



# Wakefield Junior Triathlon Club

## Safe guarding children in Sport Policy

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# 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.”***

At the Wakefield Junior Triathlon club (WJTC) we are committed to maintaining a safe and positive environment for all young people to take part in Triathlon. We accept we have a responsibility to safeguard the welfare of all young people and protect them from poor practice, abuse and bullying,

Our policy provides comprehensive guidance for coaches, parents, carers, volunteers children and all those involved in the running of the club, but it is also important that we continue to listen to children and act immediately on any concerns that are raised. I would urge everyone involved in our sport to read the enclosed information and ensure they are aware of our policies so that together we continue to build a safe environment for our children.

Wakefield Junior Triathlon Club have adopted the British Triathlon Federation Safeguarding and protecting children policy

[https://www.britishtriathlon.org/britain/.../child-protection/british triathlon safeguardi](https://www.britishtriathlon.org/britain/.../child-protection/british%20triathlon%20safeguardi)

## ***Wakefield Junior Triathlon Club Safeguarding Policy statement***

Wakefield Junior Triathlon club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Triathlon requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children

- have a positive and enjoyable experience of sport at Wakefield Junior Triathlon Club in a safe and child centred environment
- are protected from abuse whilst participating in Triathlon or outside of the activity.

Wakefield Junior Triathlon Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Wakefield Junior Triathlon Club will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support
- ensure that all confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- ensure robust safeguarding arrangements and procedures are in operation
- ensure all involved within WJTC adhere to the relevant code of conducts(Appendix 1a,b,c,d)

## **Code of conduct for junior members, coaches, staff, parents/carers and volunteers**

### **Agreeing acceptable and unacceptable behaviours**

The thoughts of club officers, junior members and their parents/carers should all be included in the identification of what is and is not acceptable behaviour and what actions may be implemented as a result of unacceptable behaviour. Having an involvement by all parties with the development of this code will encourage all to adhere to them.

### **Managing Challenging Behaviour**

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

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

### **Never employ the following responses:**

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

## **Physical Intervention**

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

- The intervention should be completed in a way which is the least restrictive and does not hurt the child/young person
- Will the intervention achieve an outcome in the best interest of the child/young person?
- Is the intervention in proportion to the demonstrated behaviour?
- Using the smallest amount of force to implement the intervention and for the shortest duration possible
- Ensuring that during the intervention the child/young person is not touched inappropriately

## **Anti-Bullying guidance**

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

If bullying does occur then all athletes should feel comfortable in communicating this information and know that any incidents will be managed effectively. The Home Nation Associations expect any individual who is aware of bullying occurring to inform the Club Welfare Officer or the Home Nation Association Lead Safeguarding Officer.

## **Role and responsibilities of the Club Welfare Officer**

1. They are a point of contact for all staff, parents, carers, coaches, junior members and volunteers to go to for advice if they are concerned about a child.
2. They assess information from all of the above regarding concerns about children /adults at risk and make decisions about whether staff concerns are sufficient enough to notify the Local Authority Designated Officer. (LADO)

All allegations against people who work with children (whether paid or voluntary) must be reported to the LADO on **01924 302155/ lado.referrals@wakefield.gcsx.gov.uk**.

These allegations must fall within the scope of the procedure which is:

- Where an individual may have behaved in a way that has harmed, or may harm a child
- Where an individual has possibly committed a criminal offence against a child
- Where an individual has behaved in a way that indicates he or she is unsuitable to work with children

It is the role of the LADO to manage and have oversight of any such allegations, regardless of the agency that the person works for.

3. They ensure all concerns are logged and stored securely. Any correspondence should be shared with Safeguarding Officer at the British Triathlon Federation
4. They are responsible for promoting a safe environment for children and young adults.
5. They are aware of the contact details of relevant statutory agencies e.g Children's Social Care, Police and the Local safeguarding Children's Board.
6. Any concerns raised with the Welfare Officer or any other member of the committee should be shared with LADO and the British Triathlon Federation.
7. All useful contacts and telephone numbers can be found in Appendix 2

**WJTC Welfare Officer is Saminah Yunis and can be contacted on**

**[saminah2611@gmail.com](mailto:saminah2611@gmail.com) or 07904438672**

## **Recruitment of coaches, staff and volunteers**

It is the duty of Wakefield Junior Triathlon Club to ensure that all reasonable steps are taken during recruitment to prevent unsuitable people from working with children. The recruitment policy applies to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children or their personal data.

