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ENGLISH TABLE TENNIS ASSOCIATION CRIMINAL RECORDS BUREAU CHECKING

Everyone involved with sport should be aware of the importance of Criminal Records Bureau checking (CRB) for all those staff, coaches, members, volunteers, officials and parents involved in any way with young people. Indeed this is an integral part of the ETTA's Child Protection Policy and Guidelines.

The English Table Tennis Association (ETTA) has agreed the following policy in respect of all staff and volunteers working with children and young people – for the purposes of the ETTA's Child Protection Policy this relates to those aged under 18 years.

CRB checking should be mandatory for all coaches, officials, staff and volunteers working with or organising activities that involve young people as defined within the ETTA's Child Protection Policy and Guidelines.

1. COACHES

- From 1st March 2006 all registered ETTA coaches must have a current CRB check in place.
- CRB checks must be renewed every 3 years.
- Coaches not meeting the requirement will be considered to be 'not active' and not receive any update information or invitations to attend conferences from the ETTA. In addition they will not be recommended by the ETTA for any coaching positions with outside agencies.
- Regional Coaching Coordinators, Regional Development Officers, County Associations, Leagues and Clubs will be advised of the names of all coaches not holding current CRB checks on a quarterly basis until 1st January 2007 to allow continued chasing. After that date all coaches not holding current CRB checks will be deleted from the coaches database.
- Coaches who do not renew their CRB checks will be chased nationally on 3 occasions and then their details circulated as above. If they do not produce a new CRB check they will be deleted from the database after 6 months.

2. REFEREES, TOURNAMENT ORGANISERS AND UMPIRES

- From 1st September 2007 all referees, tournament organisers and umpires must have a current CRB check in place.
- CRB checks must be renewed every 3 years.
- A database for all referees, tournament organisers and umpires will be set up by the National Coaching Administrator to enable the chasing and administration of the CRB checks.
- A list of any outstanding CRB checks will be sent to the appropriate national committees and the National Events Manager to ensure that only officials with current CRB checks are used at any ETTA events.

3. PROFESSIONAL STAFF

- All Regional Development Officers, National Coaches, National Equality and Child Protection Officer, National Events Manager, National Events Officer, National Technical Manager, National Coaching Officer, National Communications Officer and anyone else as deemed necessary by the Child Protection Committee must have current CRB checks.
- CRB checks must be renewed every 3 years.
- The National Equality and Child Protection Officer will be responsible for ensuring that all the checks are current.

4. CLUB AND LEAGUE WELFARE OFFICERS

- From 1st March 2007 all Club and League Welfare Officers must have a current CRB check in place.

- CRB checks must be renewed every 3 years.
- The National Equality and Child Protection will be responsible for updating the database and chasing the Club and League Welfare Officers to ensure that they all have current CRB checks.
- Any Club and League Welfare Officer not complying with this policy will not be allowed to continue in the role.

5. VOLUNTEERS

The recommendation of the ETTA is that all key volunteers either at national, regional, county, league or club level who have significant contact with young people and children should be required to have a CRB check renewable every 3 years. This could include the following examples:

1. Local Junior League organisers.
2. People (including parents unless it is their own children) transporting players to local league matches, local and national competitions and coaching sessions.

THE PROCESS

- The ETTA have taken the decision that the Association will not carry out CRB checking 'in-house'. In order to assist its members an arrangement has been put in place with an outside agency 'Tigerbrook'.
- The ETTA will accept CRB checks taken out with certain other registered bodies these are:
 1. other national governing bodies of sport
 2. local authorities
 3. county sports partnerships
 4. local education authorities including schools and colleges
- CRB checks from any other bodies WILL NOT BE ACCEPTABLE and the person presenting the check will be required to have another one carried out.
- For all CRB checks, other than those carried out by Tigerbrook, the original certificate must be forwarded to the National Equality and Child Protection Officer for checking purposes. They will then be returned to the person named on the check.

CONVICTIONS

Where there is evidence shown on the CRB check of convictions:

1. if the check has been carried out by a body other than Tigerbrook then the person concerned may be asked to have a further check carried out by Tigerbrook – this is because the 'registered bodies' copy may contain further relevant information not shown on the 'applicant's copy'
2. the person concerned will be asked to provide a written statement regarding the circumstances surrounding the convictions
3. once all the information has been forwarded to the National Equality and Child Protection Officer the Child Protection Case Management Group will take a decision as to whether any action be taken against the person concerned
4. any investigations or information requested will be dealt with on a need to know basis and confidentially
5. the person concerned will be advised of any actions deemed necessary by the Child Protection Case Management Group and will have 28 days in which to submit an appeal
6. any appeals will be heard by the ETTA's Appeals Committee

A conviction does not necessarily mean that a coach will be suspended or excluded from coaching, the decisions taken will depend on the nature and date/s of any convictions.

CRB checking will form a part of the ETTA's recommended process for checking and vetting its staff, officials and volunteers.

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