

Irish Table Tennis Association Ltd

ULSTER BRANCH



Vetting Policy for Children and Vulnerable Adults

Introduction

Safeguarding in Table Tennis means doing everything possible to minimize the risk of harm to children and young people. Each club has a legal and moral duty of care to protect children and young people in their care from abusive and harmful behaviour. A safe environment will provide children and young people with an opportunity to experience fun and achievement.

Table Tennis Ulster (TTU) need to verify the identification of those volunteers who work closely with children and vulnerable adults (known as regulated activity). This will include a check of the Disclosure and Barring Service (DBS) which keeps lists of people who are unsuitable for work with children.

A person's suitability to work in regulated activity is checked by completing an AccessNI Enhanced Disclosure Vetting check. To complete the process each volunteer must produce relevant identification in person to the verifying officer.

Regulated activity involves working frequently (once a week or more) or unsupervised with children. For example, you work in regulated activity if you: teach, train, instruct, care for or supervise children.

The provision of vetting checks and the issuing of criminal record certificates are governed by a Code of Practice as set out in Part V of the Police Act 1997. To access the Codes of Practice please use the attached link: www.nidirect.gov.uk/publications/accessni-codepractice .

General information

- TTU has given its Safeguarding Officer the authority to verify the identification of those volunteers who are required to complete an AccessNI Enhanced Disclosure Vetting check.
- A criminal record will not necessarily be a bar to obtaining a position. TTU will consider the relevance of the conviction to the role/position.
- TTU has a recruitment of ex-offenders' policy which is available on request.
- In the Republic of Ireland, the ITTA is registered with the Garda Vetting Unit, and will be responsible for members registered in the ROI.

The following parties will be required to complete a vetting check:

Provincial

- Members of the Executive to be vetted where necessary
- Full-time and part-time staff of the TTU to be vetted
- TTU coaches to be vetted
- Members of TTU sub committees to be vetted where necessary
- Referees and Umpires to be vetted

Club and Coaches

- Coaches of table tennis clubs within Ulster who have regular dealings with children and young people.
- Volunteers within local clubs who have regular dealings with children and young people.
- Coaches and volunteers who have regular dealings with vulnerable adults within their clubs.

To complete the process each volunteer must:

- Complete TTU's AccessNI application form
- Return the completed form to the club chairperson along with appropriate ID as outlined in the application form. They will verify the ID and forward the application form and copies of ID to TTU's Safeguarding Officer.
- TTU's Safeguarding Officer will process the application and inform the club of the outcome.
- Where there is information disclosed, the Safeguarding Officer will request the Disclosure Certificate from the applicant to complete an appropriate risk assessment.
- AccessNI checks should be completed prior to taking up a role in Regulated Activity and will be renewed every 3 years.

For details of Garda Vetting Procedures please contact TTI.

If you have any questions regarding TTU's Vetting procedures, please contact TTU's Safeguarding Officer, Adrian Brown.

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