

# **Triathlon Trust**

## **Safeguarding and Protecting Children Policy**



## Triathlon Trust safeguarding and protecting children policy & procedures

### Foreword from Chair

At the Triathlon Trust, we are proud to deliver safe, fun and inclusive activities and events for thousands of children every year. Using the engaging sport of triathlon, we aim to encourage children to become more active, not only improving their health, but also developing their social skills, increasing self-esteem and nurturing good habits such as commitment, discipline and respect.

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

Our policy and procedures provide comprehensive guidance for staff, volunteers, parents, children and young people, and all those involved in Triathlon Trust activities, so that together we can continue to provide a safe and positive environment for our children and young people. This document sets out the Triathlon Trust's policies and procedures in fulfilment of its belief in, and commitment to, safeguarding and protect children.

Joe Garner

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## Introduction

The Triathlon Trust, the official charity of British Triathlon, is an independent charity that uses the engaging sport of triathlon to encourage children to get more active. The Triathlon Trust provides sport and activity to children in a variety of settings and venues across the UK, primarily focussing on children aged 7-13 years old. The core of our activity is delivered primarily in schools and public sports facilities, e.g. leisure centres, but also extends to ad hoc delivery in promotion of the Triathlon Trust and as part of Triathlon Trust events.

We deliver several types of activity including:

- mini-triathlon festivals
- in-school taster activities
- promotional taster activities at public events, e.g. triathlon shows and big race events
- After-school clubs
- Children & family events, e.g. Go Tris

Everyone who participates in Triathlon Trust activities is entitled to do so in an enjoyable, positive and safe environment. The Triathlon Trust acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Triathlon policies and procedures where applicable.

The aim of our policy and procedures is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of the Triathlon Trust and to allow our staff and volunteers to make informed and confident responses to specific child protection issues, enabling everyone involved in Triathlon Trust activities 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. The policy and procedure will be widely promoted and are mandatory for everyone involved in the Triathlon Trust.

## 1. Our safeguarding and protecting children policy

### 1.1

This policy applies to everyone involved in Triathlon Trust activities and anyone working on behalf of the Triathlon Trust including paid staff and volunteers (including the board of trustees, regular and one-off event volunteers, and Young Leaders including under 18s).

Throughout this document 'staff' is defined as all employees of the Triathlon Trust and anyone paid to conduct duties on behalf of the Triathlon Trust, including sessional workers, sub-contractors, agency staff and students.

The purpose of this policy is:

- To protect children and young people who take part in Triathlon Trust activities
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection

The Triathlon Trust believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to

practice in a way that protects them. The policy recognises that the welfare and interest of children are paramount in all circumstances.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

**A child/young person as referred to throughout the policy and procedures is defined as a person under the age of 18 (Children Act 1989).**

### **1.2 This policy should be read alongside our safeguarding and protecting children procedures, Codes of Conduct for staff and volunteers, coaches and participant and the following policies and procedures:**

- Safer recruitment policy
- Whistleblowing policy
- Safe Events Management Manual

*We recognise that:*

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

*We will seek to keep children and young people safe by:*

- Appointing a lead safeguarding officer for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers, coaches and participants.
- Using our safeguarding procedures to take appropriate action in the event of incidents/ concerns of abuse (current or historic) and provide support to the individual/s who raise or disclose the concern
- Sharing concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Using our procedures to manage any poor practice by, or allegations against, staff and volunteers appropriately

- Providing effective management for staff and volunteers through supervision, support, and training ensuring everyone is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via appropriate formats
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

**Contact details**

***Lead Safeguarding Officer***

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Phone: 0788 5552140

Email: elizabethmullins@triathlontrust.org

***Deputy Safeguarding Officer***

Name: Linda Haywood

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**1.3 Monitoring**

We are committed to reviewing this policy and procedures annually, or in the following circumstances:

- Changes in legislation and/ or government guidance
- As required by the Local Safeguarding Children Board and in line with British Triathlon’s safeguarding policy review timetable
- As a result of any other significant change or event

This policy and accompanying procedures will be presented to the Board of Trustees annually.

This policy shall be maintained, reviewed and updated annually by the Lead Safeguarding Officer

**Version 1** This policy was last reviewed on: 7<sup>th</sup> December 2018

This policy is next due for review on: 7<sup>th</sup> December 2019

Signed: .....

*by the most senior person in the organisation e.g. the safeguarding lead on board of trustees*

# Triathlon Trust Safeguarding and Protecting Children Procedures

Our safeguarding and protecting children procedures apply to all Triathlon Trust activities and events. They have been adapted from British Triathlon policies and procedures to provide staff and volunteers with the knowledge and guidance to make informed and confident responses to child protection issues, enabling everyone involved in Triathlon Trust activities to play their part in safeguarding children. The following policy, procedures and guidance can also be applied to the Triathlon Trust's work with vulnerable adults.

## 2. Safeguarding structure

Everyone in the Triathlon Trust has a responsibility to safeguard and take appropriate action if they have child or adult protection concerns. However, some staff have specific responsibilities with regards to this as follows:

### 2.1 Board of Trustees

The Board of Trustees will hold a strategic responsibility for safeguarding that entails:

- Having overall responsibility for safeguarding and promoting the welfare of children and adults at risk; on a day to day basis this is devolved to the Lead Safeguarding Officer, Deputy Safeguarding Officer and Event Director
- Ensure the provision of sufficient financial and human resources to comply with the safeguarding policy and procedures
- Receive the annual safeguarding report and consider its implications
- Ratify any substantial amendments to the safeguarding policy and procedures

### 2.2 Safeguarding champion on the board of trustees

- Attend Board meetings as the Safeguarding representative and be prepared by reading relevant papers and policy documents that require discussion or a decision
- Champion safeguarding and child protection issues within the Board ensuring that the Triathlon Trust maintains the highest levels of active engagement and best practice
- Provide leadership and expertise within the area of safeguarding and child protection

### 2.3 Lead safeguarding officer

- Be responsible for receiving and managing all child protection concerns on a day-to-day basis
- Be the central point of contact for internal and external individuals and agencies
- Be responsible for the management of allegations and/or breaches of the code of conduct against staff or volunteers
- Ensure policies, procedures and resources are communicated effectively throughout the organisation
- Review and update the safeguarding policy, procedures and code of conduct on an annual basis or sooner if an incident so warrants it or if there is a change in legislation
- Review and develop action plans for continuous improvement
- Ensure new organisational activities, including online, media and marketing, take safeguarding considerations into account in a proportionate manner

- Alert the BoT of high level safeguarding risks and issues which pertain to the reputation of the Triathlon Trust
- Ensure that there are safer recruitment and vetting policy and procedures in place and adhered to for relevant posts
- Facilitate the process of DBS checks when required
- Ensure that all staff and volunteers who work with children / young people have received appropriate training
- Providing an annual safeguarding report to the Board of Trustees
- Ensure safeguarding issues are appropriately addressed within partnership arrangements and events
- Keep confidential records of all related documents
- Keep own knowledge and skills up to date
- Providing support, advice and guidance to the Event Director when dealing with safeguarding concerns at events.

In the absence of the designated safeguarding lead then the Deputy Safeguarding Officer will deputise

#### **2.4 Deputy safeguarding officer**

- Be responsible for receiving and managing all child protection concerns in the absence of the Lead Safeguarding Officer
- Be the central point of contact for internal and external individuals and agencies in the absence of the Lead Safeguarding Officer
- Be responsible for the management of allegations and/or breaches of the code of conduct against staff or volunteers in the absence of the Lead Safeguarding Officer
- Alert the BoT of high level safeguarding risks and issues which pertain to the reputation of the Triathlon Trust

#### **2.5 Event Director**

- Be responsible for receiving, recording and acting upon concerns about a child or adult at risk or safeguarding allegations at events and reporting in line with Triathlon Trust safeguarding reporting procedures
- Act on concerns or allegations in the event of an emergency where there is an immediate risk of harm or serious injury
- Adhere to the Triathlon Trust Staff & Volunteer Code of Conduct Appendix 12 at all times
- Promote a safe and positive environment at events and safeguard the welfare of children and young people

#### **2.6 Event delivery staff**

- Adhere to the Triathlon Trust Staff & Volunteer Code of Conduct Appendix 12 at all times
- Ensure volunteers assigned to them are briefed on their roles and responsibilities with regards to safe event delivery and safeguarding children

- Ensure volunteers assigned to them adhere to Triathlon Trust safeguarding procedures and if necessary take appropriate action, in line with Triathlon Trust policy and procedures, to ensure the safety and welfare of children and young people
- Report concerns about a child in line with Triathlon Trust safeguarding reporting procedures
- Promote a safe and positive environment at events and safeguard the welfare of children and young people

## 2.7 Volunteers

- Adhere to the Triathlon Trust Staff & Volunteer Code of Conduct Appendix 12 at all times
- Report concerns about a child in line with Triathlon Trust safeguarding reporting procedures
- Promote a safe and positive environment at events and safeguard the welfare of children and young people

## 2.8 The case management group

The Triathlon Trust sits on the British Triathlon Case Management Group and has an agreement in place enabling the Triathlon Trust to use this case management group to manage Triathlon Trust safeguarding cases.

- Ratify any actions already taken by Safeguarding Lead Officer
- Initially assess and agree immediate response (does there appear a case to answer)
- Identify appropriate 'route' for case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- Decide the level (from local to national) at which the organisation will deal with the concern
- Consider the need for temporary/interim suspension order (some organisations' Case Management Group issue suspensions directly, while others can only make recommendations to their disciplinary group)
- Review progress of case/s
- Identify and communicate learning from cases

# 3. Codes of Conduct

## What is a code of conduct?

A code of conduct defines the behaviour expected from all people involved in Triathlon Trust events and activities, including staff, volunteers, coaches and participants.

### 3.1 Triathlon Trust Staff & Volunteer code of conduct Appendix 12

The Triathlon Trust requires that all staff and volunteers conducting work on behalf of the Triathlon Trust read and sign our Staff and Volunteers Code of Conduct **before commencing work**.

Breaches could result in dismissal from the event, disciplinary action, and may involve a referral to the police and/ or DBS.

### 3.2 Triathlon Trust Child & Young People code of conduct Appendix 13

To be shared with participants in a format suitable to the activity.

The code of conduct must be signed by participants taking part in regular activity, e.g. after-school clubs prior to starting the activity, to be signed by the child and their parent/ guardian/ carer. A copy will be sent to parents prior to the activity. Other formats could include posters at events and event briefings.

Breaches could result in withdrawal from the event.

### **3.3 Triathlon Trust Coaches code of conduct Appendix 14**

The Triathlon Trust requires that all coaches employed by the Triathlon Trust read and sign our Coaches Code of Conduct **before commencing work**.

Breaches could result in disciplinary action, and may result in a referral to the police and/ or DBS.

### **3.4 Triathlon Trust Parents/ Spectators code of conduct Appendix 15**

The Triathlon Trust requires that parents/ carers and spectators attending a Triathlon Trust adhere to our Code of Conduct. This will be shared in a format appropriate to the activity. A copy will be sent to parents prior to their child engaging in an after-school club. Other formats could include posters at events.

Breaches could result in the individual being asked to leave the event.

## **4. Understanding child abuse and poor practice**

All Triathlon Trust staff and volunteers should have an understanding of the different forms of abuse, be able to recognise the signs and indicators of abuse, and have an idea of how to respond to these signs.