### **Controlling access to children**

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

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

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

### **What to check**

In assessing the person's suitability, the following should be considered:

1. Relevant qualifications and experience.
2. A timeline identifying a previous role in a triathlon club / other sports clubs / any other role that involved working directly with children.
3. Their attitudes and commitment to child safeguarding.
4. Their previous experience of working with children both inside and outside of the triathlon club environment.
5. Give the applicant a scenario of a child safeguarding nature such as child not being collected after a swimming session and ask what they do in that circumstance.

6. Ask them if they have ever been refused work that involved contact with children or anything that the club should know that could affect their suitability to work with children.

If you and the club are satisfied that the applicant is suitable following the completion of the above you should check if they meet the criteria for completing a Disclosing and barring (DBS) check,

### **First aiders**

Anybody volunteering as a First aider during training or a tournament does not require a DBS check however good practice would be for the first aider not to treat a child without a chaperone.

Ideally a parent or carer should be present however we appreciate this may not always be possible.

## **Disclosing and Barring Service (DBS) guidance**

A DBS check is a printed record containing information from the Police National Computer, local Police intelligence and a check of Government lists of those people barred from working with children.

Wakefield Junior Triathlon Club works in line with Government legislation which means that it offers two levels of checks. The first is an enhanced check and is for anyone who is in regulated, direct face-to-face contact with children under 18 years of age.

Therefore an enhanced DBS and barring check is required if you are in direct contact with children:

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

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

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

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

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

**If any of the club committee members and volunteers, above the age of 16, meet any of the above requirements then they will need to complete a DBS check.**

From 1st April 2014 anyone who applies for a DBS check and is not a Home Nation Association member will be required to pay a £10 administration fee for their check. British Triathlon will absorb this cost for Home Nation Association members who volunteer within the sport. Individuals who are paid for their role will need to pay £54 to have their application processed regardless of whether they are a Home Nation Association member or not. Payment details will be included with the application pack.

**The Wakefield Junior Triathlon Club will pay for DBS checks for volunteer coaches, committee members and parent helpers**

## Safeguarding Advice for Coaches

### Best practice for coaches

- Always working in an open environment - avoiding instances where you are alone or unobserved with a child thus creating and encouraging an open environment for all where there are no secrets
- Treating everybody fairly with respect and dignity regardless of their age, culture, disability, gender, language, ethnic origin, religious belief or sexual identity
- Always putting the welfare of children and vulnerable adults at the forefront of all activities
- Always maintaining a safe and appropriate distance with children - it is not appropriate to have an intimate relationship with a child
- Not using personal accounts on social networking sites to communicate with children whom you deal with professionally
- Not using personal mobile phones or giving out your mobile numbers to children whom you deal with professionally
- Building relationships based on mutual trust which empowers children to share in the decision making process
- Always making sport and leisure activities a fun and enjoyable experience for all participants whilst ensuring that fair play is always promoted
- Where any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the appropriate National Governing Body of sport. The parent/guardian of the child should always be consulted and their agreement gained
- Keeping up to date with the technical skills and qualifications associated with their role or sporting discipline
- Involving parents/carers of children at all times or wherever possible, for example, for the responsibility of their child in the changing rooms. If groups have to be supervised in the changing rooms, it should always be ensured that parents/teachers/coaches/officials are working in pairs. Any concerns about children's welfare should always be shared with the Safeguarding Lead Officers.
- Always being an excellent role model – this includes not smoking, using banned substances or drinking alcohol in the company of young people.
- Avoiding giving negative criticism but should focus on enthusiastic and constructive feedback.
- Being conscious of the differing developmental needs and capacity of children and avoid excessive training or competition and not pushing them to work beyond their means or against their will
- Keeping a written record of any injury that occurs and details of any treatment given should also be recorded and kept in every circumstance

