

British Triathlon

Safeguarding and Protecting Children Policy

1. Objectives of British Triathlon

1.0 Introduction

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

In addition, all young people are entitled to be protected from abuse; our sport has a duty of care in this respect. Abuse can occur anywhere, at home, at school, in the park and in sport. British Triathlon is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means taking action to safeguard children and to report any concerns about their welfare. It is not their responsibility to determine whether or not abuse has taken place; this is the domain of child protection professionals; the children's social care services and the police - agencies who support this policy and work closely with us to create the right environment.

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

Yours in Sport

Zara Hyde Peters
British Triathlon Chief Executive

1.1 Policy Statement

British Triathlon fully accepts its legal (Children Acts, 1989 & 2004) and moral obligations to provide a duty of care to protect all children (and vulnerable adults) safeguard and promote their welfare, irrespective of age, any disability they have, gender, racial origin, religious belief and sexual identity.

In pursuit of this, British Triathlon is committed to ensuring that:

- The welfare of young people (and vulnerable adults) is paramount and children have the right to protection from abuse. Children with disabilities are particularly vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same rights to protection as any other child and clubs working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns
- All young people who take part in Triathlon should be able to participate in a fun and safe environment
- It takes all reasonable practical steps to protect children from harm, discrimination and degrading treatment and respects their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately; British Triathlon will implement suitable suspension, complaints, disciplinary and appeals procedures.
- All affiliated clubs are required to sign up to the British Triathlon procedures for good practice and child protection that clearly state what is required of them.
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in safe guarding children good practice and child protection procedures.
- High standards of behaviour and practice are demanded through compliance with the British Triathlon codes of conduct produced for coaches, team managers, parents and volunteers.
- Everyone knows and accepts their responsibilities and works together: parents, triathletes, coaches, team managers, volunteers and professional staff.

1.2 Terms and Abbreviations

The following terms and abbreviations are used in this document:

Anyone under the age of 18 is considered to be a child/young person.

All policies and procedures described refer to vulnerable adults as well as children.

The term parent is used as a generic term to represent parents, carers and guardians.

LSCBs: Local Safeguarding Children Boards

BTF: British Triathlon Federation

CPO: Child Protection Officer (of British Triathlon)

CWO: Club Welfare Officer (of the British Triathlon affiliated club)

1.3 British Triathlon Vulnerable Adults Statement

Who is a vulnerable adult?

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness.

Mental Capacity

Mental Capacity refers to the ability to make decisions for yourself about your own life. Some people have difficulties in making such decisions. This is called 'lacking capacity'.

Under the Mental Capacity Act (MCA) there are now laws governing who can make decisions on someone else's behalf, which help to safeguard vulnerable people.

What do we mean by abuse?

Abuse is a violation of a person's human rights or dignity by someone else. There are many kinds of abuse; some are listed below:

Physical

Including hitting, slapping, pushing, kicking, restraint or inappropriate sanctions.

Sexual

Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

Psychological

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or material

Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Neglect or acts of omission

Including ignoring medical or physical care needs, failure to provide access to appropriate health care, social care, education services or misuse of medication, adequate nutrition or heating.

Discriminatory

Including racist, sexist behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment.

Institutional abuse

This can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

Who may be an abuser?

The person who is responsible for the abuse is often well known to the person abused and could be -

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours
- Friends and associates, and
- Strangers

What are the signs?

Some of the signs to look for are -

- multiple bruising or fingermarks
- injuries the person cannot give a good reason for
- deterioration of health for no apparent reason
- loss of weight
- inappropriate or inadequate clothing
- withdrawal or mood changes
- a carer who is unwilling to allow access to the person
- an individual who is unwilling to be alone with a particular carer
- unexplained shortage of money

Who should you contact if you are worried?

If you are being abused or you suspect that someone you know may be the victim of abuse you should call your Club Welfare Officer or British Triathlon's Lead Officer.

Section 2: Good Practice, Poor Practice and Abuse

2.0 Introduction

To provide young people with the best possible experience and opportunities in Triathlon, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behavior. This not only ensures that Triathlon makes a positive contribution to the development of young people and safeguards their welfare, but also protects all personnel from allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse. It is not, therefore, the responsibility of employees or volunteers in Triathlon to determine whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child.

This section will help you identify what is meant by good and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in section 4.

2.1 Good Practice

The following principles should be adhered to by all personnel:

- Ensure experience of Triathlon is fun and enjoyable; promote fairness, confront and deal with bullying and never condone rule violations or the use of prohibited substances.
- Be an excellent role model, do not drink alcohol or smoke when working with young people.
- Treat all young people and vulnerable adults equally; this means giving both the more and less talented in a group similar attention, time, respect and dignity.
- Respect the developmental stage of each young person and place their welfare before winning, club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional developmental stage of the triathlete and that all British Triathlon guidelines for training intensity and competition distances are followed.
- Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, coaches or club, it is imperative that these coaches monitor the overall training intensity and recovery times.
- It is strongly recommended that where single discipline coaches are responsible for devising training schedules for a triathlete, a lead coach is nominated to take with responsibility for monitoring the overall training intensity and liaising with the other coaches.

- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate relationship with athletes; it is inappropriate to have an intimate relationship with a young person. British Triathlon supports the Home Office guidelines that recommend that people in positions of authority should not have sexual relationships with 16-17 year olds in their care. 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. In exceptional circumstances where there is no alternative permission needs to be gained from British Triathlon in writing beforehand and athletes are given an opportunity in advance to discuss this, air any concerns and agree the logistics of the sleeping arrangements.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the coach or team manager uses their position and power to dictate what the triathlete should and should not do.
- Avoid unnecessary physical contact with young people; contact can only be made for safety reasons and where there is no other way of coaching the technique. If contact is required, follow the specific guidelines laid down by British Triathlon. Contact should be neither intrusive nor disturbing and the athlete's permission must be sought. Contact should be lead by the child not the adult, for example when a child is distressed or celebrating a success.
- Ensure separate changing facilities are available for junior and senior triathletes. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents, ensure they have a copy of the British Triathlon 'Guidance for Parents' leaflet, involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing to act in loco parents, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.
- Keep up to date with the technical skills, qualifications and insurance issues in Triathlon. Maintain your registration status with British Triathlon, for this ensures adequate and continuous insurance cover.
- When triathletes travel away from home, ensure the guidance contained in the British Triathlon 'Safe Away' leaflet is followed. In particular, if mixed teams are taken away, ensure they are accompanied by a male and female member of staff and safeguard them from the potential of same gender abuse. Adults should not enter children's rooms or invite children on their own into their own rooms.

2.2 Poor Practice

The following is deemed to constitute poor practice and should be adhered to by all personnel:

- Never spend excessive amounts of time alone with one child away from the others.
- Never take children to your home where they will be alone with you.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never share a room with a child.
- 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, even in fun.
- 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 these situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, British Triathlon or the child's parents. If any of the following incidents should occur, you should report them immediately to another colleague, make a written note of the event and inform parents of the incident:

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

2.3 Codes of Conduct

The British Triathlon codes of conduct are based on adherence to the principles of good practice embodied in the preceding sections and in accordance with Government guidance¹, requiring all organisations involved with caring for young people or vulnerable adults to protect them against sexual activity within relationships of trust. As part of their British Triathlon registration and incorporated insurance cover, coaches and managers are required to sign up to the Sports coach UK code of conduct. A code of conduct for parents, club officials and volunteers can be found in Appendix A.

2.4 Photography and images

British Triathlon recognises that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. British Triathlon accepts its responsibility and therefore, requires that all personnel and event organisers adhere to the guidelines detailed in Appendix B.