### **4.1 Definition of child abuse**

This is the maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children can be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (e.g. someone in authority or via the internet). Children may be abused by one or more adult or by another child or children.

There are four types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. In some circumstances bullying may also be a form of abuse. Definitions and indicators of child abuse and can be found in **Appendix 2** that should help you be more alert to possible signs of abuse.

### **4.2 Additional vulnerabilities**

The Triathlon Trust recognises that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Further information about groups that are most vulnerable to abuse can be found in **Appendix 3**.

### **4.3 Definition of poor practice**

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (as described in our Codes 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.

Poor practice can sometimes lead to, or create, an environment conducive to child 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.

### **4.4 Abuse of a position of trust**

When working with children and adults on behalf of Triathlon Trust staff and volunteers are considered to be acting in a position of trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

Young people of 16 or 17 can legally consent to sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of trust recognise this vulnerability and ensure it is not exploited.

Where a person aged 18 or over is in a specified position of trust<sup>1</sup> with a young person under 18, it is an offence in certain circumstances for that person to engage in sexual activity with or in the presence of that young person, or to cause or incite that young person to engage in or watch sexual activity even if the young person appears to consent. Therefore, given this principle, Triathlon Trust expects:

- Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the child or adult participants, must be avoided.
- Any sexual relationship within a position of trust relationship is not permitted so long as the relationship of trust continues.

### **4.5 Effects of abuse and poor practice**

Abuse can happen wherever there are young people of any age. The effects of abuse can be extremely damaging and may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved in drugs, or prostitution, attempt suicide or even abuse a young person in the future.

### **4.6 Non-recent historic allegations of abuse**

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<sup>1</sup> Sexual Offences Act 2003. Sect 16-19 re-enacts and amends the offence of abuse of position of trust. Position of Trust offences apply to those who care for, train, supervise or are in sole charge of those up to the age of 16 years in specified settings which include: children's homes, education settings, hospitals and those reporting for court proceedings.

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. It is possible that allegations of abuse can be made a number of years after the actual incident. This may be because of a change in circumstances for either the survivor or the alleged perpetrator.

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/>

Non-recent allegations of abuse must be reported in line with Triathlon Trust Safeguarding policy and procedures Section 5.4.

## 5. Responding to a concern about a child

Everyone involved in Triathlon Trust activities as staff or volunteers have both a responsibility and duty, as set out in the Triathlon Trust's safeguarding and child protection policy and procedures, to act to safeguard children and to report any concerns about their welfare, in order that the appropriate agencies can investigate and take any necessary action to protect a child. It is not, however, the responsibility of the person reporting a concern to determine whether abuse has taken place, or if a child is at significant risk of harm from someone. Nor is it an individual's responsibility to approach the individual they are worried about themselves. Please note, the children we are responsible for safeguarding include volunteers under the age of 18 years.

### 5.1 Responding to an emergency about a child at a Triathlon Trust event or activity

If a child requires immediate medical attention call an ambulance and inform the doctor that there is a safeguarding concern. If the child is at immediate risk of serious harm, call the Police and inform them that there is a safeguarding concern.

Inform the Triathlon Trust Event Director or Triathlon Trust Lead Safeguarding Officer of your actions as soon as possible and who will ask you to complete a Safeguarding Referral form (**Appendix 4**).

### 5.2 Responding to child protection concerns about a child at a Triathlon Trust event or activity

Many adults in sport develop positive relationships with children, and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a child directly.

If you receive a disclosure or have a concern yourself relating to a child's wellbeing the key things you should do are:

- Remain calm and listen carefully.
- Try to avoid showing your emotions if you are upset, disgusted or in disbelief of what you are being told.

### *If a child reports a concern directly to you:*

- Ensure that the child feels safe and is not in danger.
- Keep an open mind.
- Do not ask questions unless you are clarifying information. Do not ask leading questions.
- Do not make assumptions or judgments about what you are being told.
- Take all concerns seriously.
- Be honest with the child and advise them that you cannot keep this information confidential, and never promise them that you can.
- Try to reassure them by explaining what action you will have to take.
- If it does not stop the child from disclosing try to have another person listen to their disclosure with you.
- Document what the child has told you as soon as possible after the conversation or during it if possible, to ensure that the information is correct.
- While responding to the concern ensure that any other children that you have responsibility for are being appropriately supervised.

### *If an adult reports a concern:*

- Listen to what they are disclosing and consider the appropriate action
- Ask them if they have recorded their observations, and to do so if not
- Remind them of the need for confidentiality and sensitivity
- While responding to the concern ensure that any other children that you have responsibility for are being appropriately supervised.

### *Non-recent allegations of abuse*

- Clearly establish with the adult complainant if there may be any children currently at risk of harm from the person they are saying abused them as a child
- Advise them that they should inform the Police. Encourage them to do so while acknowledging the brave steps they have already taken in beginning to talk about their experience
- It is important that the person knows that there is a likelihood that the abuser will not have stopped abusing after their individual abuse ended and if the person harmed them they could be continuing to cause harm to others. This need to be done without reinforcing the inappropriate guilt that the survivor may already have for not coming forward earlier
- Signpost the complainant to support agencies that can provide counselling, for example, NAPAC (the National Association for People Abused in Childhood, see **Appendix 11 Useful Contacts**)
- The welfare of any children currently at risk is paramount. This should take priority over any request for confidentiality from the person disclosing the information/ complaint. This should be explained to them at the earliest possible opportunity.

### *You should never:*

- Confront the alleged abuser
- Promise to keep the disclosure a secret
- Take any action until you have considered the information and shared it appropriately
- Take further action alone - always follow the Triathlon Trust's Safeguarding policy and procedures

### 5.3 Recording child protection concerns about a child

The Triathlon Trust have a **Safeguarding Referral Form (Appendix 4)** for you to use, but if you do not have the form to hand you should include the following information:

- Full details of the child concerned, including their age (or date of birth), gender, and address.
- Their parent or guardian's details.
- What information has been shared with the child's parent/guardian.
- Full details for the person about whom the allegation has been made, including their full name, age (or date of birth), address, relationship to the child and their position within the organisation, if applicable.
- A note of any visible injuries the child has, such as bruising or cuts, and where they are located.
- The child's account as fully as you can, remaining factual to what the child has told you.
- The details of any witnesses.
- Other relevant information including, for example, any other incidents and the dates of these.
- Information which has been passed on as hearsay, second hand, or is opinion based, ensuring that you make it evident as such.
- The date you have completed the form and a contact number for any follow up conversations. You should also sign the form.
- Please ensure that you complete as much of the information as you can, but ensure that identifying the details doesn't delay the information being passed to the relevant agencies.
- Be aware that your records may be passed on to local designated officers, the Police or Children's Social Care Teams and therefore it is important that all information is recorded as soon as possible and is factual.
- If you are not clear on a detail either do not include it or state that you are surmising the information provided.

### 5.4 Reporting child protection concerns about a child at a Triathlon Trust event or activity

**If you have any safeguarding concerns about a child at a Triathlon Trust event you should immediately report your concerns to the Event Director.**

**If you are unsure how to find the Event Director, you should immediately inform the nearest available Triathlon Trust staff member that you have a safeguarding concern, who should immediately help you locate the Event Director.**

**Alternatively, you can contact the Triathlon Trust Lead Safeguarding Officer at any time before, during or after a Triathlon Trust event.**

**All concerns must be reported within the same working day.**

Lead Safeguarding Officer: Elizabeth Mullins  
Telephone: 0788 5552140

Deputy Lead Safeguarding Officer: Linda Haywood  
Telephone: 07793 647578

## 5.5 Child protection concerns outside of a Triathlon Trust event or activity

Many adults in sport develop positive relationships with children, and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a child directly.

It is essential that concerns coming to light through a child's involvement in Triathlon Trust activities or events, but actually arising elsewhere in the child's life (e.g. at home, at school or in the wider community), are reported in line with the Triathlon Trust's safeguarding policy and procedures as outlined above (**Section 5.4**).

## 5.6 Action taken once a concern has been raised - Triathlon Trust reporting procedure

The Triathlon Trust delivers events and activities in a variety of settings and venues, including in-school events, public events and after school clubs. The reporting structure for managing child protection concerns will vary accordingly, as outlined below:

### *In School Events*

An event hosted at a school, delivered by a team of Triathlon Trust staff and volunteers. Participants will be children attending the host school and children from other schools that the host school invites. The participants' teachers will accompany them at all times.

The Event Director is responsible for receiving and managing safeguarding concerns raised at the event.

When delivering events at a school, the Triathlon Trust Event Director will immediately refer all safeguarding concerns about participants to their accompanying teacher, who will respond to the concern in accordance with their school's own safeguarding policy and procedures.

The Event Director will complete a Safeguarding Referral Form (**Appendix 4**) and send this to the Triathlon Trust Lead Safeguarding Officer.

The Lead Safeguarding Officer will follow up the concern with the participant's school Safeguarding Officer within 24 hours.

The Event Director will complete an incident report form (**Appendix 7**) for inclusion in the post-event review.

If a concern involves a potential/ alleged abuse or poor practice against a Triathlon trust member of staff or volunteer the procedures outlined in **Section 6 Managing Allegations** will commence.

### *Mass-participation events*

An event hosted at a public facility, e.g. a leisure centre, delivered by a team of Triathlon trust staff and volunteers. Local schools are invited to bring their pupils. Participants' teachers will accompany them.

The Event Director is responsible for receiving and managing safeguarding concerns raised at the event.

When delivering mass-participation events, the Event Director will refer all safeguarding concerns about participants to their accompanying teacher, who will respond to the concern in accordance with their school's own safeguarding policy and procedures.

The Event Director will complete a Safeguarding Referral Form (**Appendix 4**) and send this to the Triathlon Trust Lead Safeguarding Officer.

The Lead Safeguarding Officer will follow up the concern with the participant's school Safeguarding Officer within 24 hours.

The Event Director will complete an incident report form (**Appendix 7**) for inclusion in the post-event review.

If a concern involves a potential/ alleged abuse or poor practice against a Triathlon Trust member of staff or volunteer the procedures outlined in **Section 6 Managing Allegations** will commence.

### *Public events*

These 'have a go' activities take place in a variety of settings, for example, at large sporting events, community events or expos, delivered by a team of Triathlon Trust staff and volunteers. Participants will be accompanied by their parent/ carer/ guardian.

The Event Director is responsible for receiving and managing safeguarding concerns raised at the event.

The Event Director will complete a Safeguarding Referral Form (**Appendix 4**) and send this to the Triathlon Trust Lead Safeguarding Officer, who will respond to the concern in accordance with the Triathlon Trust's safeguarding policy and procedures.

If the participant's parent/ carer /guardian is not implicated by the concern they should be advised at the earliest opportunity, on the basis of confidentiality.

The Event Director will complete an incident report form (**Appendix 7**) for inclusion in the post-event review. If a concern involves a potential/ alleged abuse or poor practice against a Triathlon Trust member of staff or volunteer the procedures outlined in **Section 6 Managing Allegations** will commence.

### *After school clubs*

An after-school club held at a host school or public facility such as a leisure centre, over several weeks, delivered by a Triathlon Trust employed or contracted coach, who may be supported by volunteers.

The coach will act as the designated person to receive safeguarding concerns at the after-school clubs they deliver.