## **Practice to be avoided:**

### **Coaches should never:**

- Spend excessive amounts of time alone with children or away from others
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching with a child
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even if you deem these to be made in a sense of fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to be unrecorded or not acted upon
- Invite or allow children to stay with you at your home unsupervised

It may sometimes be necessary for Coaches or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should be only carried out with the consent and full understanding of parents and children involved. There is a need to be responsive to a person's reactions, if the person is fully dependant on you, talk with him/her about what you are doing and ask or give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the tasks for which you are not properly trained.

**Please read Code of Conduct for Coaches Appendix 1c**

## **Safe guarding of Unsupervised Children**

Children under the age of 8 years should be accompanied by a responsible adult when visiting any training facility

If a child is found under the age of 8 unaccompanied then staff should:

- Ask the child if they are waiting to be collected
- If you are concerned about the child's safety try to contact the parent/carer
- Avoid being alone with the child and remain in public view
- Make a clear record of any response from the parent/carer
- If all attempts to contact parents fail phone Social Care Direct (0345 8503503). If they are unavailable then call the Police
- Encourage the child to remain in the building whilst somebody collects them. Remember it is safer than being on the streets
- If the child refuses to stay in the building, try to persuade them to stay. Do not attempt to physically restrain the child
- Under no circumstances take the child home
- Ensure that a Safeguarding Incident Report Form is completed

**Coaches cannot be expected to leave a training session to escort children to the toilet during running and cycling sessions.**

## **Attending training sessions**

There is a requirement for all Junior members attending training sessions that they register their arrival and departure from the training session. A designated lead coach will be identified for each session. Members will have to leave their membership card with the designated lead at the start of a training session and parents will need to collect the membership card at the end of the session.

If a Junior member is required to leave during a training session then they must have parental consent and inform the designated lead before doing so.

## **Late collection of children**

We appreciate that on occasion parents/carers may become delayed or unable to collect children from training sessions. When new junior members join the club their parents should be advised who to contact if they will be delayed in collecting their child and

advise them of the action to be taken. Parents have a responsibility to inform the coaches if another club member will be taking their child home.

**It is important that the club hold emergency contact details for all junior members.**

If we are unable to contact the primary contact, emergency contact details would be essential.

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

As advised by British Triathlon the WJTC'S policy is to ensure 2 coaches/ volunteers stay with any uncollected child

#### **Club coaches and officers should avoid:**

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

#### **Missing child guidance**

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

1. Ensure any other young people you are responsible for are appropriately looked after while the search is being completed for the missing child.
2. Organise all available adults to fully search specified areas, particularly obvious areas of danger such as water.
3. If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.

4. Ensure that the area in which the child has gone missing is fully searched, including changing rooms, toilets, public and private areas.
5. Ensure that there is a single point of contact for all individuals searching to report back to. This individual should record all of the events that have occurred as well as creating a physical description of the young person to include approximate height, build, hair and eye colour in addition to what they were last seen wearing, where and when they were last seen.
6. If the young person has not been found within 20 minutes the Police should be informed, even if the search has not been fully completed.
7. Once you have contacted the Police, they will advise if further action is required before their involvement.
8. If the Police act upon your report, follow their guidance and requests for progressing the search.
9. As soon as the young person is located be sure to communicate this to all individuals involved in the search.

## **Safe use of changing facilities**

Clubs, facilities and those with responsibility for children and young people have a general duty of care towards them. However there are no specific legal requirements regarding the use of changing facilities.

### **Type of facility**

Many changing facilities are also used by other adults (other sports teams, individual athletes, or members of the public) for example in the case of a local authority swimming pool or privately owned gymnasium. In these circumstances there is a need for additional steps to be taken to ensure adequate supervision of the children while changing. This will avoid risks associated with mixed-facility use and to prevent or reduce opportunities for unwanted contact between the young people and these adults when changing or showering. It is important for coaches/volunteers to balance the need for adequate supervision with the need to ensure young children are afforded appropriate levels of privacy.