2.5 Indicators of Abuse and Bullying

Definitions of what constitutes abuse and bullying and how to respond are described in Appendix C. Indicators that a child may be being abused include the following

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behavior (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (e.g. being overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision (e.g. on the way to and from training, in the changing rooms). The competitive nature of Triathlon provides a potentially ideal environment for a bully to gain power over others. The bully might be:

- A parent who pushes too hard.
- A coach who adopts a win-at-all costs philosophy.
- A triathlete who intimidates inappropriately.
- An official who places unfair pressure on a person.
- Signs of bullying (dealing with bullying is dealt with in Appendix C) include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- An unexplained drop-off in performance.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Section 3: Recruitment, Selection and Training

3.0 Introduction

To ensure unsuitable people are prevented from working with young people, the following steps should be taken when recruiting paid staff or volunteers in a full or part-time capacity:

3.1 Recruitment

Draw up a job description identifying roles and responsibilities and a person specification clarifying the required and recommended skills and qualities of an applicant. Where the job involves working with young people, specify British Triathlon's policy with regard to child protection and working with children.

3.2 Application

All applicants must complete an application form (see example in Appendix D) that includes:

- Name, address and National Insurance Number (to confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offenses or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
- Any former involvement with the sport
- The applicant's consent to criminal record checks being undertaken if necessary
- The applicant's consent to abide by the British Triathlon Code of Ethics for the position sought (e.g. coach, team manager)
- A statement explaining that failure to disclose information or subsequent failure to conform to the Code of Ethics will result in disciplinary action and possible suspension from British Triathlon.

3.3 Checks and References

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone. If there are any concerns over the information supplied on the application form or from the referees, advice should be sought from the British Triathlon CPO and one or more of the following checks should be undertaken:

- Checks carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children: Criminal Records Bureau
- Criminal record check from the Criminal Records Bureau (CRB) in line with the Protection of Children Act (1999). These have been available since 2001 free of charge to voluntary organisations.

3.4 Interview and Induction

All employees (and where possible volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations². All employees and volunteers should receive a formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the appropriate British Triathlon code of conduct and good practice and child protection procedures
- Their child protection training needs should be confirmed (see section on training).

3.5 Training

While checks are a part of the process to safeguard children, training is required to help people to:

- Analyse their own practice against what is deemed good practice in Triathlon and to ensure their practice is likely to protect them from allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Deal with disclosure
- Work safely and effectively with children

British Triathlon requires:

- All employees working regularly or are in direct contact with children to undergo a CRB disclosure and from the 26th July 2010 an ISA check. This is to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection in Triathlon
- All affiliated clubs to appoint a Club Welfare Officer responsible for good practice and child protection, a person and job specification is provided in Appendix E; this officer must undergo a CRB/ISA check and attend Triathlon Specific Time to Listen training.
- All coaches receive training at there Level one, two and three coaching course. These courses are affiliated to UKCC.
- All personnel (coaches, team managers, medics, event organisers, parents, club officials, senior club members, junior members) to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person

3.6 Monitoring and Appraisal

All employees will annually receive formal feedback through an appraisal at which any issues over poor practice can be identified and addressed, training needs related to children can be identified and new goals set.

Following every junior training camp or team event, all team managers and head coaches will be required to provide feedback on the event, the provision made to safeguard children and the practice of all those involved (Appendix F).

In addition, all junior participants will be required to complete anonymously a questionnaire that will ascertain their perceptions about the event (Appendix F). This will be collected by a nominated attendee (nominated by the CWO for club events and British Triathlon for national events), sealed in front of the group and returned to the CWO for club events and British Triathlon personnel for national events. The same monitoring process is recommended for all senior events.

3.7 Complaints, Appeals and Disciplinary Procedures

The British Triathlon complaints and appeals procedures will be used to deal with any formal complaints and/or appeals (see Section 4.5/6 and Appendix G). Guidance on these procedures will be available to all team managers, coaches, affiliated clubs, registered members and parents.

Section 4: Responding to Disclosure, Suspicions and Allegations

4.0 Introduction

While it is not the responsibility of British Triathlon personnel to be experts in investigating abuse and determining whether or not abuse has taken place it is their responsibility to report any concerns about the welfare of a child.

These concerns may arise because:

- A young person discloses she/he is being abused
- Of the behaviour of an adult towards a child
- Of a cluster of indicators observed in a child over a period of time.

All suspicions and disclosures must be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgment about any action to take. Because of the multi-discipline nature of Triathlon, the reporting procedures adopted by British Triathlon have been linked as closely as possible to the procedures advocated by the British Cycling Federation, the Amateur Swimming Association and UK Athletics.

4.1 Child Protection and Club Welfare Officers

To ensure appropriate action is taken if there are disclosures or suspicions, British Triathlon:

- Has appointed and trained two employees to act as the designated national child protection officers (CPOs).
- Requires all affiliated clubs³ (whether or not they have junior sections or members) to recruit, appoint and train a designated club member to become the club welfare officer (CWO).

The roles and responsibilities of a CWO are outlined in Appendix E.

4.2 Reporting Procedures

Most children are abused by adults they know and trust; most sexual offences take place in the home of either the offender or victim. The child might disclose this to a trusted adult (advice on dealing with this is provided in Appendix H) or you may notice signs that cause you concern.

Children may also be abused by other children and young people. However, abuse also takes place outside the family setting and some individuals who want to harm and abuse children will use sport as a way to gain access to them. In addition to sound recruitment, selection and training procedures, it is crucial that everyone involved in Triathlon is aware of this possibility, that all allegations are taken seriously, and clear and appropriate reporting procedures are promoted and followed if allegations are made or if they have any suspicions.

Any person with information of a disclosure, allegation or suspicion about the welfare of a child (poor practice or possible abuse) must immediately report this in one of the following ways.

- If you are a part of an affiliated club, you should immediately inform the club's designated Club Welfare Officer who will refer the matter to the British Triathlon Child Protection Officer.
- If you are working in schools as part of the school curriculum or an extra-curricular basis, you should inform the head teacher who will follow normal Local Safeguarding Children's Board (LSCB) procedures.
- If you are working in a local authority facility, you should inform the LA Sports Development Officer or the manager of the facility, who will follow LSCB procedures.
- If the concern involves personnel from other sports (e.g. the associated disciplines of cycling, swimming or athletics), you should inform the British Triathlon CPO who will pass on the concern to their counterparts in the other organisation.
- In any other situation; if the designated person is not available, if concern is about that person, or if no action is taken, you should make direct contact with the British Triathlon CPO.
- If the British Triathlon CPO is unavailable, you should take responsibility and seek advice from the NSPCC help line, the duty officer at the children's social care services or the police. Telephone numbers are in the local telephone directory (national numbers can be found in appendix I). The LSCB, together with the designated person in charge where appropriate, will decide how and when parents will be informed. As soon as possible, please also inform the British Triathlon CPO and explain the action taken to date.

A summary of reporting procedures and details of external roles and responsibilities are provided in Appendix J.

Where there is a complaint of abuse against an employee or volunteer, there may be three types of investigation:

- Criminal - in which case the police are immediately involved.
- Child protection - in which case the social services (and possibly the police) will be involved.
- Disciplinary or misconduct - in which case British Triathlon will be involved.

4.3 Dealing with Alleged Abuse

While the British Triathlon CPO and club CWOs will have received training, they are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action:

- The children's social care has a statutory duty under The 2004 Children's Act, to ensure the welfare of children and work with the local LSCB to comply with their procedures. They have a legal responsibility to make inquiries where a child is or may be at risk of significant harm and investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making enquiries often jointly with the police where a crime may have been committed. You can obtain advice by telephoning the local social services department and speaking to the duty worker.
- The police also have specially trained child protection personnel to give guidance, advice and deal with concerns sensitively and effectively. If there is any possibility of a criminal offense having taken place, they will automatically become involved.

