



**BRITISH
TRIATHLON**

Safeguarding and Protecting Children Policy

March 2016

British Triathlon Safeguarding and Protecting Children Policy



Forward

Triathlon is an amazing multisport activity, especially for young people. It allows them the opportunity to have fun with their friends while learning new skills, staying healthy and achieving goals.

British Triathlon is firmly committed to creating and maintaining a safe and positive environment for all young people to take part in Triathlon. It accepts its responsibility to safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

Everyone who participates in Triathlon is entitled to participate in a safe and fun environment and to be given the chance to experience the feelings of enjoyment, challenge and achievement that are inherent to the sport. This document includes a particular emphasis on the impact of new technology and the increasing use of social media, which is reflected in our guidance and policies. Everyone involved in sport has a responsibility to ensure that children and young people are able to enjoy themselves in a safe and non-threatening environment. Our policy provides comprehensive guidance for coaches, teachers, parents, young people and all those involved in the running of clubs, but it is also important that we continue to listen to children and young people and act immediately on any concerns that are raised. I would urge everyone involved in our sport to read the enclosed information and ensure they are aware of our policies so that together we continue to build a safe environment for our young people.

This document sets out British Triathlons policies and procedures in fulfilment of its belief in and commitment to safeguarding and protect children.

Yours in Sport

Andy Salmon

British Triathlon Chief Executive



British Triathlon Safeguarding and Protecting Children Policy

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Introduction

British Triathlon Safeguarding and Protecting Children Policy This policy and procedure applies to all athletes, personnel, carers, volunteers, coaches and anyone involved in a British Triathlon, Triathlon England or Welsh Triathlon organised activity, event or team. The aim of such a comprehensive manual is to enable everyone in triathlon to play their part in safeguarding children. It offers practical guidance for those who are directly involved in working with children, providing awareness of both mandatory requirements and good practice guidance.

Everyone who participates in Triathlon is entitled to participate in a safe and fun environment and to be given the chance to experience the feelings of enjoyment, challenge and achievement that are inherent to the sport. To ensure this, British Triathlon is committed to devising and implementing policies and procedures to ensure all those involved comply with the British Triathlon Safeguarding and Protecting Children Policy.

In addition, all young people are entitled to be protected from abuse; our sport has a duty of care in this respect. Abuse can occur anywhere, at home, at school, in the park and in sport. British Triathlon is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse.

This means taking action to safeguard children and to report any concerns about their welfare. It is not the responsibility of the person reporting a concern to determine whether or not abuse has taken place. This is the domain of child protection professionals, the children's social care services, the police, and the agencies that support this policy and work closely with us to create the right environment.

This document sets out British Triathlon's policy in fulfilment of its commitment to safeguarding

and protecting children. This document also recognises that today we live in a digital world where young people have access to and use with enthusiasm social media and we have provided guidance to address this additional challenge. We would encourage everyone involved in our sport as a volunteer, coach, teacher and parent to study this guidance and join with all of us in forming one team to remove any threat to children and young people in our sport.

You can contact the British Triathlon Lead Safeguarding Officer (LSO) on 01509 226159.

The delivery of Safeguarding and Child Protection lies with the Home Nations of 7 Welsh Triathlon, Triathlon Scotland and Triathlon England. If you have a concern about the safety of a child, training or guidance you should contact your relevant Home Nation Lead Safeguarding Officer:

Welsh Triathlon:0300 300 3128

Triathlon Scotland:07545 697 841
janescott@triathlonscotland.org

Triathlon England:01509 226159
Lindahaywood@britishtriathlon.org

Procedures, guidance material and useful contacts relevant to your Home Nation can be found by clicking on the links below. If you need advice, or to report a concern, you can do this through your Home Nation.

British Triathlon is committed to working in partnership with the Police and Children's Social Care Services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm.

If you have an urgent concern regarding the safety of a child /young person contact CSC/ or your Local Police station immediately.



Glossary of Terms

Adult	Individual aged 18 years or older
Athlete	Generic term to include all those taking part in triathlon, both adults and children.
DBS	Disclosure and Barring Service: formed through merger of Criminal Records Bureau and Independent Safeguarding Authority. Complete the DBS application process for registered bodies (e.g., British Triathlon) to enable informed decisions to be made about an individual's suitability to work with children. British Triathlon may also complete Barring Status Checks on individuals whose role meets the criteria of regulated activity.
Child	Individual under 18 years of age.
CPSU	Child Protection in Sport Unit: sited within the NSPCC, work with National Governing Bodies and County Sports Partnerships to help them minimise the risk of child abuse during sporting activities.
Children's Social Care Services	Local Authority agency with responsibility for safeguarding and protecting children and families, formally known as Social Services.
Club Welfare Officer	Designated individual within a club who has responsibility for leading on safeguarding within the club.
Duty of Care	The responsibility of an individual or organisation to ensure all practical steps are taken to ensure the safety of those involved in an activity organised by the individual or organisation.
Home Nation Association	Either Triathlon England, Welsh Triathlon or Triathlon Scotland.
In loco parentis	Means 'in place of a parent' and refers to an individual assuming some level of parental status while a child is in their care, for example a coach.
DO	Designated Officer (England only) : work within Children's Services and should be alerted To all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child, possibly committed a criminal offence against children, or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children
LCSB	Local Children's Safeguarding board: coordinate activities of agencies/organisations that provide services for children and have responsibility for safeguarding children and promoting their welfare. Also provide local inter-agency guidelines related to procedures that should be followed in cases of actual and suspected child abuse. Some areas have established sports subgroups to inform their work.
LSO	Lead Safeguarding Officer of the relevant Home Nation Association.
Parent	Generic term referring to parents, guardians and carers
Position of Trust	This is where an individual, such as a coach, or carer who makes decisions for or about a child, can influence the child's actions and may misuse that position to groom or abuse the child. This position can be a positive one, in building confidence and self-esteem in children. The abuse of positions of trust is a breach of the BTF Code of ethics and disciplinary processes.
Regulated Activity	defined as, work which an individual who is barred from working with vulnerable groups including children must not do. In summary this includes: Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/

	guidance on well-being, or driving a vehicle only for children. Work being carried out regularly (at least weekly), frequently (four times a month or more) or overnight (between 2am and 6am) Work in a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, and childcare premises.
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Safeguarding Defined

All individuals within sport should be able to recognise the signs and indicators of abuse and have an idea of how to respond to these signs. It is not the responsibility of individuals within triathlon to determine if abuse has, or is, occurring but they should report any concerns/ incidents to the welfare officer. It is not an individual's responsibility to approach the person they are worried about themselves.

Club Welfare Officers need to be appropriately trained and have an understanding of the different forms of abuse and their definitions. They act as a first point of contact for any person in triathlon at a club level who has a concern about child welfare and protection. They will assist the Club in developing and promoting a young people focused and friendly environment and are responsible to disseminate safeguarding information to their clubs as needed.

Definition

Child abuse and neglect centre round causing, or failing to prevent, harm to a child. An abuser may be an adult or a child, recent research has identified that peer abuse is increasing, especially through bullying. As such an abuser could be anyone who comes into contact with a child be this a family member, coach, team mates or stranger.

Definition of poor practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (typically as described in the Code of Conduct). Poor practice may not be immediately dangerous or intentionally

harmful to a child, but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.

Effects of abuse and poor practice

Abuse, whether short-term or prolonged, can be extremely damaging to the child and may affect their relationships and trust in others both currently and in the future. In extreme cases children who have been abused have developed drug and alcohol dependencies, illegal tendencies and in some cases have gone on to abuse children themselves

Maltreatment of children

Any child abuse or neglect are forms of maltreatment, and can be:

- Inflicting, or failing to prevent, harm.
- Administered by an adult or a child
- Administered by a male or female

Forms of abuse and poor practice

There are 4 categories of abuse: physical, emotional, sexual and neglect. In addition, bullying, harassment and grooming also need to be safeguarded against. These are outlined as below:

Physical Abuse.

Physical abuse could involve hitting, shaking, throwing, burning, drowning or otherwise causing physical harm to a child. It could also include the fabrication of, or deliberately causing, symptoms of illness in children.

In triathlon an example of physical abuse may be the imposed use of performance enhancing drugs, or when the intensity of training or competition exceeds the capacity of the child's immature and growing body.

Emotional Abuse.

Emotional abuse involves persistently causing emotional distress to a child, causing severe adverse effects on their emotional state. Emotional abuse could include:

- Suggesting that the child is useless, inadequate, and worthless or only valued as they meet the needs of another.
- Not allowing the child to express their views by acting condescending towards them and mocking them or by silencing them when they try to communicate.
- Bullying (including cyber-bullying) causing the child to feel afraid or in danger.
- A child witnessing the maltreatment of another individual.

Within triathlon, an example of emotional abuse may be when a coach continuously criticises an athlete, uses sarcasm, name calling and generally belittles the young person. Parents can emotionally abuse an

athlete by having too high expectations and placing unrealistic expectations on the young person with constant negative feedback.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities regardless of their understanding of what is happening. This could include:

- Physical contact through both penetrative and non-penetrative acts
- Activities not involving contact, such as forcing children to watch sexual activities, view sexual images, or act in a sexually inappropriate manner

Sexual abuse could be carried out by:

- Children as well as adults
- Both males and females
- Individuals who may target sports to get access to children
- A family member, friend, team mate, coach or another individual the child knows
- Someone who acts alone or as part of a group

Perpetrators will:

- Go to great lengths to get close to the child and gain their trust
- Be accepted by the family/organisation by being helpful and offering assistance
- Put pressure on the child to maintain their silence

Sexual abuse within triathlon could be from coaches or other club officials who are in a position to form a trusting relationship with the athlete, with the abuse most often based on the exploitation of that trust.

Legal Age of Consent

There is national evidence of a growing number of serious cases of abuse of

positions of trust within sport. A sexual relationship between a person with authority over the young person and the 16 or 17 year old is never healthy in our view, and can be open to abuse. While it may not currently constitute a criminal offence, it conflicts with British Triathlons safeguarding guidance and code of conduct. Such breaches of an organisation's code of conduct will result in disciplinary action, and potentially to a referral to the DBS.

