



## Appendix V: Triathlon Ireland Child Protection Safeguarding Steps for running a Junior Race or Event



### **Triathlon Ireland Child Protection.**

#### Safeguarding Steps

For running a  
Junior Race or Event





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## Event Organisation and Safeguarding Responsibilities.

### Appoint Race Committee

#### Committee Safeguarding Responsibilities.

1. Appoint Race Organiser.
2. Appoint Designated Person (DP). This is the Safeguarding Lead.
3. Review Event and Safeguarding Risk Assessments and discuss issues with Safeguarding Lead.
4. Approve Race distances as per [Triathlon Ireland \(TI\) Manual of Guidance](#).
5. Post event : Conduct a review and discuss any issues which arose.

### Event Organiser

#### Safeguarding responsibilities:

1. Liaise with DP.
2. Site visit with DP.
3. Collaborate with the DP and event committee to develop safeguarding plan and ensure safeguarding plans are distributed and agreed on.
4. Ensuring medical cover at the event.
5. Ensuring Event Safety Plan is completed in compliance with the TI Manual of guidance.
6. Make decisions on responses to safeguarding issues brought to their attention by the DP.
7. Ensuring that the complaints and disciplinary procedure is in place and implemented for participants and event volunteers.

### The Designated Person/ Safeguarding Lead

The Designated Person can be the club children's officer. The DP, if not a Children's Officer should have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).

#### DP Safeguarding Responsibilities Prior to the event

1. Develop, promote and implement the Safeguarding plan in collaboration with the event committee and event organiser.
2. The DP should ensure they are familiar with the TI Code of Conduct.



3. Recruit appropriate volunteers.
4. Establish which volunteers are qualified to supervise children and other unqualified volunteers.
5. Establish handover and travel arrangements for juniors.
6. Establish missing child procedures.
7. Ensure all forms are on hand for the race
  - Sign in forms for parents and junior athletes including parental Consent and photography permission.
  - Volunteers sign in forms.
  - [Accident Form 13](#) and [Incident Form 12](#) (or know where to access them)
8. If possible create a list of all participants, next of kin, emergency details and medical information.
9. Communicating safeguarding information to parents and volunteers.
10. Visit the race location and complete risk assessment.

### **DP Safeguarding Responsibilities during the event**

1. Receiving, responding to and managing safeguarding issues during and after the event.
2. Ensuring additional needs of participants are addressed.
3. Ensure all volunteers have signed in.
4. Ensure [A1 code of conduct poster](#) is displayed at sign in area.
5. Ensuring all volunteers, junior athletes and parents are aware of who the DP is and how they can be contacted.
6. Briefing the volunteers helping at the event regarding safeguarding issues.
7. Ensuring parents are brief regarding appropriate clothing for juniors (juniors may not bike or run in swimsuits) and their role at the event.
8. Ensuring risks identified using the risk assessment have been mitigated where possible.
9. Organise and implement a safe handover procedure at the finish line of the event.
- 10.** Ensuring parents are aware of handover times and protocol.



## 11 Point Event Safeguarding Plan

The Safeguarding plan should include all or some of the following depending on the event.

1. Safeguarding Risk Assessment .
2. Safe recruitment procedures for appropriate volunteers.
3. Code of Conduct (parent, juniors and volunteers).
4. Registration and consent process.
5. Safeguarding training.
6. Procedures for missing participants.
7. Plan for additional vulnerabilities.
8. Travel and overnight stays.
9. Photography and Filming guidelines.
10. Reporting and recording procedures.
11. Advice and support.

### 1) Risk Assessment.

Consider the following:

- Venue
- Ratio for supervision
- One to one contact
- Changing room supervision
- Transport
- Health and safety
- Communication
- Manual handling
- Photography
- Handover arrangements
- Missing participants

[Sample Risk Assessment](#). This is just an example but it can be tailored to specific events and locations.



