnerable adult coaching sessions a responsible coach will have been through the Disclosure Scotland process satisfactorily and at times during the sessions at least one other responsible adult will be present.

This policy will be widely promoted and is mandatory practice for everyone involved in Haddington Table Tennis Club and Table Tennis East Lothian. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in exclusion from the Club.

#### **Behaviour towards vulnerable person(s) that:**

- causes harm – either physical or emotional
- places anyone at risk of such harm – including by failing to observe the club's Health & Safety policies
- engages in inappropriate sexual or pornographic conduct
- provides inappropriate medical treatment
- involves threatening, coercive or demeaning language or conduct

are grounds for referral to Disclosure Scotland and the club has a statutory responsibility to make such a referral.

## Monitoring

The policy and all coach PVG certificates will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by Table Tennis Scotland
- as a result of any other significant change or event.

All matters relating to PVG should be referred to Roger Thomas the Club officer responsible for this policy.

A handwritten signature in black ink that reads "Roger Thomas". The signature is written in a cursive style with a horizontal line underneath the name.

Roger Thomas, Chairman

October 2017