Neglect

Neglect encompasses the persistent failure to provide a child's basic requirements, both physically and psychologically. Neglect often results in the child's health and development being impaired and could include:

- Failing to provide adequate food, clothing and shelter
- Failing to protect a child from physical or emotional abuse
- Not providing adequate supervision
- Not responding to a child's basic needs or providing access to appropriate medical care

Neglect in triathlon could be a coach/official failing to ensure the safety of a young person, exposing them to undue cold, or to unnecessary risk or injury and often highlights a failure in the duty of care.

Neglect in triathlon could include a coach or official repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Bullying

Bullying can be defined as repeated and deliberate actions or hurtful behaviour that is repeated over a period of time. The damage caused by bullying can frequently be underestimated and cause considerable distress to young people and could result in their health and development being affected.

Kidscape have defined the main types of bullying as:

- Physical: including pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal: name calling, sarcasm, spreading rumours, persistent teasing
- Emotional: Excluding, tormenting, ridiculing, humiliating
- Racial: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact, homophobic taunts, abusive comments

Bullying can occur between:

- An adult and young person
- A young person and another young person
- A parent and their child

With sporting environments being competitive the opportunities for bullying may be increased.

Examples within triathlon could include:

- An athlete being picked on for being weaker on a component sport or slower than team mates
- Parents pushing too hard
- A coach adopting a win at all costs attitude
 - Officials putting undue pressure on athletes

Harassment

Harassment is defined by the unwanted nature of the action, which could include attention or the provision of items. It is for

any given individual to determine what they consider to be acceptable and what they regard as offensive. In some 15 situations, harassment can be considered to be a criminal offence and can lead to a restraining order or prosecution.

Harassment can take a variety of forms with the most common being:

- Suggestive sexual comments
- Racist insults/jokes
- Verbal abuse
- Unwelcome attention

The impact of harassment on a child can be profound and can result in the child feeling unhappy, demoralised or undervalued. Harassment is often an ongoing form of abuse which causes extreme distress by the repeated action, usually verbally.

Grooming

Grooming refers to an individual working to create an emotional connection with a child to gain their trust with the distinct purpose of sexual abuse or exploitation. Grooming can be undertaken by both males and females and can occur both online and in the real world. It can be undertaken by an individual the child or young person knows or by a stranger. Many children and young people will not understand that they have been groomed and that it constitutes abuse.

Abusers may invest a lot of time and effort into gaining a child's, and possibly the rest of their families trust by:

- Offering advice and understanding
- Buying gifts, such as equipment
- Giving the child attention
- Using their professional position or reputation
- Taking them on trips, outings or holidays

Once they have established trust, groomers will exploit the relationship by isolating the

child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want.

Abusers may introduce 'secrets' as a way to control or frighten the child. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

Indicators of abuse and poor practice

Most children will not find it easy to disclose their concerns, and certain groups will find this more difficult for example, children from ethnic minorities may find it difficult to find people to tell. There may be language barriers, or children may not be able to communicate due to a disability. The majority of referrals will be made by adults who have concerns about a child as identified by their behaviour or appearance.

However, it should not be assumed that abuse will be easy to identify as children and young people can:

- Be bruised easily in everyday life while playing, for example falling off their bike
- Be moody and unpredictable, especially during adolescence
- Experience changes in behaviour as a result of external situations

Indicators of abuse could include:

- Unexplained injuries such as burns, bruises or cuts which are on areas of the child's body which are not normally prone to injury through playing.
- Inconsistent reasons for a physical injury
- The child or young person disclosing a concern which suggests an abusive act
- Another person, such as a parent, coach or team mate, raising concerns about a child's wellbeing

- Inappropriate sexual awareness or engaging in sexually explicit behaviour
- Fearing or displaying a lack of trust in adults
- An excessive fear of making mistakes
- Difficulties making friends, or being prevented from doing so or socialising
- A sudden weight loss or gain, or

variations in eating patterns that may identify an eating disorder

While the above list contains a number of indicators this is not a complete list and there may be other signs that are observed. Further, if a child is exhibiting any one of the above it should not be considered proof that they are being abused, however if there are multiple signs being displayed there could be cause for concern.

Important: It is not your responsibility to determine if abuse has occurred. Your responsibility is to report any concerns that you have.

Historic Abuse

Non-recent abuse (also known as historical abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years old.

Many people who were abused in childhood believe that they are to blame and that the abuse was their fault. But this is never the case - a child cannot consent to abuse.

Whether the abuse happened once or hundreds of times, a year or 70 years ago, whatever the circumstances, there are people who can help. It is never too late.

Please refer to further guidance provided by the NSPCC here:

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/non-recent-abuse/>



Club Session Delivery

Changing room policy

Triathlon clubs have a duty of care to safeguard children during club sessions, including the wellbeing of children in changing rooms. This doesn't mean that the child's parents have no responsibility. However, parents are not always at the training facility. It is, therefore, important that clubs clearly identify to parents the circumstances in which they are expected to remain at the venue, for example if their child may require special assistance or additional help that the club cannot provide.

Changing room guidance for parents

It is not recommended that supervision is provided within changing rooms as this places both the adult and children at risk of harm or allegation. Instead clubs may wish to place a club official outside of the doors to the changing room which enables children to call for assistance if required.

Additionally, parents should specifically be advised around:

- The type of changing facilities at the venue - for example, are they village changing or separate for males and females.
- Whether changing facilities will be accessible by members of the public using the facilities as well as club members, and if club members over 18 years of age will be accessing them at the same time as members under 18 years of age.
- Avoiding being in the changing rooms whilst the athletes are changing unless their child required additional assistance. In these circumstances the parent/carer must be the same gender as the child unless there is access to a family changing room or the venue has village changing facilities.

Children and adults sharing swimming lanes

The British Triathlon has a duty to safeguard children under the age of 18 alongside a duty of care to all British Triathlon members and it is for this reason the British Triathlon does not recommend that adults and children should be lane sharing. However, the British Triathlon recognises that in some situations it is not possible or appropriate for athletes to train separately.

Swimming is a physical sport and like many physical activities there are inherent risks in taking part. The British Triathlon is committed to ensuring that any risks to all participants are kept to a minimum. The British Triathlon recognise that children aged 14 to 18 and senior athletes aged 18 and upwards may train together if they are of a like standard and size. As long as appropriate safeguards are put in place and a risk assessment carried out.

In order to safeguard children in our sport it is necessary to consider the issue of children and adults sharing lanes whilst swimming training. British Triathlon have identified problems which could arise from training activities and warm ups where adults and children swim in the same lane, including allegations of sexual and physical assault, intentional and accidental, during swimming training.

When lane sharing between senior and junior athletes who are over 14 is unavoidable the club and coaches should undertake a risk assessment to ensure training activities are organised and concluded in as safe an environment as possible, minimising both the health and safety risks and any child welfare risk that these situations may pose. The risk assessment should consider the training activities planned taking into account the

composition of the lane and the following factors:

- Is there suitable lane supervision at club sessions involving children? (i.e. Under 18s)
- The age and gender of the athletes in line with British Triathlon guidance below.
- The relative sizes and abilities of the athletes.
- The individual swimmers lane discipline and precision of their strokes.
- Introducing a lane etiquette guide e.g. Re overtaking.
- The presence of lifeguards.
- The width of each training lane.
- The number of athletes in each lane.
- Whether the session is open to spectators.
- The club's process for raising concerns with their Child Welfare Officer

This is not an exhaustive list but provides a good baseline for clubs to start evaluating their sessions and ensure that sessions are incident free.

The British Triathlon do not consider that children under 14 should share training lanes with adults. Where separate lanes are impractical, it is vital that the club adopt a critical appraisal of the swimmers in the water and complete a careful risk assessment to ensure that the sessions are incident free. During competition warm ups involving senior swimmers and children under 14, promoters should make provision to allow different age groups to warm up at different times or allocate separate lanes to each age group.

Coach participant ratios

The coach participant ratios can be found in the British Triathlon Health and Safety Guidelines document.

It is important to remember that these are guidelines and that there are a number of factors that should be considered when

determining the ratio suitable for your club's activities. This could include:

- The age of the children/young people
- The experience of the children/young people
- The experience of the coach
- Where the coaching is being held - for example in a sports hall or on an open field

Essentially the greater the number of risks the lower the ratio should be, this can be mitigated by having supporting coaches or helpers to supervise the athletes taking part in sessions.

Late collection of children

Occasionally parents/carers may become delayed or unable to collect children from training sessions. When new junior members join the club their parents should be advised who to contact if they will be delayed in collecting their child and advise them of the action to be taken, for example they would need to advise if another club member could take their child home. It is important that emergency contact details are collected for all junior members. If you are unable to contact their primary contact, emergency contact details would be essential.

Club officers must never leave a child under 16 years of age alone, and they must have parental permission to leave athletes over 16 years of age on their own. It is recognised that some parents will allow their child to travel to and from training sessions on their own, or with club mates, and in these situations the parent would be required to notify the club of this.

Clubs should have a collection policy to ensure 2 coaches/ volunteers stay with uncollected children.

Club coaches and officers should avoid:

- Asking the child to wait alone with them or being left alone with any child who has not been collected
- Taking any child home or to another location
- Allowing the child to leave with another club member without permission.

Missing child guidance

In the unfortunate incident that a child goes missing during club activities or at events it is important to remember that most children are found within a few minutes of their disappearance. British Triathlon provide the following guidance in relation to the actions that should be taken in this occurrence:

- Ensure any other young people you are responsible for are appropriately looked after while the search is being completed for the missing child.
- Organise all available adults to fully search specified areas, particularly obvious areas of danger such as water.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Ensure that the area in which the child has gone missing is fully searched, including changing rooms, toilets, public and private areas.
 - Ensure that there is a single point of contact for all individuals searching to report back to. This individual should record all of the events that have occurred as well as creating a physical description of the young person to include approximate height, build, hair and eye colour in addition to what they were last seen wearing, where and when they were last seen.
 - If the young person has not been found within 20 minutes the Police should be informed, even if the search has not been fully completed.

- Once you have contacted the Police, they will advise if further action is required before their involvement.
- If the Police act upon your report, follow their guidance and requests for progressing the search.
- As soon as the young person is located be sure to communicate this to all individuals involved in the search.