The child protection agencies will also provide advice and they can be contacted via the NSPCC 24-hour free phone Help line on 0808 800 5000.

NB: If there is any doubt, the allegation or incident must be reported; it may be just one of a series of other instances which together cause concern.

Any suspicion that a child has been abused by either a British Triathlon employee or a volunteer should be reported to the British Triathlon CPO, who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- The British Triathlon CPO will refer the allegation to the children's social care department who may involve the police, or go directly to the police if out-of-hours.
- The parents of the child will be contacted as soon as possible following advice from the social services department.

The British Triathlon CPO should also notify the Chief Executive who will decide who should deal with any media enquiries and implement any immediate disciplinary proceedings. Under Item 4.6 in the Articles of Association of British Triathlon⁴, the Children and Young Persons Act (1933) and the Home office Guide to the Sexual offences act 2003, specific powers of suspension are vested in the Chief Executive. The Chief Executive can:

- Impose an interim suspension based on the risk to the child, the serious nature of the allegation and the need to ensure a full investigation can be instituted
- Withdraw with immediate effect any British Triathlon qualification
- Impose suspension from British Triathlon events

There is a right of appeal for complaints but not for suspension to the Executive Board against the decision of the Chief Executive. The British Triathlon CPO will make a full report to the British Triathlon Disciplinary Committee. Irrespective of the findings of the social services or police, British Triathlon will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information which could suggest that, on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child is paramount.

If the British Triathlon CPO is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive who will then be responsible for taking further action.

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, British Triathlon will follow the same procedures and report the matter to the social services or the police. This is because other children, either within or outside triathlon, may be at risk from this person. Anyone who has a previous criminal conviction for offenses relating to abuse is not automatically excluded from working with children however British Triathlon does follow the guidelines detailed in the Protection of Children Act (1999) and the guidance that followed this act.

NB: It is the duty of all British Triathlon members to report any charge or conviction involving children.

4.4 Poor Practice

If the allegations are against British Triathlon employees or volunteers and after consideration by the CWO and the British Triathlon CPO, are clearly about poor practice, the allegation will be dealt with internally as a misconduct issue. The British Triathlon CPO will determine whether the misconduct allegation:

- Should result in a written warning to the accused with a copy to the club CWO and a copy filed in a secure cabinet at the British Triathlon Offices.
- Is deemed to be very serious or a continuation of previously reported poor practice; in which case it will be reported to the British Triathlon Chief Executive and referred to the British Triathlon Disciplinary Panel who will determine further action.

Consideration needs to be given to what (if any) training and mentoring should be carried out by the accused. Assistance should be given by the British Triathlon to ensure that training is available and followed through.

4.5 Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific guidance on actions to prevent and deal with bullying, refer to Appendix C.

4.6 Disciplinary and Appeal Procedures

The British Triathlon Executive Board shall appoint a Disciplinary Panel to consider all written reported breaches of the British Triathlon Code of Good Practice and written reports of malpractice. On receipt of an allegation or complaint, the British Triathlon member will receive notification in writing of the specific alleged offence and will have the:

- Opportunity to defend himself / herself, and be allowed a reasonable period to prepare their defence.
- Right to seek legal advice or another form of assistance or representation.
- Right of hearing before the panel at a time that will allow a full opportunity to present his/her defence and be represented.
- Right of appeal to an Independent Appeals Panel appointed by an independent body such as the Sports Disputes Resolution Panel. Further details of the disciplinary and appeals procedures can be found in Appendix G.

4.7 Informing Parents

Wherever possible, personnel concerned about the welfare of a child should work in partnership with parents. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns (e.g. if a child's behaviour has changed, it is important to check if there is a reasonable explanation such as family upset or bereavement). However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the designated person as soon as possible. Advice and guidance should be sought from the local children social care officer with respect to consulting with parents.

4.8 Records and Confidentiality

Information passed to the children social care or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should be written in factual format, avoiding any opinion or hearsay and should include the following:

- The facts about the allegation or observation.
- A description of any visible bruising, other injuries or signs.
- The child's account, if this has been disclosed, of what has happened and how any bruising or other injuries occurred.
- Any witnesses to the incident(s).
- Any times, dates or other relevant information.

- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or children social care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the children social care department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the children's social care member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed. A copy of this information should be sent to the British Triathlon CPO.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The CWO, British Triathlon Chief Executive and CPO.
- The parents of the person who is alleged to have been abused (see Section 4.5).
- The person making the allegation.
- Children's social care services/police.
- The alleged abuser (and parents if the alleged abuser is a child). Seek children's social care services advice on who should approach alleged abuser.

Information will be stored in a secure cabinet at British Triathlon Offices in line with data protection laws and the Protocol for Information Sharing with access available only to the following British Triathlon officers:

Chief Executive

CPOs.

British Triathlon is also committed to working in partnership with other NGB's via the protocol for information sharing to provide a framework within which sports bodies, statutory bodies and relevant others can share information appropriately in the interests of protecting children from harm

4.9 Support for Victim, Accused and Reporter

British Triathlon:

Acknowledges the difficulty in reporting concerns and will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child.

Will take appropriate steps to ensure that the victim (and parents) is provided with appropriate professional support (e.g. Help lines, support groups and The British Association of Counselling Directory⁵)

Will ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

Section 5: Implementation and Monitoring Procedures

5.0 Introduction

If British Triathlon's good practice and child protection policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way. This will involve the:

- design and dissemination of information
- piloting of procedures
- execution of recruitment strategies for volunteers as well as employees
- identification of club welfare personnel
- further development of good practice codes
- provision of training and review of existing training
- committees and procedures
- selling to key personnel and committees.

During and following the implementation, it will be important to evaluate levels of awareness, knowledge, perceptions and attitudes and monitor the impact and effectiveness of the procedures. Pilot schemes and focus will be in place and in addition, it will be necessary to stay abreast of legislation, good practice in child protection issues and make any amendments annually (or as and when required).

5.2 Monitoring Strategy

It will be the responsibility of the child protection policy group (GPCPP) to establish and implement the strategy. This might include monitoring:

- the number of leaflets distributed
- the number of allegations made and breakdown of no case, poor practice and abuse incidence
- the number of recommendations made for training programmes
- the number of welfare officers in place
- feedback from clubs on the implementation of the policy
- reports from the disciplinary and appeals panel
- the number of personnel trained in child protection awareness
- ⁴feedback reports from tours and camps
- the number of members registered to work with young people
- reports from GPCPP group
- recommendations for changes to policy, procedures and resources
- the number of checks made.

Key

¹ Caring for the Young and Vulnerable? Guidance for preventing abuse of trust (1999)

² Good advice on general recruitment, interview techniques and good practice is contained in the Running Sport publication Employment Matters and the NCF publication Investing in Coaches – A Guide to Local Coaching Development (both available from Coach wise Ltd on 0113 231 1310)

³ This is an amendment to the Conditions of club affiliation (3.1.8)

⁴ Copies of the constitution are held at the British Triathlon Offices.

⁵ The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk

Appendix A

BRITISH TRIATHLON

CODE OF CONDUCT FOR PARENTS

Introduction

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

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

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

Code of Conduct

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

Signed _____

Date _____

Appendix A

Junior athlete code of conduct

Introduction

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

The British Triathlon 'Code of Conduct for juniors' summarizes the essence of good ethical conduct and practice within Triathlon.