All facilities should have a safeguarding policy and procedures for reporting any concerns and coaches/volunteers are advised to familiarise themselves with these at the outset.

### **Adults using the changing rooms at the same time as children**

Ideally groups of children and young people should have sole use of changing facilities. This obviates any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. Even when using public facilities, arrangements can be considered to address any potential concerns:

1. there may be a separate room/facility available for the group
2. it may be possible to negotiate specific time slots for the group, and the coaches/helpers, to have exclusive use of the changing rooms
3. a team area within the changing facility could be designated and nobody else allowed in that area
4. children and young people may opt to change at home before they arrive for the activity\*.

*\*Remember that many children and young people are very self conscious and anxious about undressing in front of others. Staff/volunteers should consider offering the option of changing at home as a matter of course.*

**If mixed use of the changing facility is unavoidable, then at least two members of staff (of the same gender as the children) should supervise the group. It is important that coaches/volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.**

**Supervision in the changing facility may also be necessary when:**

1. children are too young to be left alone or change themselves. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age (four years old) may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
2. the group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional carer)
3. children could injure themselves or access a potential risk such as a swimming pool that is unattended
4. there are concerns about bullying, fighting or other troublesome behaviours taking place which need to be managed.

**Who should supervise?**

1. If you have decided that the children and young people need supervision, coaches/volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.
2. Numbers – organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away.
3. Gender – it is considered good practice to ensure that children are supervised by staff/volunteers of the same gender while changing.
4. Timings – by agreeing a very clear timetable for use of the changing facilities by children, the supervising adults and any coaches or officials respectively, the risks associated to any extended contact between the adults and children are minimised.
5. Carry out safe recruitment practices including ensuring parent volunteers are known to the committee and a reference is provided,

**In addition parents must always be informed of:**

1. The type of changing facilities at the sporting venue – for example, are they village changing or separate for males and females.

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

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

## **Safeguarding during open water activities in Triathlon**

During out door open swim sessions it is inevitable that coaches may be required to have direct contact with a child they are training. If this occurs contact will be minimal and for the purpose of safety.

Any volunteer during these sessions over the age of 16 will be required to have a DBS check.

### **Use of facilities and equipment**

All training facilities used by WJTC have been risk assessed.

Equipment supplied to children by Wakefield Junior Triathlon Club has been risk assessed and quality checks have been carried out with documented evidence of when these checks were last performed.

It is the responsibility of the members hiring equipment from the club e.g bikes, wet suits to maintain the equipment whilst in their care.

## Reporting Incidents

British Triathlon have collated the following steps that the Club Welfare Officer should take following a reported incident of bullying

- Request all details in writing
- Try to implement mediation between the parties, this could be completed by an independent individual
- If the child is under 16 years of age ensure that their parent/guardian is present, or that an alternative adult is nominated by them
- Refer the incident to the Lead Safe Guarding Officer at British Triathlon for support and monitoring purposes
- If mediation is not effective, we recommend the following steps:
- Create a committee to investigate. This would usually consist of the Club Safeguarding Officer, a committee member or coach and an additional committee member to record the details of the meetings.
- Ensure that all committee members are up to speed on the details
- Initial meeting with the individual who is being bullied and provide them with the opportunity to explain the issues and any incidents, including how they felt as a result. Reassure the young person that they did the right thing in advising you.
- Ask the young person if anyone else witnessed the incident and if so you will need to liaise with their parents if they are under 18 years of age to ensure that they are happy for you to speak to them.
- When you have all the information from the bullied individual and any witnesses you should speak to the alleged bully and their parents/carers.
- In some cases the alleged bully will admit their part however if they deny the incident ask them to outline their version of the incident(s) and confirm if they have any witnesses they would like you to speak with.
- If there is no agreement in the reports from both parties and the witnesses

- then it will fall upon the committee to consider all of the information they have been provided with and determine an outcome based upon the balance of probabilities. This should only be based upon the current reports and any previous concerns.
- Once an outcome as to whether bullying has occurred has been agreed the resulting action should be confirmed, this could include:
  - An apology and agreeing appropriate behaviour moving forwards
  - The development and agreement of a behaviour contract
  - Suspension of the individual completing the bullying, in line with the club's disciplinary policy
  - Always ensure a record is made of all details and that all parties are kept informed and up to date with progress
- In matters involving children, try to ensure that the issues are rectified as soon as possible.