**Participant referred by school** – *the participant has been referred to attend the club by their school – the club may take place at a host school or public facility and participants may come from one or more local schools*

The coach will complete a **Safeguarding Referral Form (Appendix 4)** and refer all safeguarding concerns about participants to the participant's school Lead Safeguarding Officer, who will respond to the concern in accordance with their school's own safeguarding policy and procedures.

The coach will send a copy of the Safeguarding Referral Form to the Triathlon Trust Lead Safeguarding Officer.

If the participant's parent/ carer /guardian is not implicated by the concern they should be advised at the earliest opportunity, on the basis of confidentiality by the coach.

The Triathlon Trust Lead Safeguarding Officer will follow up the concern with the participant's school Safeguarding Officer within 24 hours.

If a concern involves a potential/ alleged abuse or poor practice against a Triathlon Trust member of staff or volunteer the procedures outlined in **Section 6 Managing Allegations** will commence.

**Participant referred by parent/ carer** – *the participant is registered to attend the club by their parent/ carer – the club may take place at a host school or public facility*

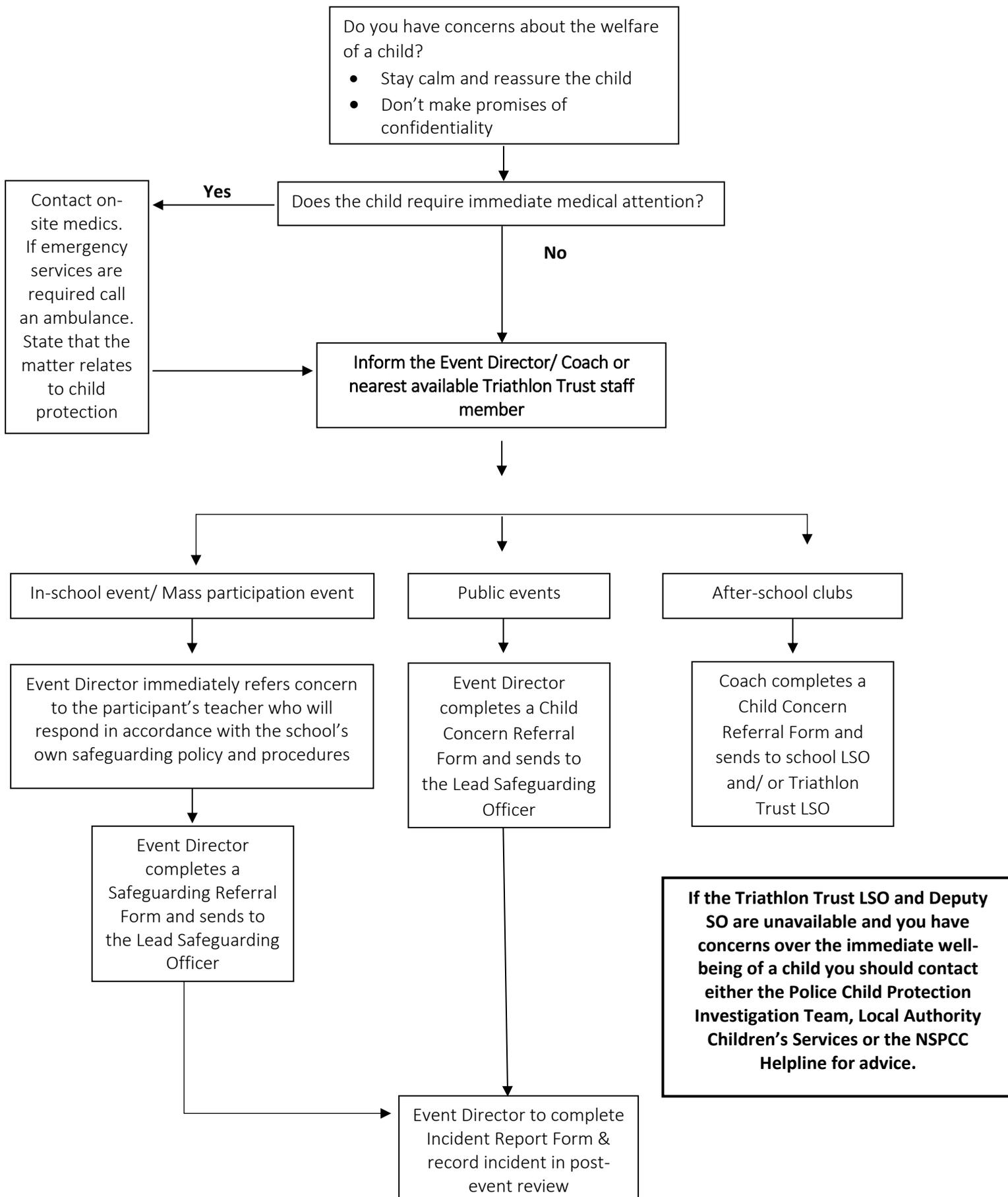
The coach will complete a **Safeguarding Referral Form (Appendix 4)** and send this to the Triathlon Trust Lead Safeguarding Officer, who will respond to the concern in accordance with the Triathlon Trust's safeguarding policy and procedures.

If the participant's parent/ carer /guardian is not implicated by the concern they should be advised at the earliest opportunity, on the basis of confidentiality by the coach.

If a concern involves a potential/ alleged abuse or poor practice against a Triathlon Trust member of staff or volunteer the procedures outlined in **Section 6 Managing Allegations** will commence.

## 5.7 Flowchart – what to do if you have any safeguarding concerns about a child at a Triathlon Trust event

If you have a concern about a child within a Triathlon Trust activity, whether you witness, suspect or are told about possible abuse, you should refer to the following flowchart:



## 5.8 Responding to concerns in the online environment

The Internet Watch Foundation uses the term child sexual abuse content to accurately reflect the gravity of the images they deal with. Taking, making, sharing, possessing sexual images or videos of anyone under 18 is illegal. Terms including child pornography, child porn and kiddie porn are not acceptable terms. The use of such language acts to legitimise images which are not pornography, rather, they are permanent records of children being sexually exploited and as such should be referred to as child sexual abuse images.

If staff/volunteers see such content online it should be referred to the IWF.

### **If a member of staff/volunteer is inadvertently exposed to indecent images of children or young people whilst using the internet**

- The URLs (webpage addresses) which contain the suspect images should be reported to the Lead Safeguarding Officer. **You must avoid sending copies of the images to the LSO.** The LSO will report the matter to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) The LSO must avoid sending copies of the images to the Internet Watch Foundation.
- Any copies that exist of the image, for example in emails, should be deleted.

### **If indecent images of children or young people are found on Triathlon Trust devices**

- The Triathlon Trust Lead Safeguarding Officer is the only person within the organisation who should deal with such matters.
- The URLs (webpage addresses) which contain the suspect images should be reported to the Lead Safeguarding Officer. **You must avoid sending copies of the images to the LSO.** The LSO will report the matter to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) The LSO must avoid sending copies of the images to the Internet Watch Foundation.
- The police should be informed and the safeguarding referral form (**Appendix 4**) completed.
- If any copies need to be stored at the request of the police, then they should be stored securely where no one else has access to them.
- All other copies must be deleted.

### **If a member of staff/volunteer is found in possession of indecent images of children or young people on their electronic device provided by Triathlon Trust**

- You should have someone within your organisation who is responsible for dealing with such matters and is aware of their obligations under the Sexual Offences Act 2003 (England and Wales) and the associated Memorandum of Understanding.
- The LSO should contact the police regarding the images. If there is any doubt about whether the images are criminal, then discuss with the police the best way for them to receive copies to determine whether they are criminal or not.
- Discuss with the police what to do about the device that the images are on.
- Quarantine the device in question and discuss with the police about checking for any other images on that machine.
- Follow the management of allegations procedures in **section 6** including an initial discussion with the police to consider temporary suspension of the member of staff/volunteer pending investigation.

**If a young person discloses that they are being groomed or abused by someone online**, you should follow the reporting procedures as outlined in **Section 5.4** of these procedures. The LSO will contact the police and CEOP which is a specialist police command dealing with inappropriate online behavior.

If the person that is alleged to be abusing online is a Triathlon Trust staff member or volunteer then the procedures outlined in **section 6** must also be followed.

## 5.9 Non-recent allegations of abuse

Any non-recent allegations of abuse must be managed in line with Triathlon Trust Safeguarding policy and procedures. The complainant should be advised that they should inform the Police. If the complainant refuses to talk to statutory authorities but has provided enough identifying factors, then this information should be shared with the Police or Local Authority Designated Officer by contacting Children's Services. This breach of the complainant's confidence is only appropriate if there is any potential that the alleged perpetrator is still a risk to children or could face prosecution (i.e. they are alive).

# 6. Responding to safeguarding allegations against staff, volunteers, coaches or other adults

## 6.1 Definition of a safeguarding allegation

This is where a person has:

- a) behaved in a way that has harmed a child/adult at risk, may have harmed a child/adult at risk or might lead to a child/adult at risk being harmed;
- b) possibly committed or is planning to commit a criminal offence against a child/adult at risk or related to a child/adult at risk, or;
- c) behaved towards a child/adult at risk in a way that indicates s/he is or would be unsuitable to work with children/adult at risk.

The allegation may:

- involve a child/ren, or adult(s) or both
- not directly have a 'known child' victim as such. For example, if a staff member or volunteer is accessing abusive images of children online or using the internet to groom children with the intent to harm in future;
- be about any type of abuse;
- concern a breach of the Triathlon Trust's safeguarding code of conduct;
- relate to a staff member or volunteer who has left or no longer volunteering for Triathlon Trust (known as a 'historical allegation')
- concern a son or daughter of a staff member or volunteer

A safeguarding allegation may arise when:

- a child or parent/carer makes a direct allegation against a staff member or volunteer
- an employee/volunteer directly observes behaviour that is cause for concern
- Triathlon Trust receives a safeguarding allegation from a person, including a member of the public or professional
- in the course of another internal procedure, for example a disciplinary or complaint
- Triathlon Trust is informed by the police or local authority or another organisation that an individual is the subject of a child protection and/or criminal investigation

- information emerging from the renewal of a DBS check that a staff member or volunteer may have committed an offence or been involved in an activity that could compromise the safety of a child/ren or adult(s) at risk
- a staff member/ volunteer informs Triathlon Trust that they have been the subject of allegations, have actually harmed a child/adult, or committed an offence against or related to a child/adult at risk

## 6.2 Responding to allegations against staff, volunteers, coaches or other adults

The **managing safeguarding allegations** procedure must be followed consistently in all instances, regardless of how the safeguarding allegation arises or from whom, or whether it is shared with Triathlon Trust by email, face-to-face contact, social networking, telephone or letter.

If a member of staff or volunteer is concerned about the behaviour of another staff member or volunteer then they should not worry about the need to share this information. If you are mistaken it is better to discuss it and enable a proper investigation and assessment to happen than not report it at all. Do not:

- Ignore concerns
- Confront the person
- Discuss the matter with other members of staff or volunteers outside of those identified in this procedure

The concern should be raised with the Event Director (if concern arises at an event) or the Triathlon Trust Lead Safeguarding Officer in the first instance, or in an emergency directly to Children's Services or the Police.