## 2) Appropriate Volunteers for your Event

*You must take all reasonable steps to ensure the volunteers at your event are suitable to work with children.*

- Ideal candidates are qualified coaches/leaders who have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).
- Those volunteering who have not undergone safeguarding procedures should be supervised by those nominated by the DP.
- All volunteers should be advised of their role and their rights as a volunteer as per the Volunteer Code of Conduct.
- Volunteers should be briefed on the day of the event by the Race Organiser and Safeguarding Lead.
- Volunteers should feel comfortable to come forward if they are unhappy about anything regarding safety or safeguarding and feel supported by the DP.

## 3) Codes of Conduct

- Codes of Conduct should provide clear guidelines of what is expected behaviour of volunteers, competitors, Junior athletes and parents.
- If the juniors taking part in the event are current members of the organising club then they should have already signed a code of conduct in the Form of a Form 11 which is also signed by parents and stored by the Club Children's Officer.
- If your race is not registered with the TI online race entry system, Juniors who are not club members should complete a [Form 11](#) before the event. As well as the code of conduct the Form 11 also provides any necessary medical information and a photography waiver. These should be kept by the DP.
- If your race is registered with the TI online race entry system, parents can add additional medical information on the online registration.
- Parents should also write any relevant medical conditions on the back of the junior's number in case of emergency.



## Code of Conduct for Volunteers.

This should be displayed clearly at events where volunteers sign on using posters provided by TI.

Triathlon Ireland Volunteers Should	Triathlon Ireland Volunteers Should Not
<ul style="list-style-type: none"> <li>• Be positive and approachable during competitions, praise and encourage effort as well as results.</li> <li>• Put welfare of young person first, strike a balance between this and winning / results.</li> <li>• Encourage fair play and treat participants equally.</li> <li>• Have experience relevant to working with young people, hold up-to-date qualifications and provide effective supervision OR work under the supervision of a qualified leader.</li> <li>• Keep a brief record of injury(s) and action taken.</li> <li>• Inform the designated person and parents when problems arise.</li> <li>• Report any concerns or poor practice or abuse in accordance with this TI Code reporting procedures to the designated person.</li> <li>• Have access to a phone in case of emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Use any form of physical punishment or physical force on a child.</li> <li>• Exert undue influence over a participant in order to obtain personal benefit or reward.</li> <li>• Take children to their home.</li> <li>• Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about or to a child. This includes innuendo, flirting or inappropriate gestures and terms</li> <li>• Allow rough/dangerous play bullying, bad language or inappropriate behaviour.</li> <li>• Condone rule violations or the use of prohibited substances.</li> <li>• Use sanctions that humiliate or harm young people.</li> <li>• Smoke or consume alcohol during event.</li> </ul> <p><b><u>A breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.</u></b></p>
Triathlon Ireland Volunteers Rights	Volunteers will avoid
<ul style="list-style-type: none"> <li>• Access to training and information about the event.</li> <li>• Clear role description for the event.</li> <li>• Support in reporting abuse or poor practice.</li> <li>• Fair treatment by NGB (TI).</li> <li>• Protection from abuse by children/parents/other volunteers.</li> <li>• Not to be left vulnerable while working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Spending excessive amounts of time alone with children away from others except in cases of emergency.</li> <li>• Taking children on journeys alone in their car except in cases of emergency.</li> </ul>



## Code of Conduct for Parents

1. Respect the rules and procedures set down by Triathlon Ireland.
2. Respect your child's teammates and leaders as well as athletes, parents and coaches from opposing teams. Encourage your child to treat other participants, coaches, technical officials and organisers with respect.
3. Give encouragement and applaud only positive accomplishments whether from your child, his/her teammates, their opponents or the officials.
4. Respect the officials and their authority during sessions and events within the organisation and under the auspice of Triathlon Ireland.
5. Never demonstrate threatening or abusive behaviour or use foul language.
6. Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
7. Accept it is parents/Guardians responsibility for delivering and collecting your child/children on time. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time.
8. Ensure the environment is safe and enjoyable for your child/children.
9. Promote fair play and the positive aspects of sport.
10. Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or TI.
11. Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
12. Promote participation for children that is fun, safe and in the spirit of fair play.
13. Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
14. Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
15. You should have the opportunity to put forward suggestions and comments.
16. Provide the Club and your child with emergency contact information.
17. Abide by the Photography Safeguarding Policy.
18. Be aware and abide by the TI Safeguarding Code as well as TI and club rules and regulations.





