**Chichester Triathlon Club’s Child Protection and Safeguarding Policy**

(Last updated February 2022 by Linda Roberts as Club Welfare Officer at that time)

**Current Club Welfare Officer: Lucy Scott – 07972 804092**.

Please contact Lucy Scott with any concerns relating to welfare or safeguarding on the number above or email - info@chichestertriathlonclub.co.uk

Alternatively, contact:-

* **British Triathlon** via concern@britishtriathlon.org or 07384 214 726.
* **NSPCC Safeguarding in Sport:** 0808 800 5000.
* **West Sussex MASH Team:** 01403 229900. Web site: -[Multi Agency Safeguarding Hub (MASH) (Social Care) | West Sussex Local Offer (local-offer.org)](https://westsussex.local-offer.org/services/731)

All CTC coaches who are coaching young people, and all parent helpers, undertake an Enhanced DBS check with British Triathlon Federation every 3 years. Every Coach and Activator undertakes mandatory British Triathlon with UK Coaching Safeguarding training every 3 years. The Club Welfare Officer (CWO) also undertakes specific CWO training with British Triathlon.

We adhere to British Triathlon Federation’s Child Protection and Safeguarding Policy - read here: [Clubs and Coaches – British Triathlon](https://www.britishtriathlon.org/about-us/safeguarding/clubs-and-coaches)

**CTC Policy Objectives:**

This document is written to help to create an understanding and give direction for coaches, athletes, volunteers, parents, juniors and young people involved in triathlon as part of Chichester Triathlon Club (CTC).

**Protecting children from abuse is a responsibility of all those who come into contact with them.**

Chichester Triathlon Club (CTC) are committed to practices which protect children and vulnerable adults from harm. CTC 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.

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.

**Policy Summary:**

CTC believes that all children have the right to enjoy and be inspired by sport in a safe environment. The club has a duty of care towards all its members, and to this end we are committed to ensuring that their safety, welfare and well-being are maintained at all times during their participation in activities run by the club. Therefore we will ensure that anyone volunteering on behalf of the club understands their moral and legal obligation to ensure that, when given the responsibility for young people they provide them with the highest possible standards of care and demonstrate best practice in safeguarding.

*Good practice guidance is set out in Appendix 1*

Everyone has a role to play in safeguarding children from harm and it is important to understand that safeguarding should not sit in isolation from all other activities within the club. CTC is committed to meeting its responsibilities to assist all coaches, members and volunteers to understand their role in the reporting of any concerns regarding the welfare and safeguarding of children (and vulnerable adults) appropriately.

**We fulfil our responsibilities by:**

* Recognising that all children have the right to freedom from abuse and that the welfare of the child is paramount.
* Ensuring that all our coaches and volunteers are carefully selected using safer recruiting procedures and accept responsibility for taking all reasonable steps to protect children from harm. Coaches and parent helpers undertake a mandatory Enhanced DBS check every 3 years.
* All coaches and volunteer adults undertaking compulsory BTF safeguarding training every 3 years, as appropriate to their role. We offer relevant CPD training such as Mental Health and Young People to coaches and activators on an ongoing basis, funded by the club.
* Offering children information, skills and support to help them keep themselves safe and report any concerns. (e.g. by distributing BTF Young People in Sport – Keeping Safe cards to all young people).
* Ensuring that the voice of the child is promoted within the club (e.g. we listen to and act on the ideas given by children).
* Reporting and recording all incidents and accidents of concern as appropriate. (Records of safeguarding concerns held securely by Lucy Scott; Junior and Youth accidents logged in Accident book kept in CTC locked cupboard at Westgate Leisure Centre. Adult accidents logged in Accident book held securely by Lucy Scott.)
* Responding swiftly and appropriately to all suspicions of harm and poor practice, and providing parents and children with the opportunity to voice any concerns they may have.
* Appointing a Club Welfare Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies. (Lucy Scott)
* Ensuring access to confidential information of a safeguarding nature is restricted to the Welfare Officer and the appropriate senior club officer.
* Reviewing the effectiveness of our Child Protection Policy and activities each year.
* Our Welfare Officer is: Lucy Scott – 07980 915 805 lindaroberts45@gmail.com

### **Declaration**

On behalf of **CTC** we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

| **Signed: L Scott – Club Welfare Officer**  |
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(n.b. One of the signatories should be the Welfare Officer)

| **Name:**  |  | **Name:** |
| --- | --- | --- |
|  |  |  |
| **Position within CTC:** |  | **Position within CTC:** |
|  |  |  |

Date: 23/3/21

Appendices and further forms to be completed by coaches and parent helpers:

* Appendix 1: Good Practice, Poor Practice and Abuse
* Appendix 2: Guidance and information should an allegation or suspicion of abuse occur
* Appendix 3: Selecting personnel working with children
* Code of Conduct
* CTC Self-Disclosure Form for coaches and volunteers
* Volunteer Reference Form

**Appendix 1**

**Good Practice, Poor Practice and Abuse**

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 behaviour. 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 Appendix 2.