Supervision of children

The club's duty of care to safeguard athletes includes having the appropriate levels of supervision in place during training sessions and if the athletes are taken to events or camps.

Away Trip Guidance

If the club take athletes away overnight, or over multiple nights, they will be responsible for the safeguarding and wellbeing of the athletes as soon as they have received the athlete from their parent/carer and will remain responsible until the athlete is handed back to their parent/carer.

British Triathlon would expect the following individuals to be included in club trips:

- Welfare Officer - doesn't have to necessarily be the appointed Club Welfare Officer
- Head Coach
- Chaperone

The role of the Welfare Officer and Chaperone are outlined below.

Welfare Officer

The welfare officer appointed for a specific trip may not necessarily be the same one as appointed by the club committee as Club Welfare Officer but they should ideally have completed the Child protection in sport course - An online introductory

safeguarding course for anyone who has infrequent contact with children in a sports organisation which is available on the nspcc website. Additionally, they should refer to:

Safe Sport Events Activities and Competitions (available on the CPSU website).

Specifically the individual acting in this role should:

- Ensure that all individuals on the trip know that they are the welfare officer for the duration and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for all athlete's parents/carers in the event that they will be needed during the trip
- Hold the medical information for all athletes to ensure that they are accessible if needed during the trip
- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip
- In the instance of any ongoing concerns, refer them to the Club Welfare Officer if a different person.

Chaperones

The role of the chaperones is to provide loco parentis supervision of the athletes on the trip, assist with the maintenance of their general care and wellbeing and to assist the Welfare Officer if and when required.

Individuals who operate in this role should:

- Avoid completing a coaching role as well
- Hold a DBS check that has been issued for triathlon related activities within the past three years and that has been assessed by British Triathlon to ensure the applicants suitability for working with children

- Have attended some form of safeguarding training
- Have their role fully explained and the associated expectations outlined to them before commencing the role
- Meet with other trip leaders in advance of the trip to ensure that all roles and responsibilities are confirmed across the group
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

If the group is fairly small it's possible that a chaperone could also act as the Welfare Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.

In advance of any trips the chaperones should:

- Meet with the athletes they will be responsible for during the trip, and their parents
- Be provided with the details of the trip including:
 - any booking details
 - athlete and team leader room allocations
 - the location of their room in relation to the athletes
 - details of any transportation being provided
 - any guidance that athletes have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athletes code of conduct
- Identify the nearest medical facilities

During the trip, chaperones should:

- Have a room on the same floor as the athletes and ideally as close as possible so they can be easily contacted by athletes.
- Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations
- Check all athletes rooms on arrival to ensure they are secure
- Check if unsuitable channels can be accessed on the television in the room, and if so request for these to be blocked
- Check that the in room telephone is operational
- Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

Planning the Trip

Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Allocate rooms based upon age and gender, considering parent and athlete requests where possible. Under 18's should not share a room with an over 18-yearold even if they are of the same gender. If this has to happen (for budget reasons) that this is discussed and agreed upfront and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided.
- Ideally all athletes should be on the same floor, with club officers' rooms at either end.
- Ensure that guidelines are in place for the use of any in room telephones and televisions.

- How club officer contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the trip
- Distributing and collating all required forms to and from parents/carers.

Emergency Plan

In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:

- The nature of the emergency and who is involved
- The action to be taken to maintain the wellbeing of the athletes and manage the current situation
- Confirming any injuries and providing medical assistance if required
- Nominating which member(s) of the team leading the trip would accompany the individual requiring medical attention
- Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified.
- Where required, who will notify the Police of the incident
- Who will be responsible for contacting the parents/carers of the athlete(s) involved
- When and who should contact the Home Nation Association Lead Safeguarding Officer
- Who will create a written record of the incident?

Challenging behaviour

It is likely that at times coaches and other club officers will be required to intervene when a child is demonstrating challenging behaviour. The following guidance aims to

outline good practice and provide strategies and sanctions which could be employed as well as those that should be avoided.

The guidance is centred around:

- Maintaining the welfare of the child at all times
- Providing clear guidelines to coaches and club officers regarding appropriate conduct and the process for responding to unacceptable behaviour
- Ensuring that children are not subjected to harmful, abusive or humiliating behaviour
- Recognising that children may demonstrate challenging behaviour as a result of a specific circumstance, such as a medical condition or being the victim of abuse
- Recognising that triathlon, and sport in general, can significantly improve the wellbeing of children

Where possible the club should support the inclusion of all children in taking part in triathlon and only in exceptional circumstances should a child be barred from taking part in club activities.

Agreeing acceptable and unacceptable behaviours

The thoughts of club officers, junior members and their parents/carers should all be included in the identification of what is and is not acceptable behaviour and what actions may be implemented as a result of unacceptable behaviour. Including young people in the development of behaviour guidelines will increase their acceptance of these, and they are less likely to demonstrate unacceptable behaviour. By including the developed code of conduct into the welcome pack for the club, all new members could be required to agree to it when they first join the club.

Managing Challenging Behaviour

In any situation the response should correspond to the behaviour demonstrated and be outlined to the athlete and their parent/carer as soon as possible. Suggestions for responses include:

- Having the child take a time out
- Encouraging the child to make amends for their actions
- Reinforcing positive behaviour
- Increasing the level of supervision for the activity
- Discuss the unacceptable behaviour with the child and their parent/carer and develop an agreement for it not to occur moving forwards
- Impose sanctions, such as missing a club social gathering
- Temporary exclusion, or permanent exclusion in extreme cases or if the child is a high danger risk to themselves or others

Never employ the following responses:

- Threatening physical punishment
- Refusing to communicate with the child
- Intimidation or humiliation

Physical Intervention Always try to avoid physical intervention unless it is vital to preventing a child from injuring themselves or others. Physical intervention should result from conscious decision making and should not be a reaction to the behaviour and the club officer/coach should always ask themselves if it is the only option before intervening. If physical intervention is deemed appropriate, then the following points should be considered:

- The intervention should be completed in a way which is the least restrictive and does not hurt the child/young person
- Will the intervention achieve an outcome in the best interest of the child/young person?
- Is the intervention in proportion to the demonstrated behaviour?

- Using the smallest amount of force to implement the intervention and for the shortest duration possible
- Ensuring that during the intervention the child/young person is not touched inappropriately
- That it is not being used as a punishment
- That pain is not being inflicted

Following the implementation of any physical interventions they should be recorded and passed over to the Club Welfare Officer as soon as possible.

Policy for Managing Challenging Behaviour

All clubs should have clear guidance for how coaches and club officers should manage challenging behaviour which should include:

- Codes of conduct for all individuals involved in the club from coaches to club officers to athletes
- How the club will respond to unacceptable behaviour?
- How the club will respond to high risk behaviour, for example if a child is in danger of hurting themselves or others
- The circumstances in which physical intervention could be employed
- What will happen after an incident, including how the physical and emotional wellbeing of those involved in the incident will be checked and monitored

Anti-bullying guidance

British Triathlon and the Home Nation Associations are committed to providing a safe and enjoyable environment in which all individuals can take part in triathlon, enabling both training and competing to be undertaken in relaxed and secure surroundings.

If bullying does occur then all athletes should feel comfortable in communicating this information and know that any

incidents will be managed effectively. The Home Nation Associations expect any individual who is aware of bullying occurring to inform the Club Welfare Officer or the Home Nation Association Lead Safeguarding Officer.

What is Bullying?

Bullying can be defined as repeated behaviour which has the intention to physically or emotionally hurt the targeted individual.

Bullying can take a variety of forms such as:

- Emotional
- Physical
- Racism
- Sexual
- Verbal
- Cyber

Why should bullying be challenged?

Individuals who are being bullied are being treated unfairly and should be treated with respect. Bullies generally do not pick on an individual for a specific reason; usually they choose a target who they believe will not stand up for themselves.

A lot of people who bully tend to do so as an attempt to hide their own unhappiness and a lot of times people who bully are likely to feel:

- Rejected by someone else
- Jealous of others talent
- Different or inadequate
- Overcome by stress or pressure

There is also the potential that their behaviour indicates a more serious problem such as they:

- Are being bullied themselves
- Have a lack of positive role models within their life

- Are exposed to individuals who see violence positively
- Are excessively punished at home.

Signs and Symptoms of Bullying

It is likely that children will indicate signs that they are being bullied and so it is important to be aware of these and investigate if a child or young person:

- No longer wants to attend training sessions or club events and makes excuses
- Is afraid of walking to or from training sessions
- Becomes withdrawn or demonstrates a lack of confidence
- Demonstrates a dip in training or race performance
- Attempts suicide or runs away
- Repeatedly asks for money, or starts to steal money
- Has unexplained injuries
- Starts to become aggressive, disruptive or argumentative
- Has taken to bullying other children
- Doesn't want to talk about why their behaviour has changed
- Appears nervous when using the internet or their mobile phone

While the above are potential indicators of bullying it is also possible that they could indicate another issue. However, it is important to consider bullying as a reason.

Club Welfare Officer (CWO) guide to managing bullies

All allegations of bullying relating to athletes under 18 years of age should be reported to the club welfare officer. British Triathlon have collated the following steps that CWO's should take following a reported incident:

- Request all details in writing
- Try to implement mediation between the parties, this could be completed by an independent individual

- If the child is under 16 years of age ensure that their parent/guardian is present, or that an alternative adult is nominated by them
- If the young person is 16 or 17 years of age both they and their parent/guardian can agree for no adult presence, or for another adult to be present
- Refer the incident to the LSO for support and monitoring purposes
- If mediation is not effective, we recommend the following steps:
 - Create a committee to investigate. This would usually consist of the CWO, a committee member or coach and an additional committee member to record the details of the meetings.
 - Ensure that all committee members are up to speed on the details
 - Initial meeting with the individual who is being bullied and provide them with the opportunity to explain the issues and any incidents, including how they felt as a result. Reassure the young person that they did the right thing in advising you.
 - Ask the young person if anyone else witnessed the incident and if so you will need to liaise with their parents if they are under 18 years of age to ensure that they are happy for you to speak to them.
 - When you have all the information from the bullied individual and any witnesses you should speak to the alleged bully and their parents/carers.
 - In some cases the alleged bully will admit their part however if they deny the incident ask them to outline their version of the incident(s) and confirm if they have any witnesses they would like you to speak with.
- If there is no agreement in the reports from both parties and the witnesses 34 then it will fall upon the committee to consider all of the information they have been provided with and determine an outcome based upon the balance of probabilities. This should only be based upon the current reports and any previous concerns.