## Rights and Code of Conduct for Junior Athletes

Triathlon Ireland Juniors Rights	
<ul style="list-style-type: none"> <li>❖ Be safe and to feel safe</li> <li>❖ Be listened to</li> <li>❖ Be believed</li> <li>❖ Have fun and enjoy triathlon</li> <li>❖ Have a voice in relation to their activities within triathlon</li> <li>❖ Be treated with dignity, sensitivity and respect</li> <li>❖ Participate in an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.</li> <li>❖ Experience competition at a level at which they feel comfortable</li> <li>❖ Make complaints and have them dealt with</li> <li>❖ Get help against bullies</li> <li>❖ Say No</li> <li>❖ Protect their own bodies</li> <li>❖ Confidentiality</li> </ul>	
Triathlon Ireland Juniors <u>Should Always</u>	Triathlon Ireland Juniors <u>Should Never</u>
<ul style="list-style-type: none"> <li>❖ Treat Sports Leaders with respect, (including supervisor, sports science personnel, volunteers, technical officials, committee members, coaches, staff, even when things go wrong.</li> <li>❖ Look out for themselves and the welfare of others.</li> <li>❖ Play fairly at all times, do their best.</li> <li>❖ Be organised and on time, tell someone if you are leaving a venue or competition.</li> <li>❖ Respect opponents, be gracious in defeat.</li> <li>❖ Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.</li> <li>❖ Behave in a manner that avoids bringing Triathlon Ireland into disrepute.</li> <li>❖ Talk to the Children’s Officer within the club if they have any problems.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Cheat .</li> <li>❖ Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour.</li> <li>❖ Shout or argue with officials, team mates or opponents.</li> <li>❖ Harm team members, opponents or their property.</li> <li>❖ Bully or use bullying tactics to isolate another player or gain advantage.</li> <li>❖ Take banned substances, drink alcohol, smoke or engage in sexual behaviour.</li> <li>❖ Keep secrets, especially if they can cause harm.</li> <li>❖ Tell lies about adults / young people.</li> <li>❖ Spread rumours.</li> <li>❖ Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.</li> </ul>



## 4) Registration and Consent

All volunteers and parents/guardians of participants should sign a registration sheet at the event. These can be obtained when the race is registered with TI.

## 5) Safeguarding Training

In the Republic of Ireland these courses are provided by the Irish Sports Council through the Local Sports Partnerships and are specific to child welfare in sport.

In Northern Ireland these courses are provided by the Child Protection in Sport Unit of the NSPCC.

1. Safeguarding 1 – Basic Awareness Workshop in Child welfare and protection (3hrs)  
[Refresher- Online course provided by Sport Northern Ireland.](#)
2. Safeguarding 2 – Club Children’s Officer Workshop (3hrs)
3. Safeguarding 3 – Designated Liaison Person Workshop (3hrs)

### **1. Safeguarding 1 - Child Welfare & Protection Basic Awareness Course**

All Coaches, Children’s Officers and Designated Liaison Persons (DLP) must first complete the 3 hour Child Welfare & Protection Basic Awareness Course. This course educates participants on the implementation of best practice in protecting the welfare of children involved in sport.

### **2. Safeguarding 2 - Club Children’s Officer (C.C.O)**

A person appointed to the Club Children’s Officer position in a club must have completed

Safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the NEW Club Children’s Officer 3 hour workshop (course revised 2015). This course will help the Club Children’s Officer to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children’s Officer Action Planning document as part of the training.