**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 (and now illegal) to have an intimate relationship with a young person. At the time of updating this policy it has just been made law that people in positions of authority (e.g. coaches) 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 led by the child not the adult, for example when a child is distressed or celebrating a success.

• Ensure separate changing facilities are available for junior and senior triathletes. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.

• Communicate regularly with parents, ensure they have access to this policy, involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing to act in loco parentis, 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.

**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 the Club Welfare Officer or in their absence another coach, 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.

**Social Media Policy:**

The social media websites Facebook and Instagram are used by CTC as a means to communicate, and the activity tracking app Strava is used by many club members, including some Youth and Juniors. CTC do not encourage Strava use (or any other Social Media) for children under 13 years. Alongside the positive aspects of these sites there are the inherent dangers and consequences of misuse including cyber bullying, grooming, identity theft, and viewing unsuitable content. As these sites are accessible to junior members as well as senior members CTC ensures that all posted messages have suitable content and format to avoid miscommunication of their meanings. We inform parents of the following link, advising safer use of activity tracking apps such as Strava: [https://ineqe.com/2021/02/17/activitytrackingapps/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fineqe.com%2F2021%2F02%2F17%2Factivitytrackingapps%2F&data=04%7C01%7Cmarcscott%40britishtriathlon.org%7C78f9ee5642b14b11342708d8e3b0b9f9%7C07fe2f50667547739a65ffe43ba4930e%7C0%7C0%7C637509695460923724%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=khCyXV5M52%2FPXXWljw%2FSkGeBWRrjwKHsJJsuUvykCnE%3D&reserved=0)

We have a Youth Strava group, and ensure parents give consent for this. CTC Facebook, Instagram and groups on Strava are monitored to ensure no unsuitable language or photos are used.

**CTC Social Media Good Practice:**

• CTC will report potentially abusive or illegal content/activity in line with the Home Nation Association’s procedures.

• CTC committee and coaches understand acceptable and unacceptable online behaviour and ensure that this is communicated to all users. It should be clearly outlined to users who to contact if they have concerns, along with how they can be contacted. (Andy George – Club Chairperson or Lucy Scott – Club Welfare (07980 915 805 lindaroberts45@gmail.com)

• CTC ensure that all club officers, coaches and athletes understand the importance of protecting their privacy online and that they understand the risks of posting and sharing content which could damage both theirs and the club’s reputation. CTC inform all parents of Juniors and Youth of the following link, advising safer use of activity tracking apps such as Strava: [https://ineqe.com/2021/02/17/activitytrackingapps/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fineqe.com%2F2021%2F02%2F17%2Factivitytrackingapps%2F&data=04%7C01%7Cmarcscott%40britishtriathlon.org%7C78f9ee5642b14b11342708d8e3b0b9f9%7C07fe2f50667547739a65ffe43ba4930e%7C0%7C0%7C637509695460923724%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=khCyXV5M52%2FPXXWljw%2FSkGeBWRrjwKHsJJsuUvykCnE%3D&reserved=0)

• CTC ensure that the email address used to register the account/page is suitable, including the club as the domain name. This will reduce the risk of fake accounts being set up, improving the security for both the individual monitoring the account/page as well as the user accessing it. This should include how the access details for the account/page will be kept secure to ensure the threat of hacking and misuse is reduced.

• The account/page will be set up and managed as a page not a personal profile, this will enable updates to be shown in members news feeds, the promotion of training or events and the page will appear in searches which could attract new members. CTC will ensure that permissions are granted if photographs are used, especially of athletes under 18 years of age. CTC will gain permission of club officers for their contact details to be published. The privacy and security settings will be appropriately set to ensure that content is appropriate for all individuals who could be accessing the page/account.

We have the ability to block individuals who should not have access or post offensive or inappropriate material.