- Once an outcome as to whether bullying has occurred has been agreed the resulting action should be confirmed, this could include:

- o An apology and agreeing appropriate behaviour moving forwards
- o The development and agreement of a behaviour contract

- o Suspension of the individual completing the bullying, in line with the club's disciplinary policy

- Always ensure a record is made of all details and that all parties are kept informed and up to date with progress
- In matters involving children, try to ensure that the issues are rectified as soon as possible.



Including children with disability

British Triathlon and the Home Nation Associations are committed to providing opportunities for all individuals to take part in the sport. In some cases, this will require amendments to certain rules and regulations to meet the requirements of any disabilities. While ensuring that children with disabilities can take part it is also important to recognise that these children may be additionally vulnerable to abuse and additional safeguards implemented to reduce these risks.

This could involve increasing the knowledge and skills of the coaches within the club so they have more understanding of the athletes needs and how best to assist them in participating. Many training venues will be accessible to all either through the use of equipment or other assistance and it would be necessary for club officers to know how to implement these to effectively and efficiently enable disabled athletes to participate. Please refer to further guidance provide by the CPSU here:

<https://thecpsu.org.uk/Search?term=safeguarding+deaf+and+disabled>

Disability defined

In 2010 the Equality Act replaced a number of separate policies, one of which was the Disability Discrimination Act. In the Equality Act a disabled person is defined as being someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

It should be recognised that while some disabilities are obvious there are a number that are not immediately apparent and that a disability could be the result of a variety of impairments which could be:

- **Developmental Impairments:** such as Attention Deficit Hyperactivity Disorder (ADHD), dyslexia or dyspraxia

- **Learning Differences**
- **Mental Health Conditions:** including depression, bi-polar affective disorders, schizophrenia, obsessive compulsive disorders as well as personality disorders, body dysmorphic disorder, eating disorders and selfharming
- **Organ Specific:** this could affect any of the organs within the body and would include respiratory issues such as asthma
- **Progressive Impairment:** such as motor neurone disease, muscular dystrophy or lupus
- **Recurring Impairment:** could include arthritis, epilepsy or depression
- **Result of Injury:** Sometimes an injury to the brain or body will result in impairments
- **Sensory:** affecting sight or hearing

It should be recognised that the above is not an exhaustive list of all impairments and that there could be overlaps and some athletes could have multiple disabilities and impairments.

Learning differences

Within the Children's Act 2004 learning disabilities are defined as 'a state of arrested or incomplete development of mind which induces significant impairment of intelligence and social functioning.' Often individuals are born with their learning difficulty but it is possible that some will result from the individual experiencing trauma.

It should be remembered that most children with learning disorder are likely to take extra time learning new skills and may have greater difficulties with retaining information. For these reasons instructions to these children should be kept simple and short while being repeated multiple times. It is important that coaches are made aware of any learning disabilities as without this information there is the potential for the coach to believe that the

athlete is not trying and that they are being disruptive and badly behaved.

Behavioural difficulties

There are a number of terms used to describe behavioural disorders but they are generally characterised by:

- An inability to learn
- Being unable to build or maintain interpersonal relationships
- Inappropriate behaviour and language for the situation
- Unhappiness
- Developing physical symptoms associated with problems they are experiencing

Typically the behaviour of individuals with behavioural disorders will include:

- Hyperactivity
- Aggression
- Withdrawnness
- Immaturity
- Demonstrating learning difficulties

It should be recognised that sometimes children who are demonstrating the above characteristics may not have inherent behavioural disorders but may be displaying 19 these traits as a result of some other incident occurring within their lives that is creating an emotional disturbance.

It is important that behavioural concerns can and are identified within sporting settings and that they are referred appropriately. Similarly behavioural changes could be identified within the sporting environment and raised both with the athlete and through the appropriate channels.

Safeguarding the needs of disabled young people

It is important that all clubs treat members with respect and athletes are not referred to as being a 'problem child.' Any additional requirements that they have

should be suitably met to enable their participation in the sport. To ensure that disabled athletes are fully incorporated into the club and included in all club activities the relevant club officers should work with the athlete and their parents/carers to facilitate this.

It is likely that disabled children will be more vulnerable and as such more susceptible to the risks of abuse and neglect for a variety of reasons including:

- An increased risk of being more isolated and having fewer external contacts
- A greater dependency on their parents/carers
- A reduced ability to resist or avoid abuse
- Issues with language and communication which make conveying issues more difficult
- A lack of access to an individual that they could disclose information to

Within the club environment it would be prudent to ensure that club officers are aware that:

- Children with disabilities may be more targeted as a result of looking or acting differently and that sometimes the 'abuser' will not realise that they are making inappropriate comments or they will be picking on the person they believe least likely to complain, or have a reduced ability to complain.
- Disabled children are likely to be less able to remove themselves from a situation and may become susceptible to physical assaults as a result.
- Often sexual abuse takes place when an individual is not able to stop the act, or may not fully understand what is happening, and so implementing good practice within the club, especially in respect of individuals who may require additional assistance with tasks, for example changing, can help to prevent issues from occurring.

- Children or young people who have disabilities may find it more challenging to disclose concerns to others.

Language

The [Office for Disability Issues](#) provides advice and guidance including the use of language and terminology. These include:

- Not using the term ‘the disabled’ to describe a group of people, this should be amended to ‘disabled people’.
- Where possible, avoiding the use of medical labels as they say little about the person as an individual and reinforce stereotypes of disabled people as ‘patients’ or ‘unwell.’
- Being positive and avoiding negative language, including avoiding phrases such as ‘suffers from’ as this suggests discomfort, constant pain and a sense of hopelessness. Another example is wheelchair users not viewing themselves as ‘confined to’ a wheelchair. A wheelchair can be considered a mobility aid.
- Using common phrases to describe daily living - people who use wheelchairs ‘go for walks’ and people with visual impairments may be pleased to see you. The impairment just means that they do some things differently. Some common phrases such as ‘deaf to our pleas’ or ‘blind drunk’ may associate impairments with negative things and should be avoided.

The following is a list of words related to disabilities and identifies whether they should be used or avoided. The first set of words suggest disabled people are victims whereas the second set of words respect disabled people as active individuals with control over their lives

Avoid:

- (The) handicapped, (the) disabled
- Afflicted by, suffers from, victim of

- Confined to a wheelchair, wheelchair-bound
- Mentally handicapped, mentally defective, retarded, subnormal
- Cripple, invalid
- Spastic
- Able-bodied
- Mental patient, insane, mad
- Deaf and dumb; deaf mute
- The blind
- An epileptic, diabetic, depressive, and so on
- Dwarf; midget
- Fits, spells, attacks

Preferable terminology:

- Disabled (people)
- Has [name of condition or impairment]
- Wheelchair user
- With a learning disability (singular) with learning disabilities (plural)
- Disabled person
- Person with cerebral palsy
- Non-disabled
- Person with a mental health condition
- Deaf, user of British Sign Language (BSL), person with a hearing impairment
- People with visual impairments; blind people; blind and partially sighted people
- Person with epilepsy, diabetes, depression or someone who has epilepsy, diabetes, depression
- Someone with restricted growth or short stature
- Seizures



Recruitment

Clubs are responsible to ensure that all reasonable steps are taken during recruitment to prevent unsuitable people from working with children. The British triathlon safe recruitment policy applies to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children or their personal data.

Controlling access to children

All individuals involved in triathlon who will have significant access to children must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or may present a risk to them. This applies equally to paid staff and volunteers.

All applications should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

All new volunteers and employees working in a role that involves 'Significant Access' to children, or where they have a position of trust, or existing volunteers or employees who change their role to work with these vulnerable groups, are required to complete the following vetting process:

Who to check

There should be a level of checking for all roles, whether paid or voluntary, especially if the post holder will be coming into contact with children or vulnerable adults. All new applicants should be checked before they commence their role according to the British triathlon safe recruitment policy, this can be rolled out to cover all current post holders if checks have not been previously completed.

What to check

In assessing the person's suitability, you should consider:

1. Relevant qualifications and experience.
2. A timeline identifying a previous role in a triathlon club / other sports clubs / any other role that involved working directly with children.
3. Their attitudes and commitment to child safeguarding.
4. Their previous experience of working with children both inside and outside of the triathlon club environment.
5. Give the applicant a scenario of a child safeguarding nature such as child not being collected after a swimming session and ask what they do in that circumstance.
6. Ask them if they have ever been refused work that involved contact with children or anything that the club should know that could affect their suitability to work with children.

If you and the club are satisfied that the applicant is suitable following the completion of the above you should check if they meet the criteria for completing a DBS check, and if so they should request the application pack from dbschecks@britishtriathlon.org.

DBS guidance

A DBS check is a printed record containing information from the Police National Computer, local Police intelligence and a check of Government lists of those people barred from working with children. British Triathlon on behalf of the Home Nations uses this information to help decide if a person with a role with under 18s is suitable. For more detailed information please visit www.gov.uk/dbs. If in Scotland visit

<https://www.disclosurescotland.co.uk/>.

British Triathlon works in line with Government legislation which means that it offers two levels of checks. The first is an enhanced check and is for anyone who is in regulated, direct face-to-face contact with children under 18 years of age. Simply put, you need to complete an enhanced DBS and barring check if you are in direct contact with children:

- once a week or more
- 4 or more times in a 30-day period, or
- overnight between 2am and 6am (e.g., chaperones on overnight trips)

The second is a standard DBS check and this is required for anyone in regular face-to-face contact with children. British Triathlon determines regular contact as being at least once a month.

If you do not meet the above criteria we are legally not allowed to complete a DBS check for you.

Following the issuing of any DBS certificate, British Triathlon will request to see a copy of this to see if there are any disclosures on the certificate and if so complete a risk assessment on any disclosures that may be recorded. These will be managed on a case by case basis by trained staff. Clubs are not permitted to request to see an individual's DBS checks, but will be informed by British Triathlon of the outcome of the risk assessment.