# Appendix 1a Wakefield Junior Triathlon Club

## Members Code of Conduct

Wakefield Junior Triathlon Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, volunteers and parents associated with the club should, at all times, show respect, encouraged to be open at all times, and to share any concerns or complaints that they may have about any aspect of the club.

As a member of Wakefield Junior Triathlon Club you are expected to abide by the following junior club rules:

- All members must compete within the rules and respect officials and their decisions.
- All members must respect fellow competitors, coaches and officials.
- All members must not take any kind of banned or illegal performance enhancing substances
- Members should keep to agreed timings for training and events or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – for training and events, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Any discriminatory, offensive and violent behaviour is unacceptable and complaints will be acted upon in accordance with our Safeguarding and Protecting Children Policy

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

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

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

## **Appendix 1b- Wakefield Junior Triathlon Club**

### **Code of Conduct for Parents/Carers**

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

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

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

#### **Code of Conduct**

- Respect the rights, dignity and worth of every person, within the context of the Triathlon.
- Treat everyone equally and sensitively, and do not discriminate on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability.
- Encourage your child to learn the British Triathlon rules and compete within them.
- Publicly accept officials' judgements and abide by their instructions, providing they do not contradict the spirit of this code.
- Teach your child to respect the event officials.
- Help your child to recognise good performance, not just results to avoid undue disappointment.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Remember that the aim of Triathlon is for the children to have fun, improve and feel good.
- Set a good example by applauding all good performance, whether by your child or by another.
- Use correct and proper language at all times.

- Remember that young people learn best by example.
- Recognise the value and importance of volunteers, coaches, referee's and event organisers – it is their time and dedication that keeps the Sport alive.
- Young people are involved in organised sport for their enjoyment – not yours, so do not force your child to take part.

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

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

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

## **Appendix 1c- British Triathlon Code of Conduct and Ethics for Coaches**

### **Triathlon coaches:**

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

### **Responsibilities: Personal Standards:**

Triathlon coaches must demonstrate proper personal behaviour and conduct at all times.

### **Triathlon coaches:**

- Must be fair, honest and considerate to triathletes and others in the sport, e.g. officials, club members, race organisers
- Make a personal commitment to providing a quality service to participants at all times

- Should not be under the influence of alcohol when operating in the professional capacity as the coach, this includes travelling to and from as well as delivering sessions
- Must be a positive role model for triathletes, the club and the sport of triathlon throughout Great Britain
- Take pride in being a coach, this includes, projecting an image of health, well-dressed, hygiene, appearance, and use of appropriate language and actions

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

**Triathlon coaches will:**

- Ensure that the environment is as safe as possible for training and competition, taking into account and minimizing possible risks
- Any physical contact with athletes should be appropriate to the situation; necessary for the athletes skill development – always ask prior permission if contact is required
- Promote the execution of safe and correct practice at all times
- Be professional in their work and accept responsibility for their actions
- Make a commitment to providing a quality service to their triathletes
- Recognise the power inherent in the position as a coach
- Contribute to the development of triathlon coaching by exchanging knowledge and ideas with others
- Acknowledge the limitations of their knowledge and competence
- Obtain appropriate triathlon coaching qualifications to the level of operation required

- Ensure they hold valid and appropriate insurance policy for their coaching activities

**5. Fair Play Principles:** Coaches and athletes alike should abide by the principles of fair play during training and competition. Applying fair play principles implies that all those involved in sport recognize the importance of fairness, a respectful attitude and appropriate conduct when engaged in triathlon related activities and agree to model and promote them at all times.