• CTC will include contact details for the club and appropriate club officers as this will enable users to verify the account/page, as well as knowing who to contact with any queries

• CTC members will be encouraged to think before they post anything on to the page/account – do they fit with the clubs current policies and guidance and do you have permission for any photographs or videos?

 **Social Media Guidance for Coaches and Club Officers:** British Triathlon Federation make the following recommendations for individuals who are in a position of trust and responsibility for children and young people within clubs, and CTC coaches and officers adhere fully to these recommendations:

 Any contact with children through social media or Strava should be relevant to their triathlon participation, and should be with the consent of parents/carers. If a young person requests to add you as a friend or to follow you on social media or Strava as a coach you should decline if you: 1) Use your social media or Strava account for personal purposes and there is a chance your account may include photos or content that would be inappropriate or deemed unprofessional for a child or young person to view or read, or that would make you look unprofessional 2) You are in contact with the child through their club, and the child’s parents/carers have not given permission for the contact.

Never use social media to attack other club members, Home Nation Association members and clubs or the sport.

Ensure that the use of any photographs or videos is in line with the Home Nation Association’s photography guidance.

**Codes of Conduct**

CTC codes of conduct are based on adherence to the principles of good practice embodied in the preceding sections and in accordance with Government laws, 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, CTC coaches are required to sign up to the Sports Coach UK code of conduct.

**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.

**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.

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

• Volunteers

• Friends and associates

• Strangers

**What are the signs?**

Some of the signs to look for are:

• Multiple bruising or finger marks

• 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

• An individual who is unwilling to be alone with a particular parent/carer

**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 Lucy Scott 07980915805 or email info@cwtc.org.uk or alternatively:

* Email British Triathlon concerns@britishtriathlon.org
* or phone the **NSPCC Safeguarding in Sport: 0808 800 5000**

 <http://www.nspcc.org.uk/what-you-can-do/report-abuse/>

* **or West Sussex MASH Team: 01403 229900** [Multi Agency Safeguarding Hub (MASH) (Social Care) | West Sussex Local Offer (local-offer.org)](https://westsussex.local-offer.org/services/731)

**If you think a child is in immediate danger call the police - 999**

 **Additional vulnerability for children with disabilities:**

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.**

**Further Indicators of Abuse and Bullying**

Indications 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 behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).

• Engaging in sexually explicit behaviour. Inappropriate sexual awareness.

• 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 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.

**All club personnel should adhere to the following principles and action:**

* Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
* Make the experience of triathlon fun and enjoyable: promote fairness, confront and deal with bullying.
* Treat all young people equally and with respect and dignity.
* Always put the welfare of the young person first, before winning.
* Maintain a safe and appropriate distance with athletes avoiding unnecessary physical contact. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person’s consent has been given.
* Involve parents/cares wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs.
* Request written parental consent if club officials are required to transport young people in their cars.
* Gain written parental consent for any significant travel arrangements e.g. overnight stays.
* Ensure that if mixed groups are taken away, they should always be accompanied by a male and female adult.
* Ensure that at events adults should not enter a young person’s room or invite young people to their rooms.
* Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
* Always give enthusiastic and constructive feedback rather than negative criticism.
* Recognise the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
* Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
* Keep a written record of any injury that occurs, along with details of any treatment given.
* All parents and athletes should be made aware when coaches use video equipment as a coaching aid.
* All parents/carers to sign a photo consent form to state whether or not they give coaches and volunteers permission to take photographs of their children when engaged in a club activity or competition.

**Appendix 2**

**Guidance and information should an allegation or suspicion of abuse occur:**

It is not the responsibility of anyone at CTC to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within the club and to allegations/suspicions that abuse is taking place elsewhere.

All adults have a duty of care and if an allegation is made it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

* **Stay calm** so as not to frighten the young person.
* **Reassure** the child that they are not to blame and that it was right to tell.
* **Listen** to the child, showing that you are taking them seriously.
* **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
* **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
* **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
* **Record** all information.
* **Report** the incident to the club Welfare Officer.