### **3. Safeguarding 3 - Designated Liaison Person (DLP)**

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the NEW Designated Liaison Person 3 hour workshop. A club may appoint the same person to both the CCO and DLP positions, however best practice advises that they are kept as separate roles. The third part of the ISC Child Welfare & Protection Training Programme is the Designated Liaison Person workshop. This workshop is currently under review and will be available to clubs in the Spring /Summer of 2015.



## 6) Handover Protocol & Procedures for missing participants

- Times of particular concern are when children are arriving at/leaving the event or when they are transferring between venues and facilities.
- The handover of junior athletes back to their parents after the event is a crucial stage. A system should be put in place to ensure the correct parent/guardian is collecting the correct junior. One system could be to print the race numbers onto labels which are given to the parents who can then collect the child with the corresponding number.
- You should advise parents, children and young people that they must notify the relevant member of your event team of any changes they wish to make to arrival or leaving arrangements, eg collecting a child.
- Establish a procedure including a meeting point for missing or lost children.
  - Brief volunteers of the missing child procedure prior to the event.
  - Where possible Use walkie talkies to communicate to volunteers and marshalls regarding the missing participant.

## 7) Plan for additional vulnerabilities

Identify and address the needs of participants with additional vulnerabilities, eg disabled athletes.

Participant's needs may include: access to facilities; adapted or modified equipment, coaching practices or aspects of the sport; and appropriately trained staff to support them.

## 8) Travel and Overnight stays

1. Forms:
    - Separate permission forms ([Form 11a](#), [Form 14](#)) should be signed by parents permitting the Group Leader to act as temporary guardian.
    - Ensure all forms are completed signed by the parent/guardian and returned, including any information applicable to a child being away – prior to departure to event.
  2. Recruit and appoint required personnel – coaching staff, team managers and any support staff necessary; all voluntary personnel should be TI members and have complied with the TI Safeguarding procedures which comprises of have completed each i) ii) and iii) - i) Basic Awareness Safeguarding course, ii) [Garda Vetting/Access NI](#) and iii) have signed an up to date code of conduct ([Form 8](#) or [Form 10](#)).
- Appoint a group leader and a Safeguarding Lead who will make a report on returning home.



- Safeguarding lead should have a list of next of kin, emergency contact, consent, medical information and photography consent. This should be kept confidential and used on a need to know basis only.
3. Leaders should avoid travelling with a single child. There may be an occasion where this is unavoidable for the child's safety e.g. in an emergency situation. In this instance the adult should contact the parent/guardian to inform them of the situation, and the child should be seated in the rear seat.
  4. Provide a programme or plan for the event, camp or competition. Plan should include a schedule for supervising the juniors.
    - Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission
    - There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 2:10, and proper access to medical personnel.
  5. Establish reporting procedures for any safeguarding issues.
    - Any complaints or disciplinary matters are dealt with through the TI complaints and disciplinary procedures.
    - Junior athletes should be made aware of who they can talk to regarding any concerns.
    - Issues concerning the welfare of children during the event should be raised on return with the Club Children's Officers and TI National Children's Officer.
  6. Establish procedures for missing participants.
  7. Junior athletes should sign a behaviour agreement.
    - Alcoholic drink, smoking or any illegal substances are forbidden to athletes.
  8. A meeting with parents and participants may be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs, handover arrangements and any other necessary details.
  9. Rooming arrangements – adults will not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms.
    - All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
  10. Lights out times should be enforced.
  11. Any travel abroad may require additional insurance cover.
  12. Extra-curricular activities are the responsibility of the Group Leader.



13. Any form of drug misuse, drinking alcohol or smoking is forbidden for all team personnel on duty at any time during camps/competitions.

## 9) Photography and Filming Policy

### Photography and Filming Guidelines

Triathlon Ireland has adopted a policy in order to implement best practice in relation to the use of images of athletes on their websites and in other publications. These guidelines are part of TI's commitment to providing a safe environment for young people as well as photographers at events. Triathlon Ireland will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored. TI approved photographers are trained photographers who are familiar with the TI Safeguarding guidelines around photography and have agreed to undergo Garda Vetting and sign a code of conduct as part of their contract. All TI photographers are required to sign in at the event and wear a TI media vest and or appropriate identification.