In line with best practice guidelines British Triathlon recommends that all DBS checks are renewed every three years.

Training

British Triathlon recommends that all individuals who are in regular contact with children should attend safeguarding training within 3 months of time of commencing the role.

To ensure the level of content is appropriate, British Triathlon recommends

the Sportscoach UK Safeguarding and Protecting Children workshop, and further training programmes. Further details and available workshops can be found on the Sportscoach UK website, www.sportscoachuk.org. Visit the Sport Wales website for Sportscoach UK workshops run in Wales or the Sport Scotland website for workshops in Scotland.

If a coach or welfare officer has completed safeguarding training as part of their professional training this could be accepted as an alternative form of training. Ideally all safeguarding training should be completed on a face-to-face basis with only renewal of basic awareness training being completed online. We recommend the Sportscoach UK course "Renewal: Safeguarding and protecting Children in Sport".

Guidance on appointing a Club Welfare Officer

Every club should have a Club Welfare Officer (CWO) and the role is essential in providing a first point of contact for any safeguarding issues, relating to both children and vulnerable adults. In conjunction with the club committee the CWO will lead on the implementation of the club's safeguarding policies and procedures.

It cannot be underestimated how important this role is or the significance of ensuring that an appropriate person is appointed. If there are any concerns raised the CWO supported by the LSO may have to take part in discussions with the Police and statutory agencies, therefore they will need to demonstrate that they are able to handle serious matters confidentially and sensitively.

How to appoint a CWO

The CWO role is a significant role on the club's committee and so careful

consideration and selection should be used when recruiting the role. Due to the nature of the role the applicant will be required to complete an enhanced DBS check and the individual should be happy and willing to undertake the role.

Ideally the CWO should be an individual who:

- Is able to act independently and in the best interest of the child/vulnerable adult
- Holds no other position on the club committee
- Is ideally not a coach within the club
- Preferably will not be related to any of the coaches or club committee members
- Can attend training sessions on a frequent and regular basis
- Is able to ensure that they can complete the core tasks of the role
- Can satisfy the key requirements of the role along with having/developing the required knowledge
- Is prepared to complete relevant training for the role

These recommendations are made to ensure that the role is completed as effectively as possible with as few conflicts of interest as possible. It is important to avoid conflicts of interest where possible as they could result in individuals being less inclined to report incidents if the CWO is related to one of the coaches, or works closely with them as a coach.

If it is not possible to recruit a fully independent CWO it could be worth considering having two CWOs. This would ensure that if there was a conflict with the lead CWO there would be another officer within the club that concerns could be raised with. If this is something that could be implemented within the club it would be worth considering having one male and one female CWO.

Regardless of the above, all club members should know who the CWO is, how to contact them and when they can speak to them at training sessions.

For a full role description for a CWO please see Appendix 6

Guidance for Coaches

Everyone who participates in Triathlon is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the feelings of joy, challenge and achievement that are inherent in our sport.

In addition, all young people are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere, at home, at school, in the park and in sport. Sadly, some people will seek to be in the company of children simply in order to abuse them. This means taking action to safeguard children and to report any concerns about their welfare to an appropriate person(s). It is not your responsibility to determine whether or not abuse has taken place; this is the domain of child protection professionals; the children's social care services and the police.

Coaches responsibilities during sessions

All coaches should ensure that:

The welfare of young people (and vulnerable adults) is paramount and children have the right to protection from abuse.

All young people who take part in triathlon are able to participate in a fun and safe environment.

All reasonable practical steps to protect children from harm, discrimination and degrading treatment and respects their rights, wishes and feelings are in place.

All suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately according to BTF guidelines.

Everyone knows and accepts their responsibilities and works together to achieve this common goal of protecting children: parents, triathletes, coaches, team managers, volunteers and professional staff.

British Triathlon and the Home Nation Associations believe that during training sessions the duty of care for children sits with the club and the coaches and that if the child leaves the training area the coach should be aware of this. Further if the child is absent for longer than expected the coach should liaise with a suitable club official to locate the child. Best practice would be for two club officials, or a club official and a senior squad member or a parent, to look for the athlete. (see missing child guidance page 15 in this document)

Should there be a report of an incident occurring in the changing rooms between a child and another individual, the club have a responsibility to investigate the incident.

Coaches are integral in the safeguarding of junior athletes as they often gain more trust from young people than other club officers.

Good practice

As a coach you should always maintain high standards of practice as the junior athletes will look to you for guidance and hold you as a role model. You also have a duty of care for the athletes you are coaching; and so, you should always follow good practice guidance to ensure that the children are safeguarded as well as protecting yourself from any allegations.

Good practice includes:

- Endorsing triathlon as a fun and enjoyable sport and promoting fair play
- Treating all the athletes you coach equally; this means giving both the more

and less talented in a group similar attention, time, respect and dignity.

- Keeping up to date with qualifications and operating within the level of their qualification
- Acting as a role model for the athletes, for example not smoking or drinking around the athletes and being mindful of your behaviour at club training sessions, events or social gatherings
- Never condone rule violations or the use of prohibited substances.
- Ensuring that training sessions are appropriate for the age, development, both physical and emotional, and experience of the athletes they are coaching
- Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, coaches, club, sponsors or the Home Nation. It is imperative that coaches monitor the overall training intensity and recovery times.
- It is strongly recommended that where single discipline coaches are responsible for devising training schedules for a triathlete, a lead coach is nominated to take with responsibility for monitoring the overall training intensity and liaising with the other assistant coaches.
- Ensuring that the athletes wellbeing is paramount and recognising that performance comes after this
- Enabling young people to assist in making decisions which relate to them
- Maintain a safe and appropriate relationship with athletes; it is inappropriate to have an intimate relationship with a young person.
- Not tolerating aggression
- Understanding the athletes you coach and not pushing them too hard and against their will and ability level.
- Providing feedback in a constructive and positive manner
- Encouraging young people to respect others including other athletes, officials, volunteers etc.

- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the coach or team manager uses their position and power to dictate what the triathlete should and should not do.
- Avoid unnecessary physical contact with young people; contact can only be made for safety reasons and where there is no other way of coaching the technique. Contact should be neither intrusive nor disturbing and the athlete's permission must be sought.
- Contact should be led by the child not the adult, for example when a child is distressed or celebrating a success.
- Ensure separate changing facilities are available for junior and senior triathletes. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents and involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Be aware of any medical conditions, existing injuries and medicines being taken.
- Keep a written record of any injury or accident that occurs, together with details of any treatment given.
 - Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.

Poor practice

Coaches who demonstrate poor practice open themselves up to a greater risk of allegations being made against them.

- The following is deemed to constitute poor practice and should be adhered to by all personnel:
 - Never be alone with a child/young person including:
 - o Taking them to and from training or an event
 - o Taking them to your home or in your car, where you will be alone with them
 - o Sharing a room with them
 - Never Allow any form of inappropriate behaviour or language
 - Never be involved in, or allow, behaviour which causes athletes emotional distress
 - Never spend excessive amounts of time alone with one child away from the others.
 - Never engage in rough, physical or sexually provocative games.
 - Never share a room with a child. Adults should never share a room with young people. It is unacceptable that a number of young people and adults share a common sleeping area.
 - Never allow or engage in any form of inappropriate touching.
 - Never allow children to use inappropriate language unchallenged.
 - Never make sexually suggestive comments to a child.
 - Never reduce a child to tears as a form of control.
 - Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - Never do things of a personal nature for children or vulnerable adults that they can do for themselves.
 - Never invite or allow children to stay with you at your home.

If cases arise where a situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, your Home Nation or the child's parents. If any of the following incidents should occur, you should report them immediately to another colleague,

make a written note of the event and inform parents of the incident:

- If you accidentally hurt a triathlete.
- If a child seems distressed in any manner, whilst in your care.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

Relationships with athletes and position of trust

Coaches must ensure that their relationship with any junior athlete under 18 years of age is professional and appropriate. It must be recognised that the relationship between coaches and athletes is important for developing athletes' potential and self-esteem, and also in establishing trusting relationships with a responsible adult, which has been identified multiple times as being critical in children divulging disclosures.

Coaches can easily influence the athletes in their care and the resulting power of a professional relationship cannot be over stated. It is the responsibility of the coach to ensure that they do not abuse their position of trust. Sexual relationships with children under 16 years of age are illegal and as such will lead to disciplinary action as well as being referred to the Police/Children's Social Care for investigation.

There is national evidence of a growing number of serious cases of abuse of positions of trust within sport. A sexual relationship between a person with authority over the young person and the 16 or 17 year old is never healthy in our view, and can be open to abuse. While it may not currently constitute a criminal offence, it conflicts with British Triathlons safeguarding guidance and code of conduct. Such breaches of an organisation's code of conduct will result in disciplinary action, and potentially to a referral to the DBS.

All coaches agree to the British Triathlon Code of Conduct and Ethics for Coaches when completing their coaching qualification. This outlines the good practice coaches are expected to exhibit within triathlon. (Appendix 3 below)

“Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.”



Communicating with children and young people

It is important that club officers communicate appropriately with children and young people in the club, be that in person, by phone, in writing, text, online, or any other form of communication.

Mobile phone and online guidance

The development and use of mobile phones has grown exponentially and communicating by text, email and instant messaging has become the norm. The intention of this guidance is to provide club officers and those in positions of trust with a better understanding of best practice in this area.

- Coaches and club officers should only hold the contact details for children and young people, if they have written permission from parents/carers
- Communication to children and young people should always be copied into a parent/carer, and should be relevant to the athlete's participation in triathlon
- Instead of holding the contact details for children and young people, coaches and club officers could hold the contact details of children and young people's parents/carers and ask them to pass on any relevant information to athletes.
- In certain situations, it may be necessary for the coach or a club official to have a child's contact number, for example if away on a training camp. In these situations, the parent/carer of the children concerned should be advised in what type of situations the details will be used in and they would need to provide permission for this. Immediately following these circumstances, the contact details should be deleted.
- It may be required for the club to contact groups of children or young people, for example training groups, in these cases it should be considered as to whether a secure page on the club website could be developed and accessible to relevant individuals only. This could be accessed by

the parents/carers in addition to the athletes themselves as no direct contact would be occurring.

