

### If you have 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 (often referred to as Young Leaders) under the age of 18 years.

#### *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 them 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.

#### *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 inform the nearest available Triathlon Trust staff member that you have a safeguarding concern.

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

**Lead Safeguarding Officer:** Elizabeth Mullins

Telephone: 0788 5552140, elizabethmullins@triathlontrust.org

**Deputy Lead Safeguarding Officer:** Linda Haywood

Telephone: 07793 647578, lindahaywood@britishtriathlon.org

**If you are unable to contact the Triathlon Trust Lead Safeguarding Officer or British Triathlon Lead Safeguarding Officer** and you have a safeguarding concern for a child at a Triathlon Trust Event, or any other child you may know of or have contact with, you should contact the **Local Authority Designated Officer**.

Each Local Authority has a designated officer (LADO) to:

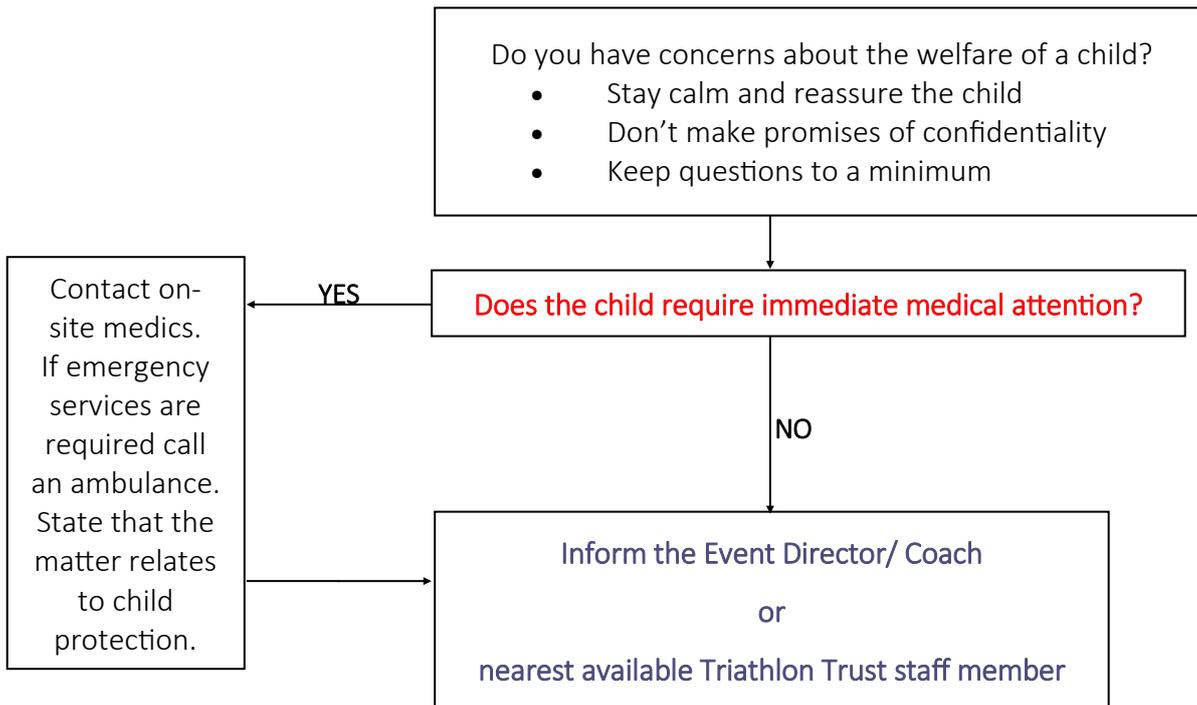
- Provide advice and guidance to employers and voluntary organisations
- Liaise with the police and other agencies
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process

The role of the LADO is to coordinate all allegations and concerns made against a person who works with children within the local area.

Their contact details will be available online.

All concerns must be reported within the same working day

## What to do if you have any safeguarding concerns about a child at a Triathlon Trust event



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

- Remain calm and listen carefully
- 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
- Try to avoid showing your emotions if you are upset, disgusted or in disbelief of 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:*

- 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

### *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

**If the Triathlon Trust Lead Safeguarding Officer and Deputy SO are unavailable and you have concerns over the immediate well-being of a child you should contact either the Police Child Protection Investigation Team, Local Authority Children's Services or the NSPCC Helpline for advice.**