***If you are concerned about any photography taking place at an event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.***

**Triathlon Ireland will have approved TI photographers at selected sanctioned events and so will endeavour to:**

- Where possible, ask for parental permission to use the athlete's image and consult with the athlete about its usage.
- Not approve/allow photo sessions outside the events or at an athlete's home, unsupervised access to children or one to one photo sessions at events.
- Only use images of children in suitable dress/kit. When in or around the pool area, only use photographs of children who are fully immersed or fully clothed.
- Use group photographs as a pose to individual photographs. However, if individual photos are used, ensure they are of an appropriate nature.
- Not to include the name of a child whose image is being used and avoid the inclusion of other detailed information about individual children as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.



- Provide clear and efficient reporting channels for children, parents and others should they have concerns regarding the abuse of images or the use of inappropriate images. In summary the channel is: Event Designated Person, event Organiser, the National Children's Officer in TI.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Inform parents that while taking photographs of their own children is OK, they should respect other young people's privacy and comply with the TI Photography and Filming policy. These guidelines should be available at events.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event and bring a copy of their identification. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions and the right to review video taken at the event on request.

#### **Guidelines to be given to Other/ Impromptu Photographers by Race Organiser:**

- All outside photographers (for example from newspapers/magazines, club photographer) should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.
- All outside photographers are required to sign in at an event.
- Any photograph taken should be of an appropriate nature. Any person taking inappropriate photographs will have their accreditation/registration status removed by the event organiser and the matter reported to the appropriate Designated Person/Statutory agencies.
- Group photographs involving children are preferable to individual photographs.
- In the pool and surrounding area, only photograph children who are fully immersed or fully clothed.
- If the juniors clothing is inappropriate do not photograph.