- If sensitive data is held, then devices (e.g., mobile phones, laptops) should have appropriate security (e.g., passwords)

Additional guidance for coaches includes:

- Avoiding taking calls, texting, or being distracting by your phone, during training sessions. If answering a call is unavoidable it is imperative that there is another individual who can supervise the session during this time.
- If using the camera function, the coach should have the permission of the young person's parents/carers and should follow the guidelines for photography and videography.
- If the coach enters the changing facilities for any reason the camera function of their phone should not be used under any circumstances.
- Photographs of young people under 18 years of age should only be published if the permission of their parents/carers has been given.
- If a photo is published, the young person's details such as their full name, location of the photograph or any details that would enable them to be found should not be included.
- If you are shown a message or image that is considered inappropriate for a young person to have, you should inform the Club Welfare Officer as soon as possible.

British Triathlon recognise that a number of young people will become coaches after being members in a club, and as a result will still be friends with a number of other young club members, some of whom may be 16 or 17 years of age. It is plausible that they will have their contact details

and frequently communicate with them already.

As a result, British Triathlon accept that it would not be appropriate to expect young coaches to be removed from their friendship groups and so in these cases British Triathlon suggest:

- That any pre-existing friendships are maintained and the coach would not have to remove contact details.
- If this is the case, then the coach should inform the Club Welfare Officer and the head coach.
- Following this advisory, the head coach should make every effort to ensure that the coach is not the primary coach for their friendship group unless unavoidable.

Social media guidance

Social media websites such as Twitter, Facebook and Instagram are fully integrated into daily life and as such the operation of many clubs providing a convenient outlet to communicate with both current and potential members. Alongside the positive aspects of these sites there are the inherent dangers and consequences of misuse including cyber bullying, grooming, identity theft, and viewing unsuitable content.

As these sites are accessible to junior members as well as senior members clubs must ensure that all posted messages have suitable content and format to avoid miscommunication of their meanings.

The club will need to consider:

- What content is uploaded onto social media - photos, blogs, videos etc.
- How to manage who can access what information
- How content will be presented
- If there will be sanctions for the abuse of the clubs social media

Good Practice

There are a number of good practice points that clubs should follow when setting up and maintaining their social media sites including:

- Fully integrating procedures relating to the reporting of potentially abusive or illegal content/activity to ensure that these are in line with the Home Nation Association's procedures
- Understanding acceptable and unacceptable online behaviour and ensuring that this is communicated to all users. It should be clearly outlined to users who to contact if they have concerns, along with how they can be contacted.
- Ensure that all club officers, coaches and athletes understand the importance of protecting their privacy online and that they understand the risks of posting and sharing content which could damage both theirs and the club's reputation.
- Ensuring that the email address used to register the account/page is suitable, including the club as the domain name. This will reduce the risk of fake accounts being set up, improving the security for both the individual monitoring the account/page as well as the user accessing it. This should include how the access details for the account/page will be kept secure to ensure the threat of hacking and misuse is reduced.
- How the account/page will be set up and managed:
 - o As a page not a personal profile, this will enable updates to be shown in members news feeds, the promotion of training or events and the page will appear in searches which could attract new members
 - o Developed as a working group, ensuring that the Club Welfare Officer is consulted as appropriate
 - o Including the option for comments to be reviewed before being posted to ensure they are appropriate

- o Ensuring that permissions are granted if photographs are used, especially of athletes under 18 years of age
 - o Gaining permission of club officers for their contact details to be published
 - o Will the individual monitoring the account/page receive training before completing the role
 - o How the privacy and security settings will be appropriately set to ensure that content is appropriate for all individuals who could be accessing the page/account.
 - o The ability to block individuals who should not have access or post offensive or inappropriate material
 - o Including a profanity filter where possible
- Including contact details for the club and appropriate club officers as this will enable users to verify the account/page, as well as knowing who to contact with any queries
 - Think before you post anything on to the page/account - do they fit with the clubs current policies and guidance and do you have permission for any photographs or videos.

Social Media Guidance for Coaches and Club Officers

British Triathlon make the following recommendations for individuals who are in a position of trust and responsibility for children and young people within clubs:

- Any contact with children through social media, should be relevant to their triathlon participation, and should be with the consent of parents/carers. If a young person requests to add you as a friend on social media you should decline if you:
 - o Use your social media account for personal purposes and there is a chance your account may include photos or content that would be inappropriate or deemed unprofessional for a child or young person to view or read, or that would make you look unprofessional
 - o Are in contact with the child through their club, and the child's parents/carers have not given permission for the contact.
- Never use social media to attack other club members, Home Nation Association members and clubs or the sport.
- Ensure that the use of any photographs or videos is in line with the Home Nation Association's photography guidance.

Good practice guide for the use of photography equipment

The following guidance should be applied to all triathlon activity and relates to images recorded on any device. While the majority of recorded images are utilised for their intended purpose some will inevitably be misused but having some common sense guidelines in place will help reduce this likelihood.

These guidelines have been developed with the aim of increasing the safety and well-being of children and for the avoidance of the following potential sources of child abuse:

- Using the images for child abuse purposes, or adapting and modifying them for this purpose
- The potential identification of a child from their personal information and the possible grooming which could occur as a result

- The potential identification of children that have been recognised as being at risk for reasons including:
 - o Having been removed from their family for their own safety
 - o Restrictions on parental access following the separation of parents
 - o Being a witness in legal proceedings

British Triathlon recommend the following advice for clubs:

- If imagery of an athlete under 18 years of age is published or used by the club for any reason the athlete's parents/carers should give consent.
- An athlete's parents/carers should have the opportunity to refuse their child being photographed. This should not exclude the child from any club activities. A photography consent form template is available from the Home Nations website.
- If the club is hosting an event, it should be made clear to all parents/carers if a designated photographer is going to be present and if so they should be provided with the opportunity to confirm if their

child is eligible to be included in photographs. It should also be made clear that there could be other parents/carers taking photographs during the event and in these cases they will have submitted a registration form and have agreed to only photograph the child(ren) they are responsible for. It is worth remembering that while their child(ren) should be the main focus of any imagery there is the potential for other children to be in the background of these photographs.

Further considerations for capturing images include:

- Action shots should demonstrate the spirit of the sporting activity and should not be taken if the athlete's swimwear or trisuit are ripped or displaced.
- The photographs should focus on the action and, where possible, be a group shot as opposed to focussing on individuals.
- Providing anyone who registers to take photographs either during club activities or during an event should be provided with clear guidance as to what images are acceptable to capture.
- If the images are being taken by a club appointed photographer for the use of the club it should be agreed who will take charge of the images and manage their use.

Guidance for filming junior athletes during training sessions

There should be a clear and valid reason as to why filming a child during a training session would be necessary, a primary reason for this would be for athlete development and mastering a skill. If there is a valid reason consent would need to be obtained from the athlete's parents/carers before filming is completed and they should also be offered the opportunity to sit with the child when the film is reviewed. Once the content has fulfilled its purpose it should be deleted unless there is a valid reason for keeping the film.

Appendices

Code of Conducts and Club Welfare Officer Role Description

Appendix 1: Junior Member Code of Conduct Template

NAME OF CLUB

NAME OF CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect, encouraged to be open at all times, and to share any concerns or complaints that they may have about any aspect of the club with NAME AND POSITION.

As a member of NAME OF CLUB you are expected to abide by the following junior club rules:

- All members must compete within the rules and respect officials and their decisions.
- All members must respect fellow competitors, coaches and officials.
- All members must not take any kind of banned or illegal performance enhancing substances.
- Members should keep to agreed timings for training and events or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit - for training and events as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on the club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon in accordance with our Safeguarding and Protecting Children Policy.

Name: _____

Signed: _____

Date: _____



Appendix 2: British Triathlon Code of Conduct for Parents/Carers

British Triathlon and Home Nation Associations are committed to maintaining the highest possible standards of behaviour and conduct at all Triathlon, duathlon and related multi-sport events.

The British Triathlon 'Code of Conduct for Parents/Carers' summarizes the essence of good ethical conduct and practice within Triathlon. This applies not only to parents, but also to guardians, carer's, families and spectators alike.

All such individuals have a responsibility to act with integrity, in accordance with the standards set by British Triathlon below. Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon under the procedures of our Safeguarding and Protecting Children Policy.

Code of Conduct

- Respect the rights, dignity and worth of every person, within the context of the Triathlon.
- Treat everyone equally and sensitively, and do not discriminate on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability.
- Encourage your child to learn the British Triathlon rules and compete within them.
- Publicly accept officials' judgements and abide by their instructions, providing they do not contradict the spirit of this code.
- Teach your child to respect the event officials.
- Help your child to recognise good performance, not just results to avoid undue disappointment.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Remember that the aim of Triathlon is for the children to have fun, improve and feel good.
- Set a good example by applauding all good performance, whether by your child or by another.
- Use correct and proper language at all times.
- Remember that young people learn best by example.
- Recognise the value and importance of volunteers, coaches, referee's and event organisers - it is their time and dedication that keeps the Sport alive.
- Young people are involved in organised sport for their enjoyment - not yours, so do not force your child to take part.

Name: _____ Date: _____

Signed: _____



Appendix 3: British Triathlon Code of Conduct and Ethics for Coaches

What is a code of ethics and conduct?

A code defines what is considered good and correct behaviour of all triathlon coaches, by British Triathlon. It reflects the values held by the coaching profession, and outlines the expected conduct of members while they perform their duties. It can also be used as a benchmark to assess whether certain behaviours are acceptable or not acceptable. As a qualified triathlon coach, you are expected to adhere to this code of ethics and conduct at all times.

The code of conduct is divided into 5 key areas:

1. **Respect for Participants:** The principle of respect for athletes, challenges coaches to act in a manner respectful of the dignity of those involved in triathlon. This principle is based on assumption that each person has value and is worthy of respect and free from harassment. Acting with respect for participants means that coaches do not make some participants feel more or less worthy than others, on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, marital status, age or any form of disability.
2. **Integrity in Relationships:** Developing professional relationships with individuals is a central role of being an effective coach. However, it must be recognised that behaving with integrity is crucial, and will be expected to be honest, sincere, and honourable in their relationships with participants and others.