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

- All members must play within the rules and respect officials and their decisions.
- All members must respect opponents.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – for training and events, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke
- Junior members are not allowed to consume alcohol or drugs of any kind.

Signed _____

Date _____

Appendix A

BRITISH TRAITHLON

CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

Officials and Volunteers

- Must treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Accept the special role that you have to play in the establishment of standards by setting a good example of behavior and conduct at all times.
- Do not manipulate the rules in order to benefit yourself personally or your club.
- Encourage participants and instructors/coaches to abide by the rules and spirit of the sport.
- Do not use foul, sexist or racist language.
- Use your official position to take action against spectators who harass abuse or use foul, sexist or racist language towards participants, officials, instructors/coaches.
- Ensure that proper supervision is provided with suitably qualified instructors/coaches and officials who are capable of promoting good sporting behavior and good technical skills.
- Ensure all equipment and facilities meet safety standards.
- Respect the rights of other clubs.
- Show respect to officials, instructors/coaches, participants and others involved in the sport.
- Do not endeavor to influence the result of a competition by any actions that are not strictly within the rules of the sport.
- Remember sport is enjoyed for its own sake – play down the importance of winning.
- Always have regards to the best interest of the sport, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
- Resist illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles
- Accept the decisions of the officials without protest
- Avoid word or actions, which may mislead an official.

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

Signed _____

Date _____

Appendix B

British Triathlon Guidelines for the Use of Photographic & Video Images of Children/Young People under the age of 18

Introduction

The use of photographic and video equipment has helped capture both individuals and teams greatest successes and has helped sports promote itself. However this needs to take place in a safe environment.

British Triathlon recognises that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. British Triathlon accepts its responsibility British Triathlon is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - this is X who a member is of hometown Triathlon Club who likes Westlife and supports Manchester United. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare in Triathlon, there is evidence of adapted material finding its way onto child pornography sites. British Triathlon, Triathlon Clubs and its Associations therefore need to develop a policy in relation to the use of images of children/young people on their web sites and in other publications.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children.

If your Club or Association are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced.

Key Concerns

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on Triathlon web sites and other publications.

By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment at Triathlon events
- The use of video equipment as a coaching aid

And adopt the following key principles:

- The interests and welfare of children taking part in Triathlon is paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of Triathlon, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and carer/s to take and use their image.
- This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the athlete is named, avoid using their photograph
- If a photograph is used, avoid naming the athlete And NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of athletes in suitable dress to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child and where possible use
- photographs that represent the broad range of children/young people taking part in Triathlon.

This might include:

- Boys and girls
- Ethnic minority communities
- Children/young people with disabilities
- Children/young people are wearing goggles and swimhats
- Ensure that images reflect positive aspects of children's involvement in Triathlon (Enjoyment/competition etc)

Use of Photographic Filming Equipment at Triathlon Events

British Triathlon does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Clubs and race organisers should be vigilant about this possibility. Any concerns during an event should be reported to the Club Child Welfare Officer

British Triathlon strongly recommends the introduction of registration for those wishing to take photographs or video footage of children/young people:

An application should be made to the organising body who will issue an identification pass giving an individual the authority to take photographs or video footage of children/young people at a particular nominated event.

You should:

- Inform athletes and carers that a photographer will be in attend at an event and ensure they consent to both the taking and publication of films or photographs
- Ensure that a system is introduced to ensure that press photographers are made aware of those children/young people without consent for images to taken.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Do not allow unsupervised access to athletes or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at a athletes home

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones with photographic technology
- Players and spectators should be informed that if they have concerns they can report these to the organiser

Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official, and recorded in the same manner as any other child protection concern

Videeing as a coaching aid

Video can be a legitimate coaching aid for club or regional coaches. However if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. This could be rolled into the consent on the registration form.

Template

Use of Photographic & Video Images of Children/Young People under the age of 18

Policy Statement

(Name of Club/Organisation) is committed to providing a safe environment for children/young people under the age of 18 to participate in Triathlon. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

(Name of Club/Organisation) have adopted the following good practice guidelines issued by British Triathlon:

Publishing Images

Through the use of a Consent Form, we will ask for the permission of young athletes and their carers to take and use their image. If an athlete is named, we will avoid using their photograph

If a photograph is used, we will avoid naming the athlete.

We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person

We will only authorise the use of images of athletes in suitable dress

Use of Photographic Filming Equipment at Triathlon Events

(Name of Club/Organisation) will:

- Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology.
- Issue identification passes which must be worn and clearly visible at all times during the event.
- Not allow unsupervised access to athletes or one to one photo sessions at events
- Not approve/allow photo sessions outside the events or at an athlete's home
- Act on the concerns of any athletes and parents regarding the inappropriate use of photographic equipment
- Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid. Consents?
- Ensure that any photographic images taken and used will be stored safely

Appendix C

Anti Bullying Policy

Introduction

British Triathlon is committed to providing a safe, welcoming and tolerant environment for children and young people that is free from bullying.

Bullying of any form is unacceptable in our sport, whether the behaviour is displayed by a child, young person or an adult. We make sure everyone involved in the sport – staff, children, young people and parent/carers – knows of and understands our stance towards bullying.

Definition and examples

British Triathlon defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. We emphasise that the victim is never responsible for being the target of bullying.

Examples of bullying are:

Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Psychological: Behaviour likely to instil a sense of fear or anxiety in another person.

Responses to bullying behaviour

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasion and British Triathlon recognises this fact. In the event of such incidents, the following principles govern the British Triathlon response:

- All incidents of bullying will be addressed thoroughly and sensitively.
- Children and young people will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.

- Anyone involved in Triathlon has a duty to inform British Triathlon if they witness an incident of bullying involving children or adults.
- If a child, young person tells someone that they are being bullied, they will be given the best chance to explain what has happened and reassured that they were right to tell. The individual who has been the victim of bullying will be helped and supported by the British Triathlon. British Triathlon will check on their welfare regularly.
- In most cases, bullying behaviour can be addressed according to the strategies set out in the British Triathlon child protection policy. The individual who displayed bullying behaviour will be encouraged to discuss their behaviour and think through the consequences of their actions. They will be given the support they may need. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the British Triathlon Suspensions and Exclusions policy.
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, British Triathlon will facilitate a meeting between the relevant parents/ carers. At all times, British Triathlon will handle such incidents with care and sensitivity.
- All incidents of bullying will be reported to the lead child protection officer and will be recorded.

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

Appendix D



Template One

British Triathlon Self-Disclosure Form

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A

Title:	First Name:	Surname:	Any previous names by which you may have been known:
Address:			
Postcode:			
Telephone			Number(s):
E-mail Address:			

Postcode MUST be completed.

Date of Birth:					

Sex:	
M	F

Please complete if appropriate

Current Club(s)	Position(s) Held	Start Date

British Triathlon Membership Number:	
--------------------------------------	--

Qualification(s):	Course date(s):	Renewal date(s):

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents (membership card/coaching licence etc):

.....

Signature of Club Secretary or Club Welfare Officer:

.....

Print name:.....

Date:.....

Part B

Self-disclosure (for completion by the individual named in Part A)

1. **Have you ever been convicted or cautioned for of any criminal offences or received a reprimand or written warning?** YES/NO*

If YES please supply details of any criminal convictions:

.....
.....
.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitations of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including technically 'spent' convictions, cautions, warning and reprimands.

2. **Are you a person known to any social services department as being an actual or potential risk to children?** YES/NO*

If YES, please supply details:

.....
.....
.....

3. **Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse?** YES/NO*

If YES, please supply details:

.....
.....

*Delete as appropriate



IMPORTANT

I certify that all information in this form is true and correct to the best of my knowledge and realise that any false information or omissions may lead to the termination of my services. I agree to notify the Club of any pending prosecutions/cautions/warnings/reprimands or convictions whilst I remain in post.