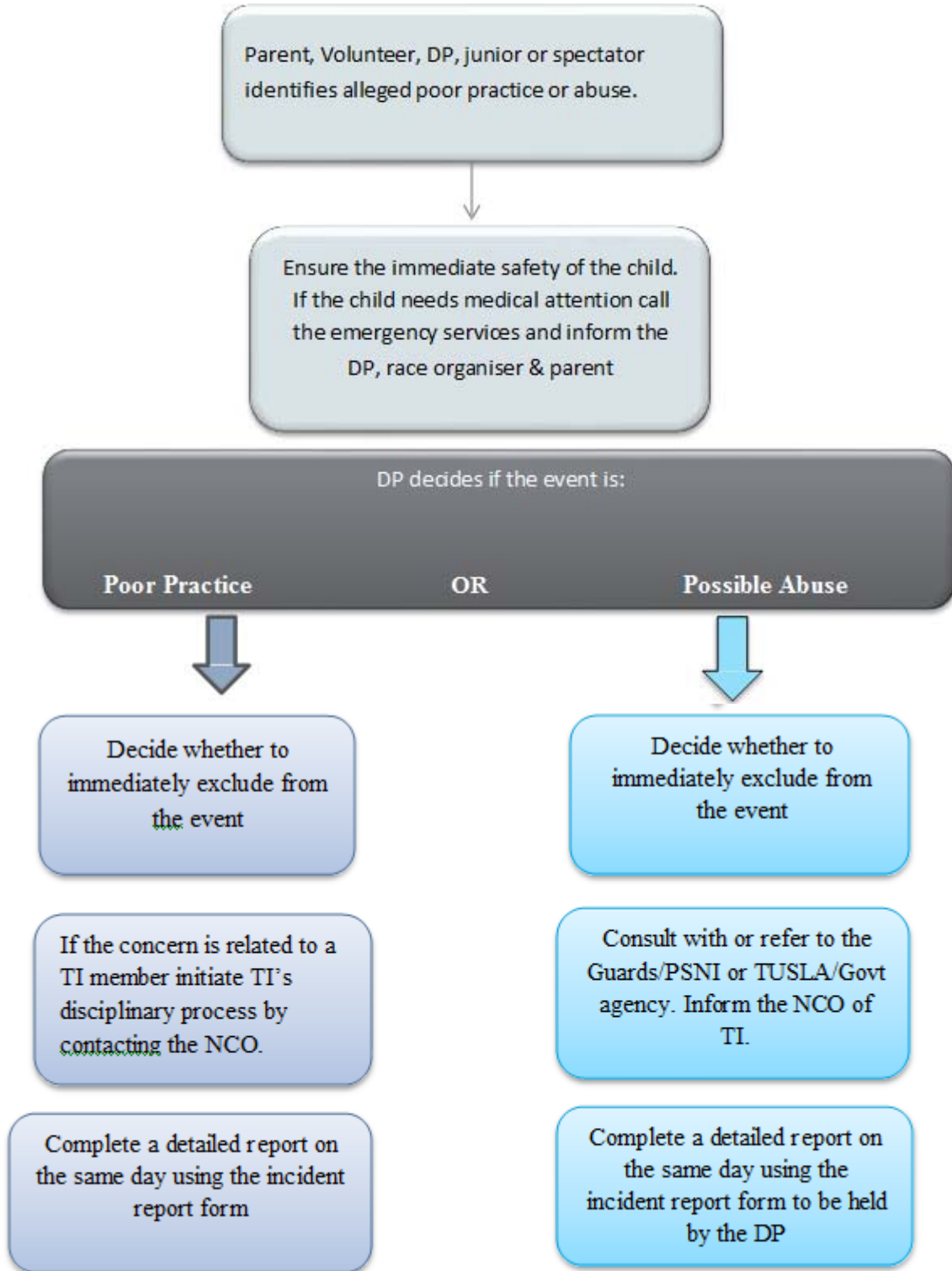


- Names of Juniors in photos may not be published and names should be airbrushed if featured on the race number.
- If in doubt regarding the suitability of a picture consult with the club Childrens Officer or Designated Safeguarding Lead at the event OR do not photograph.
- Re prints and soft copies of photos of Juniors may only be released to parents/guardians of the child.
- Photographers must comply with the TI Safeguarding Code including the Code of Conduct for Volunteers.

## 10) Reporting and Recording procedures

### Reporting Procedures Flowchart

If there are safeguarding concerns during an event, use the following guidelines to report the incident.







## Recording Procedures

- Incidents and Accidents should be recorded using the appropriate forms. [Form 12/Form 13](#).
- Forms should be completed as soon as possible in order to minimise recall issues.
- Forms should then be stored by the DP and passed onto the NGB or/and statutory agency where relevant.

## 11) Advice and Support Triathlon Ireland

National Children's Officer: Niamh O' Gorman

Email: [niamh@triathlonireland.com](mailto:niamh@triathlonireland.com)

Phone: 012741032

Website: <http://www.triathlonireland.com/child-protection-and-safeguarding.html>

## Statutory Bodies:

	Contact Number	Email
TULSA Child and Family Agency:	01 7718500	<a href="http://www.tusla.ie">http://www.tusla.ie</a>
ISPC Missing Children's Hotline:	116 000	<a href="http://www.ispcc.ie/">http://www.ispcc.ie/</a>
Garda Confidential Number:	1800 666111	<a href="http://www.garda.ie">http://www.garda.ie</a>
Emergency Services:	999/112	

*To report or get advice on concerns of sexual exploitation or abuse:*

Domestic Violence & Sexual Assault Investigation Unit

An Garda Síochána

National Bureau of Criminal

Investigation, Harcourt Square,

Dublin 2.

01 6663430, 6663436 [dvsaiu@garda.ie](mailto:dvsaiu@garda.ie)

The content of this manual has been adapted from the following sources:

- 1) [TI Manual of Guidance](#)
- 2) [TI Safeguarding Steps for Clubs](#)
- 3) [The Sports Council website](#).
- 4) [Swim Ireland website](#)
- 5) NSPCC, Child Protection in Sport Unit Document: [Safe Sports Events, Activities and Competitions](#).