Remember **anyone can report concerns of abuse via one of the following ways:**

**CTC Club Welfare Officer** Lucy Scott 07980 915 805 info@cwtc.org.uk

Contact **British Triathlon**: concern@britishtriathlon.org

Phone West Sussex County Council’s **Multi Agency Safeguarding Hub (MASH)** 01403 229900 (Mon-Fri 9-5) or Emergency Out of Hours: 07711 769 657

Or email West Sussex County Council: WSChildrenservices@westsussex.gov.uk

Or use an online form at <https://www.westsussex.gov.uk/social-care-and-health/how-to-get-social-care-help/children/how-to-get-childrens-social-care-help/>

Alternatively seek guidance or report a concern using **NSPCC** Helpline 0808 800 5000 or go online:

<http://www.nspcc.org.uk/what-you-can-do/report-abuse/>

***If you think a child is in immediate danger call the police - 999.***

**Recording Information**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

* The child’s name, age and date of birth.
* The child’s home address and telephone number.
* Whether or not the person making the report is expressing their concern or someone else’s
* The nature of the allegation, including dates, times and any other relevant information.
* A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
* Details of witnesses to the incidents.
* The child’s account, if it can be given, of what has happened and how any bruising/injuries occurred.
* Have the parents been contacted?If so what has been said?
* Has anyone else been consulted? If so record details.
* Has anyone been alleged to be the abuser? Record detail.

**Reporting any concerns**

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused and it is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

CTC expects coaches and volunteers to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Club Welfare Officer or another coach is not available you should take responsibility and seek advice from one of the following:

Contact **British Triathlon**: concern@britishtriathlon.org

Phone West Sussex County Council’s **Multi Agency Safeguarding Hub (MASH)** 01403 229900 (Mon-Fri 9-5) or Emergency Out of Hours: 07711 769 657

Or email West Sussex County Council: WSChildrenservices@westsussex.gov.uk

Or use an online form at <https://www.westsussex.gov.uk/social-care-and-health/how-to-get-social-care-help/children/how-to-get-childrens-social-care-help/>

Alternatively seek guidance from NSPCC Helpline 0808 800 5000 or go online: http://www.nspcc.org.uk/what-you-can-do/report-abuse/

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

**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.

**Appendix 3**

**Selecting personnel working with children**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This equally applies to unpaid coaches and volunteers. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

**Controlling Access to Children**

* All volunteers should complete a Self-Disclosure form. This will elicit information about the applicants past and a self-disclosure about any criminal record.
* Consent should be obtained from the applicant to seek information from the Disclosure and Barring Service.
* BTF advise that two confidential references, including one regarding previous work with children (if any) should be obtained.
* Evidence of identity (passport or driving licence with photo).

**Interview and Induction**

All volunteers should receive an informal induction during which:

* A check should be made that the relevant paperwork has been completed in full, including sections on criminal records and self-disclosures.
* They should sign up to the organization’s Code of Ethics and Conduct (see below).
* Child Protection Procedures are explained and training needs identified. All CTC coaches must undertake relevant safeguarding training through BTF and UK Coaching every 3 years.

**Training**

In addition to pre-selection checks, the safeguarding process includes training to help volunteers to:

* Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
* Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
* Respond to concerns expressed by a child.
* Work safely and effectively with children.

**CTC requires:**

* All volunteers who have access to children to undergo a DBS check.
* All volunteers, coaches, welfare officers to undertake relevant child protection and safeguarding training to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice, safeguarding and child protection.
* All volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
* CTC will endeavour to provide a coach or volunteer present (or staff, e.g. at Westgate Leisure Centre) with an up to date first aid qualification at each CTC activity.

**Code of Ethics and Conduct for CTC Coaches 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 behaviour 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 behaviour 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 endeavour 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:

Print Name:

Date:

|  |  |  |
| --- | --- | --- |

**CTC Self-Disclosure Form for Coaches and Volunteers**

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

E-mail Address:

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 CTC’s Child Protection Policy and consent to CTC undertaking a Disclosure and Barring Service (DBS) check if so required and to verify any information provided by the Police and Social Services. I agree to abide by the CTC Code of Conduct.

Signed by the above named individual: …………………………………………………………………………… Print name: …………………………………………………. Date: …………………………………….

Please return to: Lucy Scott

**Volunteer Reference Form**

The following person ……………………………………………………… has expressed an interest in working as a ……………………………………….. with Chichester Triathlon Club (CTC). The post involves substantial access to young people. As an organisation, CTC 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.

 How long have you know this person?

 In what capacity?

What skills/abilities do you think they would bring to this position?

 This post involves substantial access to children. As an organisation committed to the welfare and protection of children, CTC 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: ……………………………..........................................................................................

**The Chichester Triathlon Club Welfare Officer Job Description**

The protection and support of young people in Triathlon is of paramount importance to CTC. 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 CTC 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.