I have read and understood the British Triathlon’s Child Protection Policy and consent to British Triathlon undertaking a Criminal Records Bureau (CRB) check if so required and to verify any information provided by the Police and Social Services.

I agree to abide by the British Triathlon Code of Ethics and Conduct.

Signed by the above named individual:

.....

Print name:

Date:

.....

**Please return DIRECT to:
Officer**

British Triathlon Lead Child Protection

**PO Box 25
Loughborough
Leicestershire
LE11 3WX**



Template Two

British Triathlon Application Form

This form is to be completed by all employees and volunteers in Triathlon.

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss):	
First Name (s):	
Any first name, surname or maiden name previously known by:	
Date of birth:	Place of birth:
National Insurance Number:	
Present address:	
Postcode:	
Home Telephone:	
Mobile:	
E-mail address:	
Former address (if moved within the last 3 years):	
Current Employer:	Start date:
Position:	
Address:	
Previous Employer:	Dates of employment:
Position:	
Address:	

Previous Employer:	Dates of employment:
Position:	
Address:	

Previous Employer:	Dates of employment:
Position:	
Address:	

Please continue on separate sheet of A4 if required

Relevant experience:

Please continue on separate sheet of A4 if required

Previous experience of working with young children in a voluntary or professional capacity:

Please continue on separate sheet of A4 if required

Qualifications	
Academic/School:	
Vocational/Interests:	
Sporting qualifications and experience:	
Please continue on separate sheet of A4 if required	
References	
Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial.	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
E-mail address:	E-mail address:
Capacity in which they know you:	Capacity in which they know you:
With your approval we shall also contact your current employer (where appropriate) for a reference.	
I am a member of British Triathlon: YES/NO	
Membership number:	

I declare that the information provided in this form is, to the best of my knowledge correct, true and complete. I agree to abide by the British Triathlon Code of Ethics and Conduct.

Signed:

Date:

Print name:

Please note applicants MUST also complete a CRB Disclosure application form and a Self Disclosure form as directed



Template Three

British Triathlon Reference Form

The following person has expressed an interest in working as a with The post involves substantial access to young people. As an organisation British Triathlon, is committed to the welfare and protection of children, and is anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you know this person?

.....

In what capacity?

.....

What attributes does this person have that would make them suited to this work?

.....

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, British Triathlon are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES NO

If you have answered YES we will contact you in confidence.

Signed:

Date:

Print name:

.....

Position:

.....

Organisation:

.....

Appendix E

The British Triathlon Club Welfare Officer Job Description

Description

The protection and support of young people in Triathlon is of paramount importance to British Triathlon. The Club Welfare Officer will, therefore, act as a first point of contact for any person in Triathlon at a club level who has a concern about child welfare and protection. They will assist the Club in developing and promoting a young people focused and friendly environment.

Core Areas of Knowledge

- Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child protection, such as children's social care, Police and the NSPCC.
- Understanding of local procedures for reporting child protection concerns to the statutory agencies.
- Familiarisation with the *British Triathlon Child Protection Policy and Procedures* and knowledge of how to put this into practice in relation to young people in your Club.
- Awareness of equity issues within the context of child protection.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse.
-

Core Skills and Abilities

- Administer/organise paperwork and record information received.
- Act as a local source of advice on child protection matters.
- Support the interests of young people within Triathlon and its related recognised disciplines.
- Communicate with others.

Core Tasks

- To help safeguard young people by the promotion and implementation of the *British Triathlon Safeguarding and Protecting Children Policy and Procedures* at a Club level.
- To be the first point of contact in the Club for the reporting of child welfare and protection concerns.
- To assist in the raising of awareness of others in Triathlon and its related recognised disciplines at a Club level in respect of child protection.
- To be the source of advice and information on child protection at a Club level.
- To become a Club Committee Board Member.
- To uphold confidentiality, as far is practically possible, in all child protection matters.

Appendix F

Feedback Forms

Following every training camp or team competition, all team managers and head coaches will be required to provide feedback on the event, the provision made to safeguard children and the practice of all those involved. In addition, all participants will be required to complete an anonymous questionnaire that will ascertain their perceptions about the event. This will be collated by the Team Manager and submitted to British Triathlon or fed back directly to the British Triathlon Child Protection Officer in a sealed envelope.

Appendix G

Disciplinary and Appeals Procedures

In order to protect children and young people participating in triathlon, duathlon and related activities, specific powers of suspension are vested in the Chief Executive. Suspension is a neutral act that protects children (as well as the adult) during an investigation. These powers relate to any one or more of the offences contained in Schedule 1 of the Children and Young Persons Act 1933, the Home office Guide to the Sexual offences act 2003 and any other action that reasonably causes the Chief Executive to believe that the person accused of the offence or action is or may be a risk or potential risk to children or young persons.

On receipt by the Chief Executive of:

- notification that an individual has been charged with an Offence OR
- notification that an individual is subject to an investigation by the police, social services or any other authority relating to an Offence OR
- other evidence that causes the Chief Executive reasonably to conclude that an individual may have committed an Offence

The Chief Executive may impose upon the individual interim suspension from any event or activity promoted or authorised by the Federation or any body directly or indirectly affiliated to the Federation wherever held.

In reaching his/her determination as to whether an interim suspension should be imposed, the Chief Executive shall give consideration, inter alia, to the following factors:

- Whether the child or children or young person(s) are or may be at risk
- Whether the allegations are of a serious nature
- Whether a suspension is necessary or desirable to allow the conduct of any investigation (by the Federation or any other authority or body) to proceed unimpeded.

Where an individual shall have been convicted or have been the subject of a caution in respect to an offence, the Chief Executive shall have power to impose summarily either or both of the following penalties:

The withdrawal with immediate effect of any Federation qualification that the individual may hold

The suspension *sine die* of the individual from any event or activity promoted or authorised by the Federation or any other body directly or indirectly affiliated to the Federation wherever held.

In the case where a person is charged with a criminal offence, British Triathlon itself will consider the complainant. Complaints brought by one person against another that are found to be of a spurious nature will be considered a breach of the code and will raise an automatic complaint. This is to prevent nuisance complaints or issues arising out of personal animosity between personnel.

All complaints of any nature must be brought in writing, by the witness or someone who takes a verbal statement from the witness to the attention of the Chief Executive and/or Executive Board. The Chief Executive and/or Executive Board will conduct a preliminary evaluation of the nature of the complaint. If it is found that there is a case to answer, the complaint will need to be sent to the British Triathlon Disciplinary Panel and the person involved will be duly notified by post of the action and specific charges against him or her. The Disciplinary Panel will be appointed by the British Triathlon Executive Board. The panel will consist of three members, including an independent Chair. An invitation to respond will be included with details of the time period within which the accused must present a written response. It may be that the initial screening process will decide that there is no case to answer. This decision will also be relayed immediately to the person involved.

When the period for submitting a written response has expired, the Disciplinary Panel may choose from the following actions:

- Accept the response, take no further action and notify the complainant.
- Propose simple disciplinary action, at which point the accused is notified and may accept the disciplinary action or request a fuller hearing.
- Schedule a full hearing of the complaint. In this case a full written explanation of the hearing process, its time and place will be mailed to the accused with a reminder of his/her right to representation. Where this option is chosen, the accused membership may be subject to an interim suspension (determined by the British Triathlon Chief Executive).

