

Coaching Procedures Policy for Child Safeguarding

This Coaching Procedures Policy outlines the responsibilities and expected behaviour of coaches at the Derby Community Table Tennis Club (DCTTC) in line with our Child Safeguarding Policy. It aims to ensure the safety and welfare of all junior members during our coaching sessions.

1. Roles and Responsibilities

Coaches are crucial in ensuring the safety and welfare of our junior members. They are expected to:

- Maintain an environment conducive to the enjoyment and development of juniors in the sport.
- Treat all juniors with respect and dignity, valuing their ideas and opinions.
- Be aware of, and follow, the procedures outlined in the Child Safeguarding Policy.

2. Code of Conduct

Coaches must adhere to the code of conduct outlined in the Child Safeguarding Policy. This includes appropriate language and behaviour, respect for personal boundaries, and the prohibition of any form of harassment, bullying, or discrimination.

3. Sessions with Juniors

Coaches should ensure the physical safety of juniors during sessions, including checking equipment and facilities. Coaches should also encourage positive interactions among juniors and promptly address any signs of bullying or inappropriate behaviour.

In accordance with Table Tennis England guidelines, if a session evolves into a one-to-one situation, the parent or carer of the junior should be present, much like in a traditional playing hall setting.

However, we understand that circumstances can sometimes be unpredictable. Therefore, if only one junior is present 15 minutes after the session has begun and no other adults are available, the coach is obligated to make all reasonable efforts to avoid a one-to-one situation. This includes efforts to end the session and contacting the parent or carer to arrange for the immediate collection of their child.

In instances where the parent or carer cannot be reached or is unable to promptly collect the child, the coach will uphold the club's safeguarding principles to ensure the safety and wellbeing of the child until they are safely collected.

The reason for these measures is to ensure the safety and well-being of both the junior members and the coaching staff. Having a parent or carer present provides an additional layer of protection and oversight, whilst maintaining an appropriate environment for coaching. It also minimises the risk of potential misunderstandings or inappropriate conduct. These steps are in line with our commitment to creating a safe, transparent, and respectful setting for all involved in our club.

4. Collection of Juniors after Sessions

For the safety and security of our junior members, DCTTC has established a clear policy regarding the collection of children after sessions:

The coach leading the session will only release a child to the individual(s) who are authorised by the child's parents or carers. This rule applies to all Junior Sessions and is crucial in ensuring the welfare of our junior members.

We acknowledge that there may be regular arrangements where one parent or carer is authorised to collect multiple children, such as friends or siblings who usually travel together. Parents or carers should notify the club of such arrangements and these details will be added to our information system.

If there are any changes to these established arrangements, parents or carers should inform the club as soon as possible. This allows us to maintain accurate and current information, ensuring the safety of all our junior members.

5. Procedure for Uncollected Juniors

If a junior session has ended and a parent or carer has not arrived to collect the child, the coach will follow this procedure:

- The coach will wait for 15 minutes before attempting to call the parent or carer. If there is no answer, the coach will continue to try reaching the parent or carer for an additional 15 minutes.
- If the parent or carer cannot be contacted after 30 minutes, the coach will then call the emergency phone numbers provided by the parent or carer in the Junior Safeguarding Information Form.

By implementing these procedures, DCTTC aims to foster a secure, respectful, and engaging environment where junior members can enjoy and excel in table tennis.

6. Attendance During Junior Sessions:

During the coaching sessions for junior members, the following individuals are permitted to be present:

- Coach or coaches actively involved in the session
- Junior members enrolled in the session
- Parents, guardians, or carers of the junior members

Additionally, adult club members may be present if they are attending the adult session immediately following the junior session.

However, they are only allowed to enter the premises 10 minutes before their scheduled session and cannot remain present throughout the entirety of the junior session.

For any other individuals not covered in the above categories, attendance during a junior session is strictly forbidden unless prior permission has been granted by the supervising coach.