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

- Never condone the use of any illegal or banned drugs to enhance performance.
- Follow all the rules and never seek to deliberately break a rule.
- Aim to compete fairly, using talent, training, and ability to win; refuse to win by illegal means or by cheating.
- Respect all race and technical officials, and their decisions without doubting their integrity.
- Recognise and acknowledge good performances by others.
- Maintain dignity in all circumstances, and demonstrate self-control.

For the coaches – know the rules and regulations well, and apply them with impartiality at all times.

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

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

**Appendix 1d: Wakefield Junior Triathlon Club  
Code of Conduct for Club Officers and Volunteers**

All British Triathlon and Home Nation Associations Club Officers and Volunteers must:

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

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

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

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

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

## Appendix 2

### Useful numbers:

#### External points of contact

- NSPCC 0808 800 5000
- NPSCC Textphone service 0808 100 1033
- British Triathlon Lead Child Protection Officer, Rob Bishop, 07739 526 562 or 01509 226 161
- Childline 0800 1111
- Childline Textphone service 0800 400 222
- Local Authority Designated Officer (LADO) 01924 302155  
/lado.referrals@wakefield.gcsx.gov.uk
- West Yorkshire Sport 0330 20 20 280
- West Yorkshire Police 08456060606



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**Who was involved ? What injuries / illness were suffered ? What property was damaged ?**  
*(further details can be provided on a separate sheet if necessary)*

|  |  |                          |  |
|--|--|--------------------------|--|
| <b>Full Name :</b>   |  | Involved as :            |  |
| Email / Tel :  |  | Member No :              |  |
| <b>Injury (or illness) :</b>   |  | <b>Property Damage :</b> |  |
|  |  |                          |  |
| <b>First Aid Treatment Provided :</b> <i>(state if 'none given' / 'refused')</i> / <b>Referred to :</b> / <b>Recommendations :</b> |  |                          |  |
|  |  |                          |  |

|  |  |                          |  |
|--|--|--------------------------|--|
| <b>Full Name :</b>   |  | Involved as :            |  |
| Email / Tel :  |  | Member No :              |  |
| <b>Injury (or illness) :</b>   |  | <b>Property Damage :</b> |  |
|  |  |                          |  |
| <b>First Aid Treatment Provided :</b> <i>(state if 'none given' / 'refused')</i> / <b>Referred to :</b> / <b>Recommendations :</b> |  |                          |  |
|  |  |                          |  |

|                              |  |                          |  |
|------------------------------|--|--------------------------|--|
| <b>Full Name :</b>           |  | Involved as :            |  |
| Email / Tel :                |  | Member No :              |  |
| <b>Injury (or illness) :</b> |  | <b>Property Damage :</b> |  |
|                              |  |                          |  |

|  |  |
|--|--|
|  |  |
| <b>First Aid Treatment Provided :</b> <i>(state if 'none given' / 'refused')</i> / <b>Referred to :</b> / <b>Recommendations :</b> |  |

**Witnesses** *(please provide full details of all witnesses. Further details can be provided on a separate sheet if necessary)*

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Full Name :</b> |  | Involved as : |  |
| Address :          |  | Postcode :    |  |
| Email / Tel :      |  | Member No :   |  |

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Full Name :</b> |  | Involved as : |  |
| Address :          |  | Postcode :    |  |
| Email / Tel :      |  | Member No :   |  |

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Full Name :</b> |  | Involved as : |  |
| Address :          |  | Postcode :    |  |
| Email / Tel :      |  | Member No :   |  |

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Full Name :</b> |  | Involved as : |  |
| Address :          |  | Postcode :    |  |
| Email / Tel :      |  | Member No :   |  |

**Additional Information** *(please provide any further information that you feel may be useful if the incident needs to be investigated)*

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| Reported by :     |  |                    |  |
|-------------------|--|--------------------|--|
| Print Name :      |  | Signed :           |  |
| Position / Role : |  | Date :             |  |
| Member No. :      |  | Email / Day Tel. : |  |

This form should be sent to a member of Wakefield Junior Triathlon Club committee as soon as possible.