A full formal hearing shall be notified in writing including the potential penalties that could ensue if the charges are proved. The date of the hearing will be set between 21-28 days following the post mark date of the letter. The accused may attend and may be legally represented, or may bring with him/her a person to assist in the presentation of the case. She/he may choose only to respond in writing. Evidence including hearsay is admissible as long as it is directly relevant. Strict legal rules of court evidence do not apply in this case. Decisions and penalties are reached at the time of the hearing or within 24 hours and a written statement of finding and penalties will be immediately sent to the accused.

There shall be a right of appeal to an independent appeals panel appointed by an independent body such as the Sports Disputes Resolution Panel against the decision.

The appeal will be heard at a special meeting and the outcome reported back to the accused, the complainant and the British Triathlon Executive Board.

The following penalties may be imposed:

- Letter of reprimand directly to the offending person.
- Letter of reprimand to the offending person with a copy to the club CWO, club secretary and/or employer of that person (who will also send an additional copy of the letter to the secretary of the regions).
- Temporary suspension from the British Triathlon (Coaches) Register and membership of British Triathlon.

- Indefinite suspension from the British Triathlon (Coaches) Register and membership of British Triathlon to be reviewed at a fixed date in the future.

It is understood that the above are representative penalties only and may be modified to appropriately fit any situation or violation. It should be noted that should subsequent information or conviction be forthcoming from allegations made to the police or Social Services Department then a new hearing may be instigated by the British Triathlon Executive Board.

Appendix H

Responding to Disclosure

Anyone working with children can often share a very close and trusting relationship with them and this might result in them being just the sort of person to whom a child might disclose that she/he is being abused. Although unfounded allegations of abuse do occur, they are rare, and if a young person says or indicates that she/he is being abused, or information is obtained which gives concern that a young person is being abused, action must be taken immediately (see Section 4.2 for reporting procedures).

Actions to Take

The person receiving the disclosure should:

- react calmly so as not to frighten the child
- tell the child he/she is not to blame and was right to tell
- take what the child says seriously
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- reassure the child but do not make promises of confidentiality that cannot be kept
- make a full record of what had been said, heard and/or seen (fact and not opinion) as soon as possible.

Actions to Avoid

The person receiving the disclosure should not:

- panic
- allow expressions of shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

Appendix I

Useful Contacts

Please complete the table with local details for quick referral

British Triathlon Contacts

British Triathlon Lead Child Protection Officers	PO Box 25	01509 226 161
	Loughborough	07739 526 562
	Leicestershire	07739 526 557
	LE11 3WX	
Club Welfare Officer		

Local Contacts

Local Children's Social Care Services (including out of officer hours contact) NB in an emergency the Samaritans will hold the Social Services Duty Officer's contact number		
Local Police Child Protection Team, Child Abuse Investigation Units In an emergency contact via 999		
NSPCC Free phone 24 hour Helpline		0808 800 5000

National Contacts

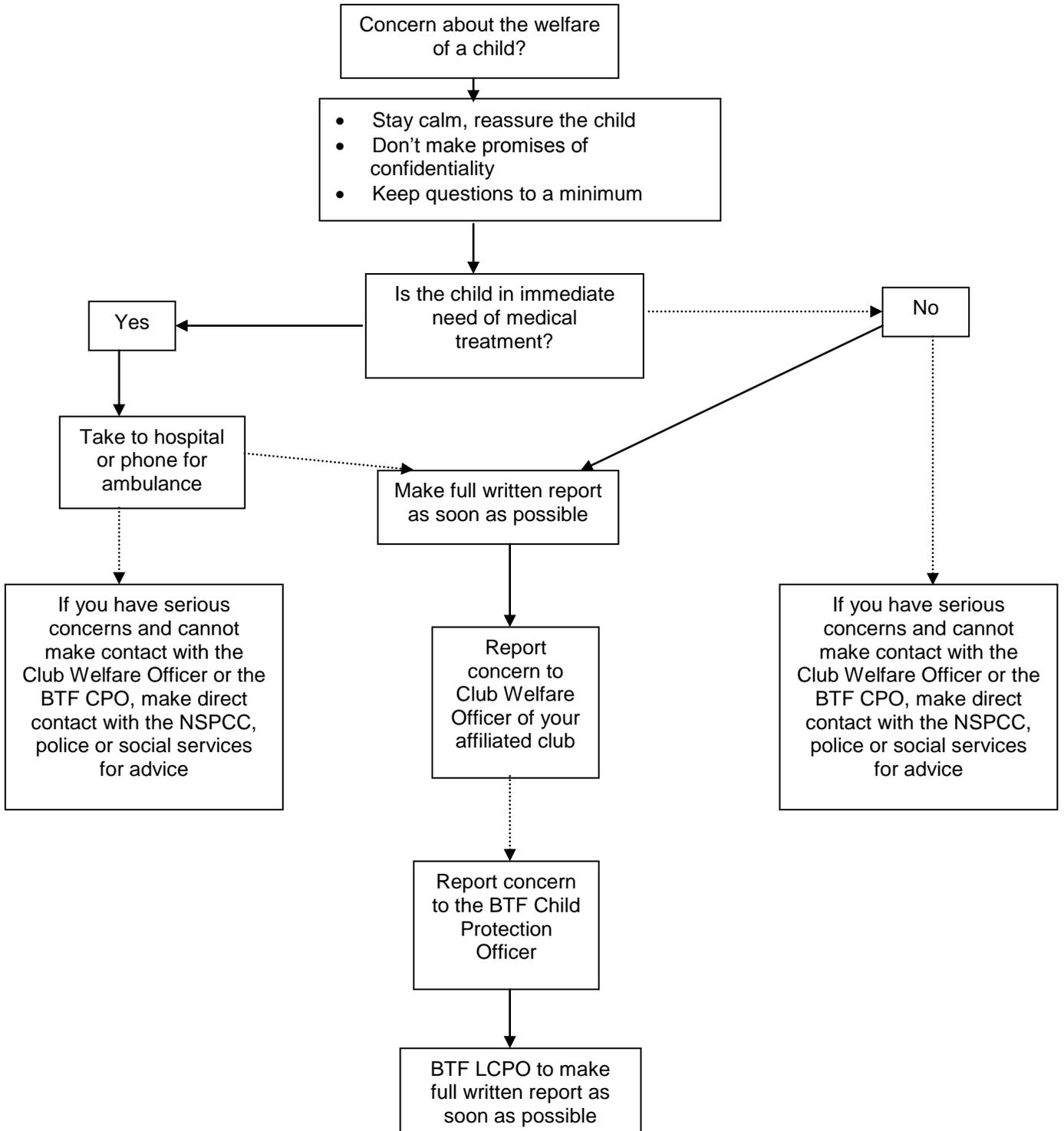
The NSPCC www.nspcc.org.uk	National Centre 42 Curtain Road London EC2A 3NH	0207 825 2500 0808 800 5000
Childline UK NI Childline	Freepost 1111 London N1 0BR 74 Duke Street Londonderry	0800 1111 0504 311555
NSPCC Cymru/Wales Child Protection Helpline	Mon - Fri 10am - 6pm	0808 100 2524
NSPCC Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester L4 1EZ	0116 234 7278
NSPCC Asian Child Protection Helpline		0800 096 7719

Appendix J

Reporting Procedures

Reporting Procedures for People involved in Triathlon:

See Flow Chart Below.