- If a safeguarding allegation is made at Triathlon Trust event or activity to a Triathlon Trust staff member, the staff member must take immediate, appropriate action to remove that individual from contact with children and inform the Event Director of the allegation and any action taken
- The Event Director will consult with the Lead Safeguarding Officer and make the decision whether to immediately exclude the individual from the event.
- Once advised of any situations, and taking the known details into consideration, the Triathlon Trust Lead Safeguarding Officer will clarify the concern and notify the statutory agencies (local authority and/or police) if appropriate.
- Following the Lead Officer's initial investigations, a Case Management Group meeting will be convened to review the initial facts and make recommendations on the next steps and actions
- If the statutory authorities have been informed of the concern/allegation then their investigations take precedence and need to be concluded before the case management group determine whether to invoke any internal processes such as disciplinary.
- Should the Case Management Group determine that poor practice has occurred the individual concerned will be informed along with the resulting recommended actions (e.g. no action, reinstate individual, retraining or disciplinary). Any disciplinary action taken will be in line with the Triathlon Trust's disciplinary procedures. However, if it is determined that this individual may pose a risk to children then the individual concerned will be temporarily suspended to allow a thorough investigation by the statutory authorities. Any such suspension is a neutral act designed to protect all involved parties.

- Following a full investigation by the statutory authorities and/or the Triathlon Trust, the Case Management Group will provide recommendations for action agreed by the group before being communicated to the individual concerned.
- Following the receipt of the Case Management Group's decisions the individual concerned can appeal to the Triathlon Trust Appeals Panel if they are unhappy with the result.
- Where possible the Triathlon Trust Lead Safeguarding Officer will communicate with the person who raised the concern/made the allegation that action is being taken, however due to data protection requirements the precise details of the actions and outcomes should not be shared.

### **6.3 Referral to DBS**

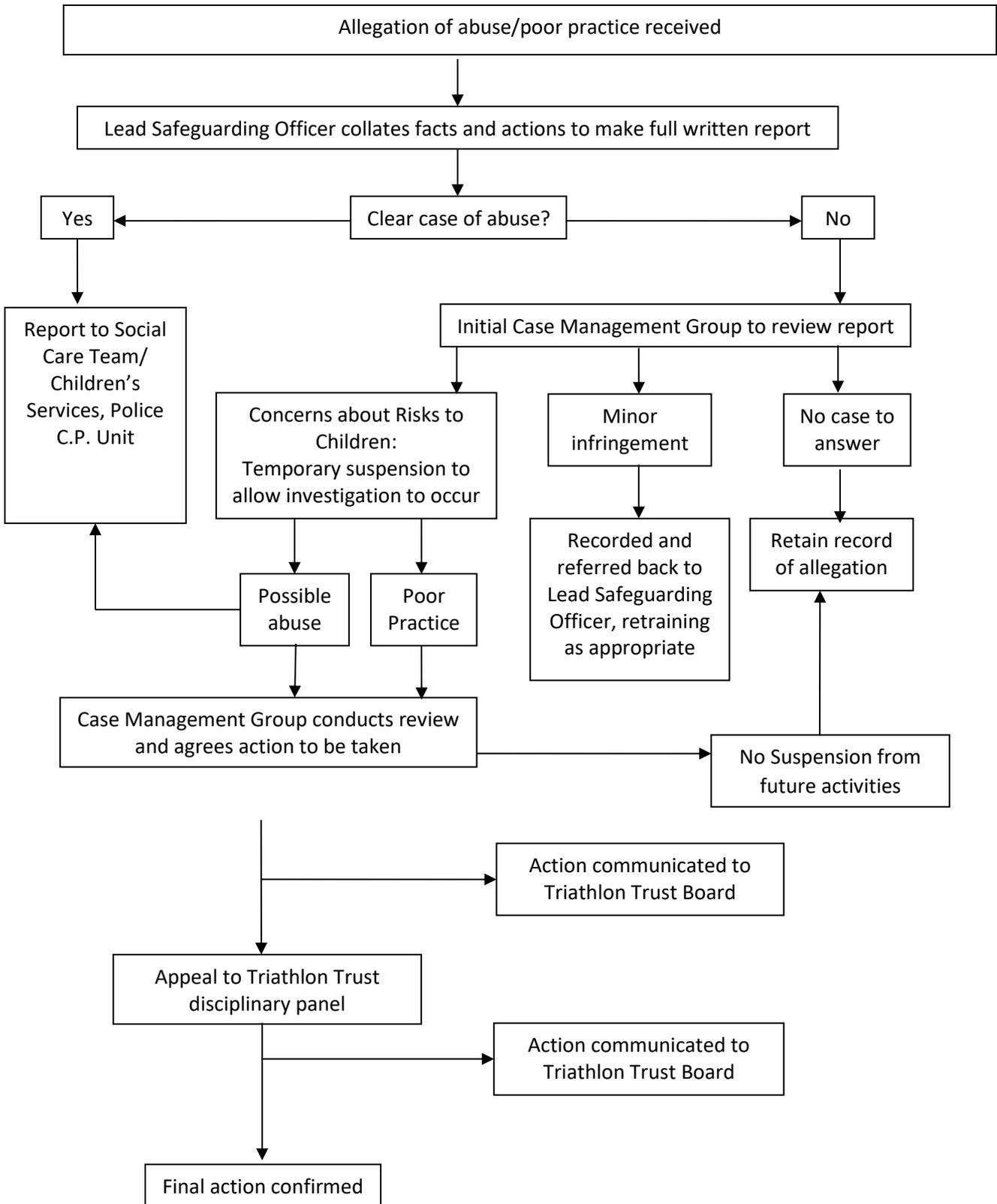
At the conclusion of any investigation a decision needs to be taken by the case management group as to whether the individual concerned should to be referred to the Disclosure and Barring Service (DBS) for consideration to bar them from working with children. This applies only if that individual was in a post defined as 'regulated activity'. The decision about making such a referral to the DBS lies with the employer but advice can be sought from the local authority designated officer. Triathlon Trust CEO would need to approve such a decision to refer to the DBS. The process for making a referral to the DBS is on their website and requires detailed information hence the importance of keeping full records when managing any safeguarding allegation or concern.

### **6.4 Referral to NGB**

At the conclusion of any investigation a decision needs to be taken by the case management group as to whether the individual concerned should to be referred to their national governing body, e.g. coaches who are affiliated to a national governing body, whether British Triathlon or other NGB.

### 6.5 Procedure flowchart

The following process will be completed internally once a concern has been raised:



## 6.6 Information for individuals against whom a complaint has been made

If the Triathlon Trust has advised you that a complaint has been received about your conduct the following information may be useful in understanding what actions have been taken and why.

The Triathlon Trust will endeavour to treat all cases fairly and impartially ensuring a transparent process is followed, including:

- The chance of being suspended from your role during the course of any investigation. This is seen as being a neutral act to protect both yourself, the child involved and the person who has made the complaint, if not the child themselves.
- The Triathlon Trust Lead Safeguarding Officer will be your point of contact throughout the investigation unless advised otherwise.
- Throughout the course of the investigation you will receive regular updates as appropriate.

## 6.7 Concerns outside of Triathlon Trust events or activity

It is essential that concerns coming to light through a child's involvement in Triathlon Trust activities or events, but actually arising elsewhere in the child's life (e.g. at home, at school or in the wider community), are reported in line with the Triathlon Trust's safeguarding policy and procedures as outlined above (**Section 5.4**).

If the concern is raised to the Triathlon Trust Lead Safeguarding Officer the referral will be recorded and discussed with the Case Management Group to determine if there is action that the Triathlon Trust should take in relation to the incident to safeguard children.

Under the Triathlon Trust no further action will be taken if the incident does not involve individuals operating within the Triathlon Trust, unless the statutory agencies request this or statutory investigations have concluded.

# 7. Recording, information sharing, escalation and working with partners

## 7.1 Information sharing and confidentiality

Information sharing is important to:

- Enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
- Safeguard and promote the welfare of children and young people.

The Triathlon Trust identifies that maintaining confidentiality while managing child safeguarding issues is imperative with all related documentation being kept in a secure place. However, confidentiality should never take precedence over concerns being directed to the appropriate person, especially if not conveying

these concerns could place a child at more risk of harm. **If you receive a disclosure you should never promise to keep it secret.**

The principles of confidentiality should be maintained whether disclosing a concern internally or to any external statutory agency. '[Information Sharing for Practitioners](#)' (HM Government,2015) provides seven golden rules for sharing information:

1. The Data Protection Act is not a barrier to sharing information but a framework to ensure that personal information is shared appropriately.
2. Be honest with the individual concerned (and their family when appropriate) about why, what, how and with whom their information could be shared with and, unless inappropriate or unsafe to do so, seek their agreement.
3. If you are unsure seek advice, without disclosing an individual's identity where possible
4. Share with consent when possible and respect the wishes of those who have not consented. You should use your judgement to determine if a lack of consent should be overridden in public interest. You should base your decision on the facts of the case.
5. Consider safety and well-being when deciding to share information, both of the individual concerned and those that could be affected by their actions.
6. Ensure that you share only necessary information and it is only shared with individuals who need to have it, that it is accurate, shared in a timely manner and shared securely
7. Keep a record of your decision and the reasoning behind it. If you do share information, make a note of what has been shared with whom and for what purpose.

## 7.2 Recording, record retention and destruction

It is essential that the Triathlon Trust keep clear and comprehensive records of any concern or allegation including details of how they were followed up and resolved, and details of the decisions reached and any action taken. The purpose of the record is to:

- enable accurate information to be given in response to any future request for a reference
- provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction
- prevent unnecessary re-investigation should an allegation resurface after time
- provide evidence and information if a decision is made to refer the person for consideration to be barred from working with children and/or adults
- enable the Triathlon Trust to review and improve policies, procedures and practice based on learning and feedback.

The LSO is responsible for creating and maintaining the record during the course of managing a safeguarding concern or allegation.

Additional records e.g. email, hard copy documents are likely to be created as part of an investigation process. Summaries of the content of these will be recorded on a safeguarding recording log. At the end of the investigation the LSO will create a file of all emails including scanned copies of all hard copy documents.

The file must be appended to the safeguarding incident log by the LSO. All original hard copy documents should be immediately destroyed (post scanning) using the confidential waste bins.

Records of safeguarding allegations and any subsequent processes against staff or volunteers should be retained by the Triathlon Trust, including for people who leave the organisation, at least until the person reaches 65 years, or for 10 years if that is longer. The records must be stored securely in a password protected folder in a shared **drive** and with restricted access by the LSO and anyone else authorised by them. Details of allegations that are found to be malicious should be removed from personnel records.

All the information relating to a safeguarding concern about a child or adult at risk and subsequent action taken must be recorded using a **Safeguarding Concern referral form (Appendix 4)** and a safeguarding recording log. The records must be stored securely in a password protected folder in a shared drive and with restricted access by the LSO and anyone else authorised by them. These records should be retained for a period of 15 years. The period of retention may need to be longer if there has been a complaint in respect of the case or legal proceedings. The reason for keeping a record for longer than 15 years must be documented so as to be in line with the principles of the Data Protection Act.

Once the requisite retention period has been reached all records should be destroyed using shredding and confidential waste or be electronically purged. It is the responsibility of the Triathlon Trust to check when records are due for destruction and arrange to do this.

### **Photography and filming children in sport guidance**

The Triathlon Trust welcomes the taking of appropriate images of children at Triathlon Trust events and activities and has developed the following guidance to enable suitable images to be taken.

Everyone involved in Triathlon Trust events and activities should have an understanding of the issues relating to the taking and use of photographic and recorded images of children and our guidance on this.

The following guidance should be applied to all Triathlon Trust activities and events and relates to images recorded on any device. Please note the term 'images' refers to photographs and videos. The following guidance must be adhered to by Triathlon Trust staff, volunteers, and official and professional photographers.