Triathlon coaches:

- Must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)
 - Should promote the welfare and best interests of their triathletes
 - Must have a high degree of self-awareness and the ability to reflect critically how your values and opinion influence others
 - Must avoid sexual intimacy with triathletes with whom they have a coaching relationship
 - Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists
 - Should empower triathletes to be responsible for their own decisions
 - Should clarify the nature of the coaching services being offered to triathletes in advance
 - Should communicate and cooperate with other organisations and individuals in the best interests of triathletes.
 - Have knowledge of and follow the appropriate safeguarding policy and procedures and take necessary actions if they have a concern over the wellbeing of a child.
3. **Responsibilities: Personal Standards:** triathlon coaches must demonstrate proper personal behaviour and conduct at all times.



Triathlon coaches:

- Must be fair, honest and considerate to triathletes and others in the sport, e.g. officials, club members, race organisers
- Make a personal commitment to providing a quality service to participants at all times
- Should not be under the influence of alcohol when operating in the professional capacity as the coach, this includes travelling to and from as well as delivering sessions
- Must be a positive role model for triathletes, the club and the sport of triathlon throughout Great Britain
- Take pride in being a coach, this includes, projecting an image of health, well-dressed, hygiene, appearance, and use of appropriate language and actions

4. **Professional Responsibilities:** The principle of coaching responsibilities carries the expectation that the activities of all coaches will benefit society in general and athletes in particular, and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well-prepared and possess up-to-date knowledge of triathlon so they will be able to maximize benefits and minimize risk to the athletes.

Triathlon coaches will:

- Ensure that the environment is as safe as possible for training and competition, taking into account and minimizing possible risks
 - Any physical contact with athletes should be appropriate to the situation; necessary for the athletes skill development - always ask prior permission if contact is required
 - Promote the execution of safe and correct practice at all times
 - Be professional in their work and accept responsibility for their actions
 - Make a commitment to providing a quality service to their triathletes
 - Recognise the power inherent in the position as a coach
 - Contribute to the development of triathlon coaching by exchanging knowledge and ideas with others
 - Acknowledge the limitations of their knowledge and competence
 - Obtain appropriate triathlon coaching qualifications to the level of operation required
 - Ensure they hold valid and appropriate insurance policy for their coaching activities
 - If coaching under 18's it is your responsibility obtain a DBS certificate from the BTF and complete the sports personal declaration form. This must be renewed every 3 years.
5. **Fair Play Principles:** Coaches and athletes alike should abide by the principles of fair play during training and competition. Applying fair play principles implies that all those involved in sport recognize the importance of fairness, a respectful attitude and appropriate conduct when engaged in triathlon related activities and agree to model and promote them at all times.

The following are examples of fair play behaviours for coaches, athlete's officials and parents:

- Never condone the use of any illegal or banned drugs to enhance performance.
- Follow all the rules and never seek to deliberately break a rule.
- Aim to compete fairly, using talent, training, and ability to win; refuse to win by illegal means or by cheating.
- Respect all race and technical officials, and their decisions without doubting their integrity.
- Recognise and acknowledge good performances by others.
- Maintain dignity in all circumstances, and demonstrate self-control.
- For the coaches - know the rules and regulations well, and apply them with impartiality at all times.
- Never condone the use of any illegal or prohibited substances according to the WADA code to enhance an athletes performance

Breaches of the code of conduct

British Triathlon qualified coaches will at all times represents their role and their participants in a way which reflects positively on their club, National Governing Body and the UK-wide coaching profession. All complaints will be dealt with according to the relevant Home Nation Association 'Complaints and Disciplinary Procedures'.



Appendix 4: British Triathlon Code of Conduct for Club Officers and Volunteers

The essence of good ethical conduct and practice is summarized below. All British Triathlon and Home Nation Associations Club Officers and Volunteers must:

- Respect the rights, dignity and worth of all athletes, officials and volunteers at all times.
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability.
- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by British Triathlon, the relevant Home Nation Association, and the relevant Triathlon Club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.
- Encourage performers to value their performances and not just results.

I have read and understood the British Triathlon Code of Conduct for Club Officers and Volunteers and hereby consent to abide by it. I also understand that any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon in accordance with our Safeguarding and Protecting Children Policy.

Name: _____

Signed: _____

Date: _____



Appendix 5: British Triathlon Code of Conduct for Race Officials

Please ensure you read and understand the following before signing to confirm your agreement in conforming to the Code of Conduct. The terms relate to officiating fairly, ensuring all participants are able to compete safely and encouraging them to focus on their performance as opposed to results. Further, the terms require you to recognise the need to present yourself (and the sport) in a positive manner at all times.

The essence of good ethical conduct and practice is summarised below. As a British Triathlon or relevant Home Nations Triathlon official, you must:

- Have knowledge and understanding of the rules of the sport and ensure you are able to uphold them.
- Respect the rights, dignity and worth of all athletes, officials and volunteers at all times, making sure you treat everyone fairly.
- Be fair, honest and considerate to triathletes and others in the sport.
- Consider participants' well-being and safety before the development of performance.
- Develop appropriate working relationships with performers and other event staff, based on mutual trust and respect.
- Make sure events you are involved with are appropriate to the age, ability and experience of those taking part.
- Never tolerate offensive, insulting or abusive language/behaviour from participants or officials.
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance.
- Acknowledge and adhere to the British Triathlon Federation Safeguarding and Child Protection Policy.
- Complete and submit accurate and concise reports from every event at which you officiate.
- Attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.
- Follow all guidelines laid down by British Triathlon, the relevant Home Nations Association and the event organiser.
- Respect and champion the rights of every individual to participate in triathlon.
- Not engage in behaviour that constitutes any form of abuse.
- Promote the execution of safe and correct practice.
- Be responsible and accept responsibility for your actions.

I have read and understood the British Triathlon Code of Conduct for Race Officials and hereby consent to abide by it.

Name: _____ Date: _____

Signed: _____

Appendix 6: Club Welfare Officer Role Description

The main purpose of this role is to implement good practice, safeguarding and child protection policies within the club and act as the first point of contact for individuals who have queries or concerns.

Main Duties:

- Ensure that all club personnel who work with children / young people have received appropriate training
- Facilitate the process of DBS checks when required
- Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you
- Keep confidential records of all related documents
- Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all
- Be familiar with national safeguarding and child protection policies

Time Required - This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.

Required Skills / Qualities:

- sports coach [UK Safeguarding and Protecting Children workshop - England, Scotland, Wales](#)
- Attend the Child Protection in Sport Unit, [Time to Listen](#) workshop delivered via the county sports partnerships network.
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete
- Knowledge of Child Protection policies and DBS checks
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details
- Ability to manage issues if / when they occur



Forms and Other Resources

Appendix 7: British Triathlon/Home Nations Child Welfare Concern Referral Form Template

Club:	Date:
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Section 1: Details of Child Concerned	
Name:	Date of Birth:
Parent/Carers:	
Address:	
	Postcode:
Contact Number	

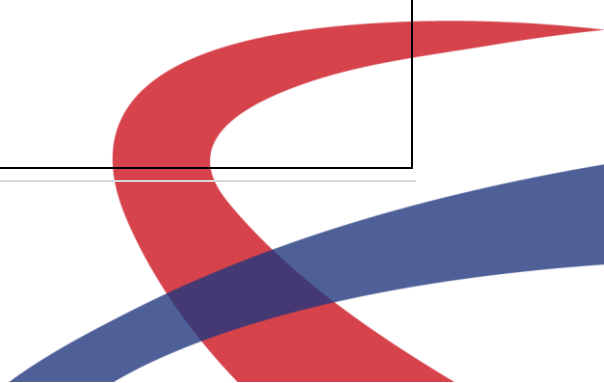
Section 2: Details of Referrer	
Name:	Club:
Position in Club	
Address:	
	Postcode:
Contact Number:	

Section 3: Details of individual against whom the allegation is made	
Name:	Club:
Position in Club:	
Address:	
	Postcode:
Contact Number:	

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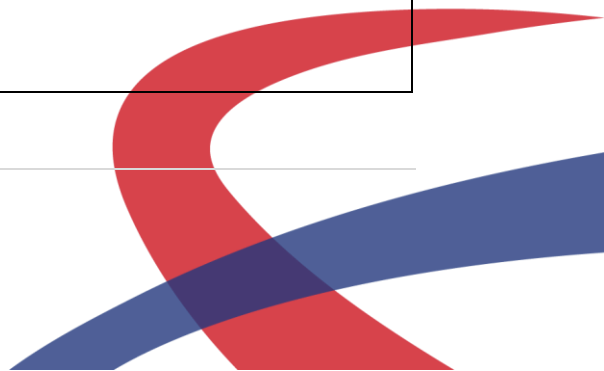
Section 4: Reason for Referral	
Date of Incident:	Location of Incident
Witness Incident: Y / N	
If you did not witness the incident, details of who did:	
Name:	Contact Number:
Position in Club:	
Details of Concern; include as many details as possible including time and location of incident, any injuries sustained, treatment required ect. Continue on separate sheet if necessary.	

Child's account of what happened; Include what the child actually said, or indicated. Continue on separate sheet is necessary.



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Section 6: Action taken by relevant Home Nation or British Triathlon	
Police Informed: Y / N	If yes, name of police contact:
Contact number/Email:	
Children's Social Care Services Informed: Y / N	Name of Social Worker:
Contact Number/Email:	
Medical Assistance Required: Y / N	Details
Parent/Carer Informed: Y / N	
Details of action taken, continue on separate sheet if necessary:	



Signed: _____

Date: _____

Appendix 8: Registration form for the use of photography or recorded image equipment

This form should be completed by anyone wishing to take photographs or recorded images at **INSERT EVENT/CLUB NAME**.

Title:	First Name:	Surname:
Address:		
Postcode:	Contact Number:	
Email:		

I wish to take photographs or recorded images during at **INSERT EVENT/CLUB NAME**. I agree to abide by the guidelines laid down by British Triathlon and confirm that the photographs or images will only be used in appropriate manner.

Please describe how the photographs/recorded images will be used:

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately this may result in me being unable to use photographic equipment in a multisport environment in future and/or disciplinary action by British Triathlon or the relevant Home Nation.