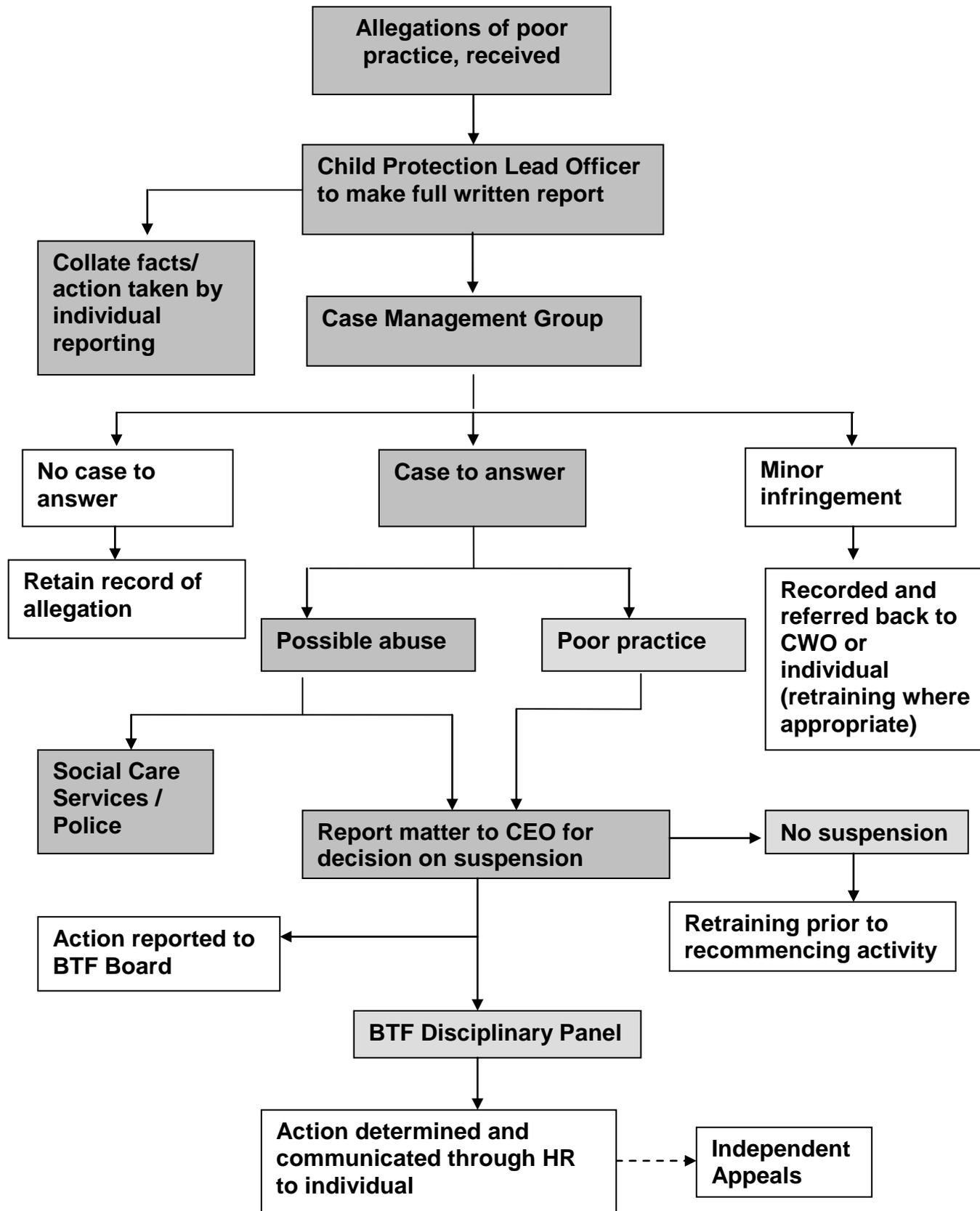


Where there is a complaint of abuse against an employee or volunteer, there may be three types of investigation:

- Criminal - in which case the police are immediately involved.
- Child protection - in which case the social services (and possibly the police) will be involved.
- Disciplinary or misconduct - in which case British Triathlon will be involved.

Reporting Procedures for National Child Protection Officers:

See Flow Chart Below.



External Roles and Responsibilities

Local Safeguarding Children Board

The Children Act 2004 required each Local Authority to establish a Local Safeguarding Children Board (LSCB) by April 2006. The document “**Working Together to Safeguard Children**” 2006 Chapter 3 sets out the roles and responsibilities of all agencies/organisations, governance and operation of LSCBs

- The LSCB provides local inter-agency guidelines related to the procedures that should be followed in cases of actual or suspected child abuse
- Have new responsibilities under the Children Act 2004
- **Sect 3.63** ‘The LSCB should make appropriate arrangements at a strategic level to involve others in its work....For example local sports bodies and services’
- **Sect 3.68** ‘It may be appropriate for the LSCB to set up working groups or sub-groups...to bring together representatives of a sector to discuss relevant issues and to provide a contribution from that sector to LSCB work’
- The work of the LSCB is part of the wider context of children’s trust arrangements that aim to achieve the key Every Child Matters outcomes (particularly the ‘staying safe’ outcome) of all children in the local area
- The LSCB should make appropriate arrangements at a strategic level to involve others, including local sports bodies and services, through the development of forums (Safeguarding through Sport groups) to facilitate communication between organisations and with the LSCB
- ‘Safeguards through Sport’ sub-groups have been established in some areas to inform the work of the LSCB - designated persons/welfare officers at a County level may have some involvement with these

Children’s Social Care

Children’s Social Care (formerly Social services but now also incorporating Education) – ‘**Working Together**’ Chapter 2 Sections 2.1.to 2.17)

- Have a duty to provide services to children ‘in need’ under Section 17 of the Children Act 1989.
- They also have a duty to make enquiries under Section 47 of the Children Act 1989 where a child is likely to be suffering, or is suffering, ‘significant harm’.

The Police

Main roles:

- Uphold the law
- Prevent crime and disorder
- Protect the citizen –children have the right to full protection offered by criminal law

All forces have dedicated Child Abuse Investigation Teams (CAITs) which investigate child abuse in families and by adults in positions of trust working with children.

Children's Social Care Services and the Police will plan a joint investigation where crime against a child is alleged.

The NSPCC

The NSPCC is the only other organisation authorised to initiate proceedings under the Children Act 1989.

Working towards one objective – to end cruelty to children. The CPSU works with sport to help create a safe sporting environment for children through the promotion of good practice and through challenging practice that is harmful to children.

All organisations providing services for children (Public, private, voluntary, statutory)

Staff and volunteers should be suitably trained to fulfil their role and responsibilities. It is only the responsibility of statutory agencies to determine whether or not abuse has occurred.

All organisations should have a 'designated person' for child protection who acts as a first point of contact for anyone with concerns about a child's welfare/abuse. This person is responsible for reporting concerns about child abuse to statutory agencies and within their own organisation.



Template One

British Triathlon Self-Disclosure Form

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A

Title:	First Name:	Surname:	Any previous names by which you may have been known:
Address:			
Postcode:			
Telephone			Number(s):
E-mail Address:			

Postcode MUST be completed.

Date of Birth:					

Sex:	
M	F

Please complete if appropriate

Current Club(s)	Position(s) Held	Start Date

British Triathlon Membership Number:	
--------------------------------------	--

Qualification(s):	Course date(s):	Renewal date(s):

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents (membership card/coaching licence etc):

.....
.....

Signature of Club Secretary or Club Welfare Officer:

.....

Print name:.....

Date:.....

Part B

Self-disclosure (for completion by the individual named in Part A)

1. **Have you ever been convicted or cautioned for of any criminal offences or received a reprimand or written warning?** YES/NO*

If YES please supply details of any criminal convictions:

.....
.....
.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitations of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including technically 'spent' convictions, cautions, warning and reprimands.

2. **Are you a person known to any social services department as being an actual or potential risk to children?** YES/NO*

If YES, please supply details:

.....
.....
.....

3. **Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse?** YES/NO*

If YES, please supply details:

.....
.....