If it is deemed by the Triathlon Trust that any photographs or recorded images are used inappropriately this may result in an individual being removed from the event, unable to use photographic equipment at a Triathlon Trust event in the future and/or facing disciplinary action by the Triathlon Trust.

While the Triathlon Trust recognises that the majority of recorded images are utilised for their intended purpose, they have the potential to be misused. The following guidelines have been developed with the aim of increasing the safety and well-being of children and for the avoidance of creating potential sources of child abuse including:

- 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:
  - Having been removed from their family for their own safety
  - Restrictions on parental access following the separation of parents
  - Being a witness in legal proceedings

### 7.3 Guidelines

- Written consent from the participant's parents/ carer should be sought before capturing, sharing or publishing images where a child can be identified, including posting on the Triathlon Trust's website and social media, etc.
- A participants' parents/carers should have the opportunity to refuse their child being photographed. This should not exclude the child from any activities.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- NEVER publish personal details (email address, home address, etc.) of a child with their photograph. Visual content or captions must not lead to the identification of children.
- Action shots should demonstrate the spirit of the sporting activity and promote the positive safety aspects of the sport.
- Images should not be taken if the participant's swimwear is ripped or displaced
- The photographs should focus on the action and, where possible, be a group shot as opposed to focussing on individuals
- Where an event takes place in a public space such as a leisure centre, parents and teachers should be made aware that members of the public are able to take photos of the event and participants

### 7.4 See Appendix 5 for a photography consent form template which may be adapted for use depending on the format of the event, for example, incorporated in to a registration form.

### 7.5 Triathlon Trust Procedures

- The Triathlon Trust will ensure that when obtaining permission from a school for their pupils that they pass on to the child and their parent/ carer how the images may be used
- Any child who does not have parent/ carer photo consent will be issued with an identifying wristband and images of the child must not be taken or, if accidentally taken, must be immediately deleted
- A clear brief will be provided to volunteers and volunteers at events about what is considered appropriate in terms of content. Photography policy guidelines will be available for viewing for staff and volunteers
- Parents or guardians who wish to take photos or videos at an event will be advised to focus on their own child as much as reasonably possible and to avoid including other children in those images, especially children wearing identifying (orange) wristbands
- The use of photographic and recording equipment, including smartphones, is forbidden under all circumstances in changing rooms and toilet areas. Only Triathlon Trust members of staff and official photographers are permitted to take photographs poolside.

- Signage around the event will proactively promote guidance about those specific areas where photography is not permitted under any circumstances and promote safeguarding messages
- Photographs are considered ‘personal data’ in terms of the Data Protection Act. As with all personal data, images should be processed in accordance with the principles laid out in the Data Protection Act, and other relevant legislation and guidance. I.e. All images of children should be securely stored
- All safeguarding concerns regarding inappropriate photography reported to the Lead Safeguarding Officer will be recorded in the same manner as any other safeguarding or child protection concern (Section 5).

**Professional photographers**, e.g. from the local press or provided by an event sponsor, must register with the Triathlon Trust prior to the event by producing their professional identification for the details to be recorded. On arriving at the event, they must report to the event registration desk where they will be issued with a high viz jacket/vest to identify themselves throughout the event and will be briefed about what is considered appropriate in terms of content of images and their behaviour.

**Any concerns regarding inappropriate, or intrusive photography, should be reported immediately to any Triathlon Trust staff member or the Lead Safeguarding Officer.**

## 8. Communications with children

It is important that Triathlon Trust staff, volunteers, and all those involved with the Triathlon Trust, communicate appropriately with children involved in Triathlon Trust activities, be that in person, by phone, in writing, text, online or any other form of communication. When communicating online you should observe the same rules of behaviour as if speaking with them in person, that is, being professional, polite and respectful, whether using the written word, images or icons.

### 8.1 Mobile phone guidance

The use of mobile phones to communicate by text, email and instant messaging has become the norm. The intention of this guidance is to provide those involved in Triathlon Trust activities and those in positions of trust with a better understanding of best practice in this area.

- Instead of holding the contact details for children, staff should hold the contact details of children’s parents/carers and ask them to pass on any relevant information to participants
- Staff should only use work mobile phones or Triathlon Trust landlines
- If sensitive data is held, then devices (e.g., mobile phones, laptops) should have appropriate security (e.g., passwords)

#### Additional direction for coaches

- 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 child’s parents/carers and should follow the Triathlon Trust’s policy for photography and filming (Section 5).
- 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, any 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.

The Triathlon Trust recognise that young people may become coaches or volunteers after being involved in an event or activity, and as a result may be friends with a number of other participants, some of whom may be under 18 years of age. It is plausible that they will have their contact details and frequently communicate with them already.

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

- That any pre-existing friendships are maintained and the coach/ volunteer would not have to remove contact details.
- If this is the case, then the coach/ volunteer should inform the Lead Safeguarding Officer.
- Following this advisory, the Triathlon Trust staff member leading the event or activity should make every effort to ensure that the coach is not the primary coach for their friendship group unless unavoidable.

## **8.2 Social media guidance for Triathlon Trust staff and volunteers**

It is recognised that the use of social media (Facebook, Twitter, etc.,) is an important part of how the Triathlon Trust communicates with its audience and allows communication and networking between staff and its community, such as recruiting volunteers.

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 children, the Triathlon Trust is committed to ensuring that all posted content and messages have suitable content and format to avoid miscommunication of their meanings.

**The Triathlon Trust determines that social networking sites are not an appropriate route of direct communication with children and this method of communicating with children is not supported as a communication route by Triathlon Trust staff and volunteers.**

Only Triathlon Trust staff that have been through relevant safeguarding checks and completed safeguarding training should use and have access to the Triathlon Trust social media accounts, email messaging system and website account.

### **Good Practice**

The Triathlon Trust make the following recommendations for individuals who are in a position of trust and responsibility for children and young people within Triathlon Trust events and activities, when setting up and maintaining social media sites including:

- How the account/page will be set up and managed:
  - As a page not a personal profile

- **Developed in consultation with the Triathlon Trust Lead Safeguarding Officer**
- Include the option for comments to be reviewed before being posted to ensure they are appropriate
- Ensure that the use of any photographs or videos is in line with the Triathlon Trust's Photography Policy.
- Ensure that permissions are granted if photographs are used, especially of participants under 18 years of age
- Gain permission from Triathlon Trust staff or volunteers for their contact details to be published if necessary
- Ensure privacy and security settings are appropriately set to ensure that content is appropriate for all individuals who could be accessing the page
- The ability to block individuals who should not have access or post offensive or inappropriate material
- Include a profanity filter where possible
- Include contact details for the Triathlon Trust and the Lead Safeguarding Officer 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 – do they fit with the Triathlon Trust's policies and guidance
- Clearly communicate acceptable and unacceptable online behaviour to all users, clearly outlining to users who to contact if they have concerns
- Ensure the access details for the account/page are kept secure to ensure the threat of hacking and misuse is reduced (if accessed on a phone or laptop, ensure the device is password protected)
- Report potentially abusive or illegal content/activity to the Lead Safeguarding Officer immediately
- Ensure that all volunteers and participants 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 Triathlon Trust's reputation
- If a young person requests to add you personally as a friend on social media you should decline

## 9. Anti-bullying policy & guidance

The Triathlon Trust are committed to providing a safe and enjoyable environment in which all individuals can take part in our events, whether that be a one-off or regular activity.

If bullying does occur then all participants should feel safe in communicating this information and know that any incidents will be managed effectively. All forms of bullying will be addressed and everybody in the Triathlon Trust has a responsibility to work together to stop bullying.

The Triathlon Trust expect any individual who is aware of bullying occurring to report any concerns to a member of Triathlon Trust staff, or the Triathlon Trust Lead Safeguarding Officer. All reported incident of bullying and action taken should be recorded using an **Incident Reporting Form (Appendix 7)**

The Triathlon Trust will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures

- seek to ensure that bullying behaviour is not accepted or condoned
- require all participants in Triathlon Trust events and activities to be given information about this policy
- take action to investigate and respond to any alleged incidents of bullying
- ensure that Triathlon Trust staff and volunteers are given access to information, guidance and/or an appropriate level of training on bullying.

**Each participant, Triathlon Trust volunteer and staff member, and everyone involved in Triathlon Trust events and activities will:**

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

**What is bullying?**

- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through
  - ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism
  - sexual comments, suggestions or behaviour
  - unwanted physical contact
- bullying can include online as well as offline behaviour
- children with a disability, from ethnic minorities, young people who are gay or lesbian, transgender young people or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

**Support to the child**

- children will be able to speak to any Triathlon Trust staff member or volunteer and know that they will listen to and support them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children will have access to Helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved

- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### Support to the parents/guardians

- information should be available to parents/guardians on the Triathlon Trust's anti-bullying policy and guidance
- any incident of bullying will be discussed with the child's parent(s)/guardians by the Event Director or Coach
- parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parent(s) including information on other agencies or support lines.

Further information about bullying and guidance on managing bullies for Triathlon Trust volunteers, staff and coaches can be found in Appendix 8.

## 10. Working with third parties

The Triathlon Trust works with a variety of partners, e.g. school sports partnerships, and service providers, e.g. leisure centres, First Aid provision, to deliver our events, who all share a duty of care for the safety and wellbeing of participants. The partner or service provider may or may not also have their own safeguarding policy and procedures.

### Working with service providers, e.g. facilities such as a leisure centre, First Aid provision

- **Safer recruitment** - the Triathlon Trust requires that a third-party service provider be responsible for undertaking safer recruitment checks for their own staff and keeping records, and confirming in writing to the Triathlon Trust that this has been done. If the service provider does not undertake safer recruitment checks, e.g. a sole trader, the Triathlon Trust will act in accordance with our own Safer Recruitment policy and procedures.
- **Safeguarding policy and procedures** – If a third-party service provider has their own safeguarding policy and procedures, it is reasonable to expect their staff to follow their policy and procedures whilst delivering a service at a Triathlon Trust event and to inform the Triathlon Trust Event Director or Lead Safeguarding Officer of any concerns they identify at the event. The Triathlon Trust may request a copy of the provider's safeguarding policy and procedures but is not responsible for quality assuring them. If a service provider does not have their own safeguarding policy and procedures their staff will be required to adhere to the Triathlon Trust's safeguarding policy and procedures whilst delivering a service at a Triathlon Trust event, a copy of which will be provided prior to the

event. The pre-event risk assessment will outline any additional safeguarding arrangements for the event.

**Delivery partners, e.g. school sports partnerships**

In the case of some events, two or more partners may be involved in the commission, funding and delivery of an event. The Triathlon Trust will apply Triathlon Trust's safeguarding policy and procedures, unless otherwise agreed with an event delivery partner prior to the event. Any additional safeguarding arrangements will be included on the risk assessment and staff and volunteers will be fully briefed.

If a delivery partner has their own safeguarding policy and procedures, it is reasonable to expect their staff to follow their policy and procedures whilst delivering a service at a Triathlon Trust event and to inform the Triathlon Trust Event Director or Lead Safeguarding Officer of any concerns they identify at the event.

**Working in-school**

The Triathlon Trust will cooperate with the school to meet any safeguarding requirements or requests for information they may have.