Signed: _____

Date: _____

Appendix 9: Consent form for the taking and use of photographic and recorded images of young people (under 18 years of age)

This consent form relates to INSERT EVENT/CLUB NAME only.

This form is to be signed by the parent/guardian of a young person under 18 years of age, together with the young person. Please note that a form will need to be completed for each individual under 18 years of age, one form cannot be used for multiple individuals.

INSERT EVENT/CLUB NAME recognise the need to ensure the welfare and safety of all young people in triathlon. As part of our commitment to ensure this safety we will not permit photographs or recorded images of young people to be taken or used without the consent of the parent/guardian and the young person.

INSERT EVENT/CLUB NAME will follow the guidance for the use of images of young people as detailed in the British Triathlon Federation Safeguarding and Child Protection Policy and take steps to ensure images are used solely for the purposes they are intended, which is for the promotion and celebration of multi-sport activities.

If you become aware that these images are being used inappropriately you should inform the Home Nation Lead Safeguarding Officer immediately (Triathlon Scotland:..., Welsh Triathlon: 0300 300 3128, Triathlon England:).

To be completed by parent/guardian:

I _____ (parent/guardian full name) do / do not* consent to INSERT EVENT/CLUB NAME taking photographic or recorded images of _____ (name of young person). Under the stated rules I can confirm that I am the parent/guardian for this young person and am entitled to give this consent. I also confirm that there are no restrictions related to taking photographic or recorded images.

Signature: _____

Date: _____

To be completed by the young person:

I _____ (name of young person) do / do not* consent to INSERT EVENT/CLUB NAME taking photographic or recorded images of my multi-sport involvement under the stated rules and conditions.



Signature: _____

Date: _____

*please delete as appropriate

Appendix 10: Checklist for new members

It is important that clubs provide clear and consistent information to junior members and their parents when they join the club. While the below is not a definitive list it can be used to point clubs in the right direction and enable them to develop their own, more comprehensive list:

- Junior member welcome letter and information pack
- Parent/carer welcome letter and information pack
- Completion of application form
- Completion of medical information form
- Photography consent form completion
- Agreement to junior member code of conduct
- Agreement to parents/carers code of conduct
- Signposting to club website
- Signposting to the BTF Safeguarding and Child Protection Policy and Relevant Home Nation Procedures
- Introduced to Club Welfare Officer and their role
- Details provided for contacting Club Welfare Officer
- Introduced to relevant coach
- Introduced to other relevant club officers
- Parents/carers to be made aware of complaints and disciplinary procedures, how to raise a safeguarding concerns, and concerns not related to safeguarding



Appendix 11: Template application form for members under 16 years of age

APPLICANTS DETAILS:

Title:	First Name:	Surname:
Address:		
Postcode:	Date of Birth:	

PARENT/CARERS DETAILS:

Title:	First Name:	Surname:
Address:		
Postcode:	Relationship:	
Contact Numbers:		
Email:		

EMERGENCY CONTACT DETAILS:

Title:	First Name:	Surname:
Address:		
Postcode:	Relationship:	
Contact Numbers:		
Email:		

ADDITIONAL DOCUMENTATION: Please complete and return the following forms with the application form:

- Medical Information Form
- Photography Consent Form
- Athletes Code of Conduct
- Parents/Carers Code of Conduct

Signed (by parent/carer) _____ Date: _____

Appendix 12: Template junior member welcome letter

This template can be adapted to provide information to junior members to provide them with pertinent information about the club.

Dear **NAME**

CLUB NAME would like to welcome you and we hope that you will enjoy the experience of being a club member through training, competing and club social activities and make many new friends.

Your parents/carers have been provided with a letter letting them know which training sessions you will be able to attend - and what discipline each is for. This letter is to give you information which you may need now or in the future.

Coaching

We want to help you to achieve your best both in training and at events. Your coaches have been trained to make sure that they can do this in a safe and proper manner. You should start to get to know your coaches better as you attend more sessions but if you have any concerns please talk to your coaches or your parents/carers.

Safeguarding

Safeguarding means that we want you to be happy and safe while in the club environment and that if there is something stopping this from happening you let someone know, for example your parents, coaches or the Club Welfare Officer. This could include things like:

- Bullying
- Being treated differently to others
- Being hurt by someone else
- Being ignored

We know that these things can make you feel unhappy and may lead to you leaving the club and we want to make sure this doesn't happen.

Code of Conduct

We expect all of our club members to behave properly and respect all other club members. For this reason we request that all club members agree to our code of conduct. This will have been included as part of your introduction to the club and if you have any questions about it you should discuss these with your parents/carers or the Club Welfare Officer.

If you have any questions at any time please speak to you coaches or the Club Welfare Officer, **CWO name and contact details**, and they will either answer your questions or point you in the right direction to get an answer.

From, XXXXXXXXXXXXXXXXXXXX
Club Welfare Officer

Appendix 13: Template parent/carer welcome letter

This template can be adapted to provide information to parents/carers of junior members to provide them with pertinent information about the club.

Dear Parent/Carer

Club Name would like to welcome you and your **child(ren)** and we hope that you will enjoy the experience of being a club member through training, competing and club social activities. The aim of this letter is to provide you with the details you may require as a new member, however if you have any additional questions please do not hesitate to contact the Club Welfare Officer, **CWO name and contact details**, or any other club officer.

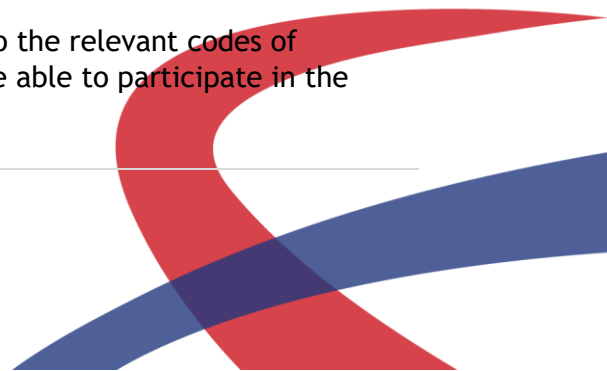
We understand that you are likely to have questions, especially while you and your **child(ren)** are settling in to the club environment. If you have any questions relating to coaching it would be advisable to discuss these with your **child(ren)**'s coach in the first instance at a mutually convenient time - for example not while they are coaching a group of members.

Your child has been allocated to the appropriate training sessions, the details of these are as below:

- Time and dates for sessions
- Disciplines
- Locations
- Coaches
- If you would like further information on any area of safeguarding, or have a concern relating to this area, please contact the Club Welfare Officer. If you believe the concern to be urgent or that a child is in danger and the Club Welfare Officer is not available please either contact the Lead Safeguarding Officer **HN LSO Contact details** , the Police or another statutory agency.

Club Name are continually looking for volunteers to assist with the running of the club with a number of roles available with varying levels of time commitment required for each. If you would be interested in helping out please speak to any of the club officers and they will be able to provide you with advice or point you in the right direction.

We have asked you and your **child(ren)** to read and agree to the relevant codes of conduct. These are designed to ensure that all members are able to participate in the sport in a safe and enjoyable environment.



Yours sincerely,

XXXXXXXXXXXXXXXXXXXX

Club Welfare Officer

Appendix 14: Medical information form

Member's Name:

To be completed by the parent/carer of any members under 18 years of age.

Please confirm YES or NO as appropriate and complete any additional details as required.

Under the Equality Act 2010 a disabled person is defined as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on an individual's ability to do normal daily activities.

Do you consider this member to have an impairment? YES NO

If yes, what is the nature of their ability?

- Visual Impairment
- Hearing Impairment
- Multiple Disability
- Learning Disability
- Physical Disability
- Other (please specify)

Medical Information: Please detail any important medical information that the club should know in relation to the named member such as allergies or medical conditions, current medication, injuries etc.

Name of members doctor and surgery:

Doctors Telephone Number:

In line with the Data Protection Act 1998 all efforts will be made to ensure that this information is used only in connection with the purpose it has been collected for and the purposes of the club. Information will not be kept should a member leave the club and details will only be disclosed to the relevant club officers and/or coaches.

Signed: _____ Date: _____

Name: _____ Relationship to Member _____



Appendix 15: Useful resources and contacts

Resources

- Helping Keep Your Child Safe in Sport - <https://thecpsu.org.uk/helpadvice/related-information/information-for-parents-and-carers/>
- What to do if you feel a child is being abused - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Safe Sport Events, Activities and Competitions - <https://thecpsu.org.uk/news/2013/april/safe-sport-events-activities-andcompetitions/>
- Events held in public parks and spaces: Additional Safeguarding Considerations <https://thecpsu.org.uk/resource-library/2014/events-heldin-public-parks-and-spaces/>
- Working together to safeguard children - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- Information sharing advice for safeguarding practitioners (March 2015) - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Contacts

- Triathlon England Lead Safeguarding Officer 01509 226159 lindahaywood@britishtriathlon.org
- Welsh Triathlon Lead Safeguarding Officer: 0300 300 3128
- Triathlon Scotland Lead Safeguarding Officer : 07545 697 841 janescott@triathlonscotland.org
- The Child Protection in Sport Unit: <http://thecpsu.org.uk>
- Office for Disability Issues: <https://www.gov.uk/government/organisations/office-for-disability-issues>
- Disclosure and Barring Services: 0870 9090 811 <https://www.gov.uk/government/organisations/disclosure-and-barringservice>
- NSPCC National Centre Helpline: 0808 800 5000, Asian Helpline: 0800 096 7719, Welsh Helpline: 0800 100 2524, Deaf Users Text phone: 0800 056 0686 Email: help@nspcc.org.uk

- WALES - Child Protection in Sport Unit, Telephone: 0844 892 0290
- Childline UK Telephone: 0800 1111 75
- NSPCC - National - Child Protection in Sport Unit Telephone: 0808 800 5000
- Sportscoach UK - Chelsea Close, Amberley Road, Armley, Leeds LS12 4HP Telephone: 0113 274 4802
- The Samaritans - Telephone: 08457 909090
- Victim Support - Telephone: 08453 030900

Links to Workshops

- sports coach [UK Safeguarding and Protecting Children workshop](#) - England, Scotland, Wales
- Child Protection in Sport Unit, [Time to Listen](#) workshop