*Delete as appropriate



IMPORTANT

I certify that all information in this form is true and correct to the best of my knowledge and realise that any false information or omissions may lead to the termination of my services. I agree to notify the Club of any pending prosecutions/cautions/warnings/reprimands or convictions whilst I remain in post.

I have read and understood the British Triathlon’s Child Protection Policy and consent to British Triathlon undertaking a Criminal Records Bureau (CRB) check if so required and to verify any information provided by the Police and Social Services.

I agree to abide by the British Triathlon Code of Ethics and Conduct.

Signed by the above named individual:

.....

Print name:

Date:

.....

**Please return DIRECT to:
Officer**

British Triathlon Lead Child Protection

**PO Box 25
Loughborough
Leicestershire
LE11 3WX**



Template Two

British Triathlon Application Form

This form is to be completed by all employees and volunteers in Triathlon.

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss):	
First Name (s):	
Any first name, surname or maiden name previously known by:	
Date of birth:	Place of birth:
National Insurance Number:	
Present address:	
Postcode:	
Home Telephone:	
Mobile:	
E-mail address:	
Former address (if moved within the last 3 years):	
Current Employer:	Start date:
Position:	
Address:	
Previous Employer:	Dates of employment:
Position:	
Address:	

Previous Employer: Position: Address:	Dates of employment:
---	----------------------

Previous Employer: Position: Address:	Dates of employment:
---	----------------------

Please continue on separate sheet of A4 if required

Relevant experience:

Please continue on separate sheet of A4 if required

Previous experience of working with young children in a voluntary or professional capacity:

Please continue on separate sheet of A4 if required



Qualifications	
Academic/School:	
Vocational/Interests:	
Sporting qualifications and experience:	
Please continue on separate sheet of A4 if required	
References	
Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial.	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
E-mail address:	E-mail address:
Capacity in which they know you:	Capacity in which they know you:
With your approval we shall also contact your current employer (where appropriate) for a reference.	
I am a member of British Triathlon: YES/NO	
Membership number:	

I declare that the information provided in this form is, to the best of my knowledge correct, true and complete. I agree to abide by the British Triathlon Code of Ethics and Conduct.

Signed:

Date:

Print name:

Please note applicants MUST also complete a CRB Disclosure application form or Self Disclosure form as directed



Template Three

British Triathlon Reference Form

The following person has expressed an interest in working as a with The post involves substantial access to young people. As an organisation British Triathlon, is committed to the welfare and protection of children, and is anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you know this person?

.....

In what capacity?

.....

What attributes does this person have that would make them suited to this work?

.....

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, British Triathlon are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES NO

If you have answered YES we will contact you in confidence.

Signed:

Date:

.....

Print name:

.....

Position:

.....

Organisation:

.....

Template Four

British Triathlon Incident Report Form

Child's Details

First name:	Surname:
Parents/Carer's name(s):	
Home address:	
Postcode:	
Telephone number:	

Date of Birth:					

Age:

Sex:	
M	F

<p>Ethnicity</p> <p>A White</p> <p><input type="checkbox"/> British <input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background (please specify):</p> <p>B Mixed</p> <p><input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> Any other mixed background (please specify):</p> <p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background (please specify):</p> <p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please specify):</p> <p>E Chinese or Ethnic Group</p> <p><input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please specify):</p>

Your Details

First name:	Surname:
Position:	Club:
Home address:	
Postcode:	
Telephone number:	

Incident Details

Date and time of Incident:
Are you reporting your own concerns or responding to the concerns raised by someone else? Reporting my own concerns <input type="checkbox"/> Responding to the concerns raised by someone else <input type="checkbox"/> If responding to concerns raised by someone else please provide their name and position within the Club:
Please provide details of the incident or concerns you have, including dates, time and venue:
Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue:

Have you spoken to the parents?

Yes No

If yes please provide details of what was said:

Have you spoken to the child?

Yes No

If yes please provide details of what was said:

Have you spoken to the person the allegations are being made against?

Yes No

If yes please provide details of what was said:

Please provide details of further action taken to date:

Please continue onto a separate sheet if necessary.

Have you informed the statutory authorities?

Social Services Yes No

Police Yes No

Please provide the name of the person and his/her contact number:

Your signature:

Print name:

Date:

Time:

Please return to:

**British Triathlon Lead Child Protection Officer
Po Box 25
Loughborough
Leicestershire
LE11 3WX**



Template Five

British Triathlon Parental Consent Form

To be completed for all young people engaged in Triathlon of British Triathlon for each season and for any additional activities which may be held at a different venue to that of their 'home' Club.

Name of Club:	
Child's first name:	Child's surname:
Parents/Carer's name(s):	
Home address:	
Postcode:	
Telephone number:	

Date of Birth:					

Age:

Sex:	
M	F

Details of activity (dates/times/season/location):

Emergency Contact Information

Emergency contact name:
Emergency contact number:
Alternative contact name:
Alternative contact number:
My child's Doctor's name and contact number:

Medical Information

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes No

If yes please provide details:

2. Does your child have any allergies?

Yes No

If yes please provide details:

3. Does your child have any specific dietary requirements?

Yes No

If yes please provide details:

4. Please provide any further information you feel is necessary:

- I have received comprehensive details of the above activity and am aware of the *British Triathlon's Child Protection Policy and Procedures*.
- I consent to my child taking part in the activities detailed. I acknowledged that the Club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child during the activities.
- I agree to be at the drop-off/pick-up point at the agreed time.
- I confirm to the best of my knowledge that my child does not knowingly suffer from any medical condition other than those detailed above.
- I consent to my child receiving medical treatment which in the opinion of a qualified medical practitioner may be necessary.

Parent/Carer's signature:

Print name:

Date:

This form or a copy of MUST be taken by the person in charge of the activity



Template Six

British Triathlon Parental/Carer and Young Person Consent Form for the Use of Photographs and Recorded Images

This form is to be signed by the Legal Guardian of a young person under the age of 18, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the Club you will need to complete a separate form for each young person.

_____ (Club/Organisation) recognises the need to ensure the welfare and safety of all young people in Triathlon. As part of our commitment to ensure the safety of young people we will not permit photographs, video images or other images of young people to be taken or used without the consent of the parents/carers and the young person.

The _____ (Club/Organisation) will follow the guidance for the use of images of young people, as detailed within the *British Triathlon's Child Protection Policy and Procedures*.

The _____ (Club/Organisation) will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of _____

(Club/Organisation)-

If you become aware that these images are being used inappropriately, you should inform the Club Welfare Officer immediately.

The information will be available on the Club website or on
http://_____ for the 2006/07 season.

If at any time either the parent/carer or the young person wishes the data to be removed from the website, 7 days' notice must be given to the Club Welfare Officer after which the data will be removed.

To be completed by parent/carer

I _____ (Parent/Carer full name) consent/do not consent *

_____ (Club/Organisation) photographing or videoing

_____ (name of young person) under the stated rules and conditions and I confirm I have legal parental responsibility for this child and am entitled to give this consent. I also confirm that there are no restrictions related to taking photos.

Signature: _____

Date:

Print name: _____

To be completed by the young person (if 12 years or older)

I _____ (name of young person) consents/do not consent *

_____ (Club/Organisation) photographing or videoing my involvement in Triathlon under the stated rules and conditions.

Signature: _____

Date:

Print name: _____

* Delete as appropriate

Template Seven



British Triathlon Event Registration Form

This form should be completed by anyone taking photographs or recording images at an event

Name:
Address:
Post code:
Home Telephone:
Mobile:
E-mail address:
I wish to take photographs or record images at this event. I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will only be used appropriately.
Signature:
Print name:
Date:

Please complete and return to the Event Organiser.