## Appendix 1: Glossary of Terms

For the purposes of this policy and procedures, the following terms are used:

**Adult** Individual aged 18 years or older

**Adult at risk** An adult at risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014 [England]). This definition is broadly consistent with definitions across the devolved nations; although, in Scotland, the definition of an 'adult at risk' or 'vulnerable adult' applies to those aged 16 years and over<sup>2</sup>.

**Abuse** This is the ill-treatment or abuse of a child or an adult at risk. A person may abuse or neglect a child or an adult at risk by inflicting harm or by knowingly failing to act to prevent harm<sup>3</sup>. Children or adults at risk can be abused in a family, in any type of institution/organisation, during an activity or event or by those known to them or others, for example by those responsible for organising, participating or providing support or care or education for them.

**Participant** generic term to include all children taking part in any Triathlon Trust events and/ or activities

**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.

**Child** This policy is in respect of all children. A child includes babies, children and young people from pre-birth up to 18 years.

In Scotland there is a variance to this where a child is someone up to the age of 16 unless the child is subject to a supervision requirement by a Children's Hearing, in which case they are considered a child until the age of 18 years.

**Child abuse** This is the maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children can be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (e.g. someone in authority or via the internet). Children may be abused by one or more adult or by another child or children.

**Child protection** This is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Different types of abuse (physical, emotional, sexual or neglect) may constitute significant harm and there are more details about these forms of abuse given in the accompanying procedures.

**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.

**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.

**DO** Designated Officer (England only, formerly known as LADO): 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

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<sup>2</sup> In Northern Ireland the definition of "vulnerable adult" reflects the definition in the Criminal Evidence (Northern Ireland) Order 1999; and PSNI Guide - Vulnerable and Intimidated Witnesses Guide 2011. In Scotland the definition of "vulnerable adult" reflects the definition in the Adult Support and Protection (Scotland) Act 2007, Section 3 and "harm" is further defined at Section 53.

<sup>3</sup> In Northern Ireland the definition includes 'prohibited and relevant conduct that may cause any ill treatment or infliction of harm on an adult at risk': Safeguarding Vulnerable Groups Northern Ireland Order 2007, Schedule 1; Protection of Children and Vulnerable Adults Order (NI) 2003, Part IV, Schedule 'offence against a child'; Adoption and Children Act 2002, Section 120; and Serious Crime Act 2015, Part 5, Sections 66 – 69 'protection of children provisions'

**Early help or intervention** Statutory guidance<sup>4</sup> stresses the importance of children and their families having the opportunity of early help and support in order to avoid the need for child protection interventions at a later time. Early help or intervention may consist of one or more professionals supporting a family once an assessment of their needs has been completed.

There is a range of terminology used in the different nations and local authorities to describe the arrangements for offering early help and support, for example the Common Assessment Framework (CAF), children in need plans, and/or the Team around the Child (TAC). All are aimed at supporting the child early on in order to prevent any impairment to their future health or development

**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.

**LSO** Lead Safeguarding Officer of the Triathlon Trust

**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.

**Parent** Generic term referring to parents, guardians and carers

#### **Regulated Activity:**

- 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.

**Safeguarding and promoting the welfare of children** This means protecting children from maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care; and taking action to enable children to have the best outcomes

In Scotland, the term 'safeguarding' is not used in this context; rather, it is specified that "child protection has to be seen in the context of the [Getting it right for every child \(Girfec\) approach](#), the Early Years Framework and the UN Convention on the Rights of the Child, whereby all children have the right to be cared for and protected from harm and abuse and to grow up in a safe environment in which their rights are respected and their needs met. Children should get the help they need, when they need it, and their welfare is always paramount".

**Safeguarding adults** This describes the activity that is undertaken to protect adults at risk from abuse, harm, ill-treatment and neglect

**Staff** Individuals employed by, or conducting paid for activities on behalf of, the Triathlon Trust

**Volunteer** Individual conducting unpaid activity in support of Triathlon Trust events or activities

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<sup>4</sup> Hm Government (2015) Working Together to Safeguard Children

## Appendix 2: Defining child abuse and neglect

There are four categories of harm<sup>5</sup> although often children may suffer more than one type of harm.

**4.1 Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**4.2 Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include:

- not giving the child opportunities to express their views;
- deliberately silencing them, 'making fun' of what they say or how they communicate;
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- seeing or hearing the ill-treatment of another;
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**4.3 Sexual abuse and exploitation** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing and touching outside of clothing.
- non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

**Possible indicators are:**

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

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<sup>5</sup> HM Government (2015) [Working together to safeguarding children](#)

**4.4 Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
- protect a child from physical harm or danger;
- ensure adequate supervision( including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

Neglect can also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **1.1 Signs of abuse**

The following information should help you to be more alert to the signs of possible abuse.

#### **Physical Abuse**

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern, although this can be more complicated with burns, as these are often delayed in presentation due to blistering taking place some time later.

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks,
- multiple burns with a clearly demarcated edge

Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

#### **Emotional Abuse**

Emotional abuse can be difficult to measure, as there are often no outward physical signs. There may be a developmental delay due to a failure to thrive and grow, although this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised or away from their parents' care. Even so, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

### **Sexual Abuse**

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

*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 the Triathlon Trust's safeguarding guidance and code of conduct. Such breaches of the organisation's code of conduct will result in disciplinary action, and potentially to a referral to the DBS.

*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.

### **Neglect**

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

### **Bullying**

Bullying is not always easy to recognise as it can take a number of forms. A child may encounter bullying attacks that are:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating

Persistent bullying can result in:

- depression
- low self-esteem
- shyness
- poor academic achievement
- isolation
- threatened or attempted suicide

Signs that a child may be being bullied can be:

- coming home with cuts and bruises
- torn clothes
- asking for stolen possessions to be replaced
- losing dinner money
- falling out with previously good friends
- being moody and bad tempered
- wanting to avoid leaving their home
- aggression with younger brothers and sisters
- doing less well at school
- sleep problems
- anxiety
- becoming quiet and withdrawn

With sporting environments being competitive the opportunities for bullying may be increased. Examples within triathlon could include:

- A participant 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

**These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you.** 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.

It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, the authorities will always want to understand them in relation to the child's development and context.

## Appendix 3: Additional information on children and young people most vulnerable to abuse in specific circumstances

**Abuse by peers.** Young people, particularly those living away from home, are vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. It is subject to the same safeguarding children procedures as apply in respect of any young person who is suffering or at risk of suffering significant harm from an adverse source. A significant proportion of sexual offences are committed by teenagers. Staff should not dismiss some abusive sexual behaviour as “normal” between young people.

**Child abuse linked to belief in “spirit possession” or “witchcraft”.** The belief in “possession” and “witchcraft” is widespread in some communities. It is not confined to particular countries, cultures or religions. The number of known cases of child abuse linked to accusations of “possession” or “witchcraft” is small, but young people involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem due to extreme physical and emotional abuse that may be wrongly justified on the basis of spirit possession or witchcraft.

**Child abuse and social media.** The internet has become a significant tool in the distribution of abusive images of children. Social media is used as a means of contacting young people with a view to grooming them for inappropriate or abusive relationships. Contacts made initially in a chat room can be carried on via email, instant messaging services, mobile phones or text messaging. Cyberbullying, including sexting (which is illegal), is now widespread and can be very harmful to young people. Further advice and guidance on this topic are on the websites of the NSPCC, CEOP, Internet Watch Foundation and the UK Safer Internet Centre.

**Children and families who go missing.** Local agencies and professionals should bear in mind, when working with young people and families where there are outstanding concerns about the young person’s safety and welfare that a series of missed appointments may mean the family have moved. Young people who are looked after (i.e. in care) sometimes go missing from their placements. There will be procedures in place, which should be followed if this occurs and the care home/foster placement must be immediately informed.

**Child trafficking.** Child trafficking is child abuse. This is where children are recruited, moved or transported and then exploited e.g. for the purpose of sexual exploitation or domestic servitude. They are often subject to multiple forms of abuse. Children may be trafficked into the UK from abroad but can also be trafficked from one part of the UK to another. Advice can be sought from the Child Trafficking Advice Centre (CTAC) on: 0808 800 5000.

**Disabled young people.** Disabled young people are three times more likely than non-disabled children to experience abuse due to a number of factors:

- have fewer outside contacts than other young people;
- may receive personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries;
- have an impaired capacity to resist or avoid abuse;
- have communication difficulties that may make it difficult to tell others what is happening or to be believed;
- be inhibited about complaining because of a fear of losing services;
- be especially vulnerable to bullying and intimidation and /or, abuse by their peers.

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 Difficulties**
- **Mental Health Conditions:** including depression, bi-polar affective disorders, schizophrenia, obsessive compulsive disorders as well as personality disorders, body dysmorphic disorder, eating disorders and self-harming
- **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 participants could have multiple disabilities and impairments.

### ***Learning disabilities***

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 disorders***

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 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.

**Domestic violence.** Young people living in families where they are exposed to domestic violence have been shown to be at risk of behavioural, emotional, physical and long term developmental problems. Everyone working with young people and families should be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of young people.

**Families living in temporary accommodation.** Living in temporary accommodation, often at a distance from previous support networks, can lead to young people and families falling through the net and becoming disengaged from services. Where there are concerns about a young person in temporary accommodation, safeguarding procedures should be followed.

**Female genital mutilation (FGM).** (also known as 'female genital cutting' or 'female circumcision'.) Communities tend to use local names for referring to this practice including "sunna". Some FGM-practicing families do not see it as an act of abuse; however, FGM has significant physical and mental health consequences both in the short and long term and, therefore, must not be excused, condoned or accepted. FGM cannot be left to personal preference or cultural custom as it is an extremely harmful practice that violates basic human rights. Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. FGM is illegal in the UK and where it is suspected it must be referred onto children's social care.

**Forced marriage.** A forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor. It is an entirely different from an arranged marriage, and the two should not be confused. In an arranged or assisted marriage, the families take a role in choosing and introducing the marriage partners but the marriage is entered into freely by both people, without pressure. In a forced marriage, this consent does not exist. If this form of harm is suspected, advice should be sought from the Forced Marriage Unit prior to any discussion with the young person or family on 0207 008 0151 or out of office hours contact: 0207 008 1500 (ask for Global Response Centre).

**Parental adversity.** Parental drug misuse can and can cause harm from conception to adulthood, including physical and emotional abuse and neglect. Where drug misuse co exists with domestic violence and mental illness the risk of harm to a child is even greater.

**Race and racism.** Young people from black and minority ethnic groups may have experienced harassment, racial discrimination and institutional racism. The experience of racism is likely to affect the responses of the young person and parents/carers to other intervention in their lives. There is also a danger that people working with children and young people may not intervene soon enough for fear of being seen as racist and in so doing, offer the child less protection.

**Unaccompanied asylum-seeking children (UASC).** A UASC is an asylum-seeking child under the age of 18 who is not living with their parent, relative or guardian in the UK. They can be more vulnerable to abuse and exploitation because they lack the necessary support networks, protection and communication skills.

### **Safeguarding adolescents**

The nature of abuse and neglect for teenagers is different from that of younger children. Behaviours by parents/adults that might be deemed abusive or neglectful for a very young child may be considered appropriate for teenagers. Additionally they may face a wider range of risks due to the relationships they have, social media that they use,

lifestyles that they lead and with their increasing independence. Risk taking and experimentation is a normal part of growing up but also can place young people in harm's way.

**Young people whose behaviour indicates a lack of parental control.** When young people are brought to the attention of the police or wider community because of their behaviour, this may be an indication of vulnerability, poor supervision, abuse or neglect in its wider sense. It is important to consider whether these are young people in need of protection and/or support services and not to view them as only an offender as they may well be also victims themselves.

**Young people and gang activity.** Overall, young people can be particularly vulnerable to suffering harm in the gang context are those who are:

- not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe;
- not involved in gangs, but at risk of becoming victims of gangs;
- not involved in gangs but at risk of becoming drawn in, for example, siblings or children of known gang members; *or*
- gang-involved and at risk of harm through their gang-related activities e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members.

**Young carers.** A young carer is a person under 18 who provides or intends to provide care for another person (of any age with the exception of where that care is provided for payment or as voluntary work). Young carers may require support services either for them or for the person they care for in order to ensure that their health and welfare does not suffer. In some instances young carers may also be in need of protection due to the adverse circumstances they may be experiencing or where the behaviour of the person that they are caring for is abusive.

**Radicalisation and violent extremism.** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the 2011 Prevent Strategy as: *Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.* It also includes calls for death of members of the armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Children or adults may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals.

Indicators of vulnerability include:

- *Identity crisis* – the young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- *Personal crisis* – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- *Personal circumstances* – migration; local community tensions; and events affecting the student's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;

- *Unmet aspirations* – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life;
- *Experiences of criminality* – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- *Special educational needs* – young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

Indicators of radicalisation and violent extremism may include:

- showing sympathy for extremist causes
- contact with extremist recruiters;
- justifying the use of violence to solve societal issues;
- joining or seeking to join extremist organisations;
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies
- possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views

Children or adults who are showing signs of radicalisation and violent extremism will need to be considered as at risk of harm to themselves or others and therefore such concerns should be acted upon by following the safeguarding procedures.

## Appendix 4: Safeguarding Referral Form

Event/ Activity	
Location	Date:

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

Section 2: Details of Referrer	
Name:	
Position within the Triathlon Trust: <i>e.g. member of staff, volunteer</i>	
Address:	
	Postcode:
Contact Number:	

Section 3: Details of individual against whom the allegation is made	
Name:	
Position within the Triathlon Trust: <i>e.g. member of staff, volunteer</i>	
Address:	
	Postcode:
Contact Number:	

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 within the Triathlon Trust: <i>e.g. member of staff, volunteer</i>	

Details of Concern; include as many details as possible including time and location of incident, any injuries sustained, treatment required etc. Continue on separate sheet if necessary.

--

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

--

**Section 5: Action taken by the referrer**

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:

Parents/Carers Informed: Y / N	
Details of action taken, continue on separate sheet if necessary:	

Section 6: Action taken by the Triathlon Trust	
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:
Parents/Carers Informed: Y / N	
Details of action taken, continue on separate sheet if necessary:	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 5: Consent form for the taking and use of photographic and recorded images of young people (under 18 years of age)

This form is to be signed by the parent/guardian of a young person under 18 years of age. 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.

Dear Parent / Guardian,

We are delighted to confirm that we have entered our school into the <EVENT> on <DATE>.

OR

**Event name**

**Event date**

**Event location**

The Triathlon Trust welcomes the taking of photographs and videos at this event for promotional purposes, including for use on social media and local/ national press.

Please confirm that you have read the information below about photography at this event and are happy for your child's picture to be taken during the event, by the Triathlon Trust and official photographers registered with them.

I \_\_\_\_\_ (parent/guardian full name) do / do not consent to photographic or recorded images being taken of \_\_\_\_\_ (name of child) at the <EVENT> on <DATE>.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Photography at this event**

The Triathlon Trust are committed to ensuring the welfare and safety of all children at our events. The Triathlon Trust will follow the guidance for the use of images of young people as detailed in our Safeguarding and Protecting Children Policy and will take steps to ensure images are used solely for the purposes they are intended, which is for the promotion and celebration of our activities.

Children who are not allowed to be photographed will be issued with an ORANGE wristband to identify them to Triathlon Trust staff, volunteers and official photographers taking pictures or videos at the event.

However, please note that this event takes place in a public space where members of the general public are permitted to take their own photos, which may appear on social media. Signage around the event will be used to request attendees do not to take photos of children wearing orange wristbands, but if this causes you significant concern, you may wish to consider your child's attendance at the event.

If you have any concerns about photography at this event or become aware that images are being used inappropriately you should inform your school Safeguarding Officer or the Triathlon Trust immediately.

## Appendix 6: 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**

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

I have read and agree to abide by Triathlon Trust's Photography Guidance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 7: Incident Reporting Form

Name	Name of organisation
Your role	
Contact information (you) Address:  Postcode:  Telephone numbers:  Email address:	
Child's name:	Child's date of birth:
Child's ethnic origin:	Does child have a disability:
Child's gender:  <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's/ carer's name(s):	
Contact information (parents/ carers): Address:  Postcode:  Telephone numbers:  Email address:	
Have parents/ carers been notified of this incident?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please provide details of what was said/ action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:  <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else, please provide further information below	
Name:	

Position within the organisation or relationship to the child:

Telephone numbers:

Email address:

Dates and times of incident:

Details of the incident or concerns:

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Child's account of the incident:

## Appendix 8: Guidance for managing bullies for Triathlon Trust staff, volunteers & coaches

### 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 activities 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.

**All allegations of bullying relating to participants under 18 years of age should be reported to the Triathlon Trust Lead Safeguarding Officer. The Triathlon Trust will take the following steps 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

If mediation is not effective, we will take 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 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:

- An apology and agreeing appropriate behaviour moving forwards
- The development and agreement of a behaviour contract
- Suspension of the individual completing the bullying, in line with the Triathlon Trust'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.**

## Appendix 9: Template parent/carer welcome letter

### *For parents/carers of children joining after-school clubs*

Dear Parent/Carer,

The Triathlon Trust would like to welcome you and your child(ren) and we hope that you will enjoy taking part in {ACTIVITY}.

The aim of this letter is to provide you with the details about the activity, however if you have any questions please do not hesitate to contact me { NAME & POSITION}.

#### **DETAILS OF THE ACTIVITY**

*Name of activity:*

*Number of weeks:*

*Dates:*

*Location:*

*Times:*

*The session will be lead by:*

*Contact phone number:*

#### **Drop off/ pick up arrangements**

Please ensure you arrive promptly to drop off/ pick up your child at the times stated above. Please note if you arrive earlier than the start time, you are responsible for the supervision of your child until the start of the activity.

The Triathlon Trust's responsibility commences at the time your child's organized activity commences and ceases at the time your child's organised activity ceases.

Please let us know what arrangements you have made for your child to attend this activity (Please select ONE)

- My child will be dropped off at this activity
- My child will be picked up from this activity
- My child will be arriving to this activity independently
- My child will be leaving this activity independently

Note to the coach: \_\_\_\_\_

If an adult other than yourself, who is not their parent or guardian, will be picking up your child from this activity please provide their name: \_\_\_\_\_

#### **Safeguarding**

The Triathlon Trust is firmly committed to creating and maintaining a safe and positive environment for all children and young people who take part in our activities and events. It accepts its responsibility to safeguard the welfare of all children and young people and protect them from poor practice, abuse and bullying. A copy of our Safeguarding policy and procedures is available on our website, [www.triathlontrust.org/safeguarding](http://www.triathlontrust.org/safeguarding) or available on request by emailing: [elizabethmullins@triathlontrust.org](mailto:elizabethmullins@triathlontrust.org).

#### **Triathlon Trust Lead Safeguarding Officer**

Name: Elizabeth Mullins                      Contact phone: 0788 5552140

Contact email: [elizabethmullins@triathlontrust.org](mailto:elizabethmullins@triathlontrust.org)

## **Volunteers**

The Triathlon Trust are continually looking for volunteers to assist with the running of activities, with a number of roles available. If you would be interested in helping out please speak to {NAME} and they will be able to happy to speak to you about our opportunities.

## **Code of conduct**

We ask you and your child(ren) to read and sign to agree to the attached Participants Codes of Conduct and Parent/Carer Code of Conduct and bring it to your first session. These are designed to ensure that all participants can participate in the activity in a safe and enjoyable environment.

**We look forward to your child joining us on DATE!**

Yours sincerely,

LEAD MEMBER OF STAFF

Triathlon Trust

[www.triathlontrust.org](http://www.triathlontrust.org)

Twitter: @TriTrust

## Appendix 10 Template parent/carers welcome letter

*For parents/carers of children attending an event with their school, schools requested to share with parents*

**Event name:**

**Location:**

**Date:**

Dear parent/ guardian,

We hope your child is looking forward to their <EVENT> on <DATE> at <LOCATION>.

This fun, non-competitive and inclusive event is... <EVENT SPECIFIC INFO>

We provide all the equipment required to participate, including helmets, bikes, scooters for those children that cannot ride a bike and swim aids for children who are not confident swimmers.

Our team is here to support every child to take part, including children with physical disabilities and special educational needs, and alternatives including a static hand bike and tandem bike are available if required.

Please ensure that you inform your school of any changes in your child's circumstances which may affect their participation in this event. Your school maintains full responsibility for your child(ren)'s attendance at this event.

### **What does my child need to bring?**

- Swimming kit & towel
- PE kit and trainers
- Dry clothes
- if your child requires any medical equipment e.g. inhaler, they should bring it with them

### **Event photography**

The Triathlon Trust will take photographs and videos at the event for promotional purposes, including for use on social media. Your school will make the necessary arrangements with you to obtain photo consent.

Children who do not have consent to be photographed will be issued with an ORANGE wristband to identify them to Triathlon Trust staff, volunteers and official photographers taking pictures and videos at the event.

Please note that this event takes place in a public space where members of the general public are permitted to take their own photos, which may appear on social media. Signage around the event will be used to request attendees do not to take photos of children wearing orange wristbands, but if this causes you significant concern, you may wish to consider your child's attendance at the event.

You are warmly welcomed to attend this event and take photos and videos of your child participating. You are politely requested to focus on your own child as much as reasonably possible and to avoid including other children in those images. You must not take photos or videos of children wearing an orange wristband. If you do accidentally, please delete these images.

Photography in the changing rooms, toilets and swimming pool/ poolside is forbidden by the Triathlon Trust and the swimming pool management.

If you have any concerns about photography or filming at this event please speak to a member of the Triathlon Trust Event Team.

**Email: [contact@triathlontrust.org](mailto:contact@triathlontrust.org)**

**website: [www.triathlontrust.org](http://www.triathlontrust.org)**

## Appendix 11: Useful resources and contacts

### Resources

- **Helping Keep Your Child Safe in Sport** - <https://thecpsu.org.uk/help-advice/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](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-and-competitions/>
- **Working together to safeguard children** - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

### Contacts

Triathlon Trust Lead Safeguarding Officer: 0788 555 2140 [elizabethmullins@triathlontrust.org](mailto:elizabethmullins@triathlontrust.org)

Triathlon Trust Deputy Lead Safeguarding Officer (Triathlon England Lead Safeguarding Officer):  
01509 226159 [lindahaywood@britishtriathlon.org](mailto:lindahaywood@britishtriathlon.org)

Welsh Triathlon Lead Safeguarding Officer: 0300 300 3128

Triathlon Scotland Lead Safeguarding Officer: 07545 697 841 [janescott@triathlonscotland.org](mailto:janescott@triathlonscotland.org)

The Child Protection in Sport Unit: <http://thecpsu.org.uk>

Child Protection in Sport Unit - Wales: 0844 892 0290

Disclosure and Barring Services: 0870 9090 811 <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### 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](mailto:help@nspcc.org.uk)

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

NSPCC Helpline - Telephone: 0808 800 5000

Sportscoach UK 0113 274 4802

The Samaritans: 08457 909090

Victim Support: 08453 030900

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

Child Exploitation & Online Protection Centre [www.ceop.police.uk](http://www.ceop.police.uk)

Victim Support: 08453 030900

NAPAC (the National Association for People Abused in Childhood): 0808 8010331 *offers support to adult survivors of all types of childhood abuse, including physical, sexual, emotional abuse or neglect*

## Appendix 12: Triathlon Trust Staff & Volunteers Code of Conduct

Event/ Activity: .....

Date of event: .....

The Triathlon Trust is committed to promoting a safe, positive and enjoyable environment at all our events and activities. The Triathlon Trust requires that all staff and volunteers conducting work on behalf of the Triathlon Trust read and sign our Staff and Volunteers Code of Conduct **before commencing work. You are expected to adhere to this code of conduct at all times.**

**Everyone working or volunteering with the Triathlon Trust must agree to:**

- Respect the rights, dignity and worth of all participants, staff and volunteers at all times
- Treat everyone equally regardless of age, disability, gender, race, ethnic origin, culture or social background religious belief, political persuasion, sexual orientation or any other personal characteristic/ feature
- Never use inappropriate language or gestures
- Protect themselves and others from verbal or physical abuse, and threatening or intimidating behaviour
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Conduct themselves in a manner that takes all reasonable measures to promote the wellbeing and safety of yourself and others
- Ensure the safety of all children by providing effective supervision during events and activities
- Develop an appropriate working relationship with participants, staff and volunteers based on mutual trust and respect
- Display high standards of personal and professional behaviour at all times whilst representing the Triathlon Trust, e.g. whilst wearing Triathlon Trust event clothing
- Provide a positive role model for children and young people they are working with (this includes use of social networking sites)
- Wear official event clothing as provided by the Triathlon Trust at all times (including during breaks)
- Not to smoke, vape (e-cigarettes) drink alcohol or use banned substances while working with children for the duration of their role and responsibilities at the event or activity
- Not to engage in a sexual relationship with a young person for whom they are responsible
- Not take children or young people to their home
- Not exchange personal contact details with a child, e.g. mobile phone number, email address. If a child or young person requests to add you personally as a friend on social media you should decline.
- Respond to any concerns about a child or young person's welfare by following the Triathlon Trust's safeguarding reporting procedures (See overleaf)
- Promote the positive aspects of sport (e.g. fair play)
- Encourage participants to value their performance and not just results
- Make the event fun and positive
- Adhere to our Photography guidance if you wish to take photos/videos at this event

I have read and understood the Triathlon Code of Conduct for Staff & Volunteers and hereby consent to adhere to it at all times. I also understand that a breach of this code of conduct could result in my being dismissed from the event and subject to disciplinary procedures from the Triathlon Trust which could jeopardise my future participation at Triathlon Trust events, and may result in a referral to the DBS/ Police.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## Appendix 13: Children & Young People's Code of Conduct

Event/ Activity:

Date(s):

Location:

The Triathlon Trust is committed to safeguarding and promoting the wellbeing of all participants. We believe that it is important that children, staff, volunteers and parents taking part in a Triathlon Trust event or activity should, at all times, show respect, be encouraged to be open at all times, and to share any concerns or complaints that they may have about any aspect of their activity with **NAME & POSITION OF EVENT LEAD.**

As a participant in a Triathlon Trust event/activity I agree that:

- I will treat others with the respect and fairness that I would like them to show me
- I will listen to the instructions given to me by Triathlon Trust staff and volunteers and venue staff such as lifeguards
- I will not shout or swear
- I will not disrupt the group
- I will arrive on time for my event/ activity
- I will respect everyone's views
- I will be friendly and support others
- I will take care of equipment provided by the club
- I will wear suitable PE kit and if possible, trainers
- I will pay any fees promptly
- I will never leave the session without first informing the coach
- I will tell the coach about any medical conditions or injuries
- I will not send or post inappropriate, unkind or threatening messages, pictures or videos via mobiles or social networking sites
- I will never smoke, vape (e-cigarretes) or consume alcohol or drugs of any kind on event/ activity premises
- I will tell an adult I trust straight away if something is upsetting me

**All points above will also be followed by all Triathlon Trust staff and volunteers.**

### **What to do if something is wrong**

If something is happening that spoils your fun or that hurts or frightens you, then this isn't your fault and there are things that can be done to stop it.

If anything is worrying you, you should tell an adult you know and trust. They will listen and can help work out what to do.

The Triathlon Trust understands how important it is to make sure you are safe and enjoy yourself. If you need to talk to someone, you can also contact the Lead Safeguarding Officer on 0788 555214.

There are other places where people will listen and you can get help if you need it. You can use these 24 hour, free telephone helplines

**Childline** - 0800 1111

**Participant:** I have read and understood the standards of behaviour expected of me, as set out above, and agree to follow them at all times when taking part in a Triathlon Trust event.

I understand that if I do not, I may be withdrawn from the event and sent home.

**Participant's name:** \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/ carer:** I have read and understood the standards of behavior expected of my child, as set out above, and agree to support my child to understand and follow them at all times when taking part in a Triathlon Trust event.

**Parent/ carer/ guardian Name:** \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 14: Coaches Code of Conduct

The Triathlon Trust requires that all coaches employed by the Triathlon Trust read and sign our Coaches Code of Conduct **before commencing work. You are expected to adhere to this code of conduct at all times.**

Coaches are integral in the safeguarding of participants as they often gain the trust of the children and young people they interact with. As a coach you should always maintain high standards of practice as participants will look to you for guidance and hold you as a role model. You also have a duty of care for the participants 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.

### **10.1.1 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 Triathlon Trust guidelines.
- Everyone knows and accepts their responsibilities and works together to achieve this common goal of protecting children: parents, triathletes, coaches, volunteers and professional staff.

The Triathlon Trust believe that during training sessions the duty of care for children sits with the coach(es) 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 follow the Triathlon Trust's **Missing children and young people procedure (Appendix 9)**.

**10.1.2 Respect for Participants:** The principle of respect for participants 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 you do not make some participants feel more or less worthy than others, on the basis of age, gender, race, ethnic origin, cultural or social background, religious belief, sexual orientation, political beliefs, marital status, or disability.

**10.1.3 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 respectful in their relationships with participants and others.

You:

- Must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)
- Should promote the welfare and best interests of participants
- 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 participants with whom they have a coaching relationship
- Coaches and others in positions of authority and trust in relation to participants aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists

- Should empower participants to be responsible for their own decisions
- Should communicate and cooperate with other organisations and individuals in the best interests of participants
- Follow Triathlon Trust Safeguarding policy and procedures including responding to and reporting concerns over the wellbeing of a child **Section 5**

**10.1.4 Personal Standards:** coaches must demonstrate proper personal behaviour and conduct at all times.

You:

- Must be fair, honest and considerate to participants and others in the sport, e.g. other volunteers, event 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 participants
- Take pride in being a coach, this includes, projecting an image of health, well-dressed, hygiene, appearance, and use of appropriate language and actions

**10.1.5 Professional Responsibilities:** The principle of *coaching responsibilities* carries the expectation that the activities of all coaches will benefit society in general and participants 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 participants.

You 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 participants should be appropriate to the situation; necessary for the participant's 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 participants
- Recognise the power inherent in the position as a coach
- Acknowledge the limitations of their knowledge and competence
- Obtain appropriate triathlon coaching qualifications to the level of operation required
- Ensure you hold valid and appropriate insurance policy for your coaching activities

**10.1.6 Fair Play Principles:** Coaches and participants 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, participants 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.
- 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.

## 10.2 Good practice

Good practice includes:

- Endorsing triathlon as a fun and enjoyable sport and promoting fair play
- Treating all the participants 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 participants, for example not smoking, vaping (e-cigarettes) or drinking around the participants and being mindful of your behaviour at 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 participants they are coaching
- Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, coaches, sponsors or any other party. 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 participant, 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 participants' 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 participants; it is inappropriate to have an intimate relationship with a young person.
- Not tolerating aggression
- Understanding the participants 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 participants, 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 participant 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 participant'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.
- 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 using the **incident reporting form Appendix 10**
- Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.

## 10.3 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:
- Taking them to and from training or an event
- Taking them to your home or in your car, where you will be alone with them
- Sharing a room with them
- Never allow any form of inappropriate behaviour or language
- Never be involved in, or allow, behaviour which causes participants 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 such a situation is unavoidable, they should only occur with the full knowledge and consent of the Lead Safeguarding Officer and the child's parents. If any of the following incidents should occur, you should report them immediately to the Lead Safeguarding Officer, make a written note of the event and inform parents of the incident:**

- If you accidentally hurt a participant.
- 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.

#### **10.4 Relationships with participants and position of trust**

Coaches must ensure that their relationship with any participant under 18 years of age is professional and appropriate. It must be recognised that the relationship between coaches and participants is important for developing their 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 participants 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 the Triathlon Trust's safeguarding guidance and code of conduct. Such breaches of an organisation's code of conduct will result in disciplinary action, and may result in a referral to the police and/ or DBS.

Coaches should ensure they maintain healthy, positive and professional relationships with all participants. Coaches and others in positions of authority and trust in relation to participants aged 16 and 17 years must not engage in sexual relationships with them so long as they remain in a position of trust.

### **10.5 Use of photography**

Coaches must adhere to the Triathlon Trust's **Photography and filming children in sport** policy **Section 8**

### **10.6 Communication with children, including use of social media**

Coaches must adhere to the Triathlon Trust's **Communicating with children** policy **Section 9**

If a child or young person requests to add you personally as a friend on social media you should decline.

### **10.7 Breaches of the code of conduct**

Coaches employed by the Triathlon Trust to deliver activities on our behalf will at all times represent their role in a way which reflects positively on the Triathlon Trust and the UK-wide coaching profession.

I have read and understood the Triathlon Code of Conduct for Coaches 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: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## Appendix 15: Triathlon Trust Code of Conduct for Parents/Carers & Spectators

The Triathlon Trust are committed to maintaining the highest possible standards of behaviour and promoting a fun, positive and supportive atmosphere at our events.

Our events are fun, non-competitive and inclusive, with the aim of inspiring children to get more active by bringing them a positive experience of sport and physical activity.

The Triathlon Trust's 'Code of Conduct for Parents/Carers and spectators' applies to parents, guardians, carers, families and spectators alike.

Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon under the procedures of our Safeguarding and Protecting Children Policy.

As a spectator at this event we expect you to:

- Respect the rights, dignity and worth of every person
- Treat everyone equally regardless of age, disability, gender, race, ethnic origin, culture or social background religious belief, political persuasion, sexual orientation or any other personal characteristic/ feature
- Support every child's involvement and helping everyone to enjoy their event
- Never belittle a child for making mistakes
- Remember that the aim of the event is for the children to have fun, try something new and feel good
- Set a good example by cheering everyone's performance
- Use correct and proper language at all times
- Remember that children learn best by example and be a good role model
- Follow any instructions given by our staff and volunteers, and venue staff such as lifeguards
- Encourage everyone to fun
- Report any concerns about a child's welfare immediately to a member of Triathlon Trust's staff or your child's teacher

**Anyone who does not follow this code of conduct may be asked to leave the event.**