

# Welfare Policy



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This document encompasses a Welfare Policy for all members of Triathlon Scotland

## 1. Introduction

Welcome to this Triathlon Scotland Welfare Policy. Children and young people have a lot to gain from sport and children's natural sense of fun and spontaneity can blossom in a positive environment. Sport provides excellent opportunities for everyone to learn new skills, build confidence, self-esteem and maximise their potential.

The welfare of children, young people and vulnerable adults is everyone's responsibility - especially when it comes to protecting people from abuse. Children and young people are the future of our sport and by encouraging and safeguarding them we invest in the development of triathlon for years to come.

It is the policy of Triathlon Scotland to ensure that every child, young person and vulnerable adult who takes part in the sport of triathlon should be able to participate in an enjoyable and safe environment. In addition, they should be protected from neglect, bullying, physical, emotional and sexual abuse.

## 2. Definitions and Key Principles

For the purpose of this policy Triathlon Scotland uses the following definitions:

**Definition of a Child:** For the purposes of this policy a child is defined as anyone less than 18 years of age.

### Key Principles:

- The child's welfare is the first consideration.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

### 3. Roles and Responsibilities

Triathlon Scotland is fully committed to safeguarding and protecting all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people, each with a role to ensure the safeguarding of children in their care.

#### Triathlon Scotland will:

- Appoint a Triathlon Scotland Welfare Officer to manage and implement the Triathlon Scotland Welfare Policy.
- Respect and promote the rights, wishes and feelings of children, promoting and implementing appropriate procedures to safeguard the well-being of children, protecting them from abuse and ensuring all children who take part in triathlon do so in a fun and safe environment.
- Take all reasonable, practical steps to protect children from harm, discrimination, degrading treatment and respect their rights, feelings and wishes.
- Implement policies and procedures that protect children from potential abuse and minimise the risks of false allegations against employees / volunteers.
- Take all suspicions and allegations of poor practice, misconduct or abuse seriously, responding swiftly and appropriately in accordance with the disciplinary procedures and implement suspension, disciplinary and appeals procedures as suitable.
- Require all affiliated clubs to adopt and adhere to Triathlon Scotland's Welfare Policy, which clearly states what is required of them.
- Recruit, train, support, guide and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Ensure all employees & volunteers are carefully selected, informed about their responsibilities, provided with guidance and training in good practice and child protection and required to adopt and adhere to this Welfare Policy and relevant Code of Conduct.
- Ensure everyone knows their responsibilities and works together: parents, triathletes, coaches, officials, managers and volunteers.
- Promote that it is everyone's responsibility to report concerns about abuse and the duty of statutory bodies (Police and Social Services) to investigate where appropriate.
- Ensure all personal data will be processed in line with the requirements of the current Data Protection Act and the Volunteer Scotland Disclosure Services Code of Practice.
- Actively work with partners such as Children 1<sup>st</sup> for planning, training and monitoring of Triathlon Scotland's arrangements for the protection of children.
- Regularly monitor and evaluate the implementation of this policy and these procedures
- Maintain confidential records of all complaints, concerns and sanctions against clubs and members.

- Maintain registration with VSDS as an Intermediary Body to facilitate a PVG service on behalf of clubs to prevent unsuitable people from working in the sport.
- Make referrals to the Children's List as appropriate
- Include child protection in coach education and development programmes and require staff and volunteers working with children to attend the following workshops as appropriate, signposting their local courses:
  - Safeguarding and Protecting Children Workshop
  - In Safe Hands Workshop

**Triathlon Scotland affiliated clubs will:**

- Adhere to the guidelines and procedures contained within this policy
- Adopt the Club Welfare Statement (Appendix 1)
- Appoint a Welfare Officer in accordance with Triathlon Scotland requirements for club affiliation
- Implement any recommendations from Triathlon Scotland
- Maintain confidentiality of any alleged child protection issues that arise
- Accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- Safely recruit club volunteers / staff in accordance with the Club Recruitment & Selection Policy (Appendix 2)
- Be prepared to challenge and alter bad practice
- Ensure the club Welfare Officer attends In Safe Hands training every 3 years
- Ensure all coaches and technical officials in the club attend a Safeguarding and Protecting Children workshop every 3 years and encourage all others working with children in the club to attend a Safeguarding & Protecting Children workshop

**The club welfare officer will:**

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of this Policy and relevant Code(s) of Conduct
- Conduct the administrative work associated with processing of information on volunteers / staff, i.e. PVG Scheme Applications and Self Declaration Forms (Appendix 3), volunteer / staff training records, ensuring confidentiality
- Attend In Safe Hands training and ensure this is kept up to date by attending refresher training every 3 years.
- Ensure all club volunteers / staff attend the required training and circulate details of training opportunities to those in the club who require to attend this training

- Raise awareness of child protection policies and procedures amongst all involved with the club, including staff / volunteers, athletes, children and parents / carers ensuring all follow the agreed club procedures for child protection and the prevention of risk
- Act as the contact person on matters relating to Child Protection at the Club and counsel / advise the club on matters of policy relating to child protection
- Ensure all incidents are correctly recorded and reported in accordance with Triathlon Scotland policy and procedures

## 4. Monitoring

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Triathlon Scotland.
- Following any issues or concerns raised about the protection of children within Triathlon Scotland.
- In all other circumstances at least every two years.

Triathlon Scotland will monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy.
- Internal reviews with the support of Children 1<sup>st</sup>.

## 5. Definitions of Abuse

“Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.”

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely:

1. Emotional abuse
2. Physical injury
3. Neglect
4. Sexual abuse

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. Appendix 4 details these definitions and shows the different ways in which abuse may be experienced by a child but those examples are not exhaustive, as

the individual circumstances of abuse will vary from child to child. (All definitions taken from 'National Guidance for Child Protection in Scotland 2014)

### **Key Point: Identifying Child Abuse**

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

## **Children and Young People with a Learning or Physical Disability**

Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.
- Possible failures to recognise the impact of abuse on children with disabilities.

Particular care should be taken by all staff and volunteers when with working with children affected by disability.

## **6. Bullying**

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Some of the signs which may raise concerns about bullying include:

- Hesitance or reluctance to attend training or activity
- Reluctance to go to certain places or work with a certain individual
- Bruising or other injuries

- Becoming nervous and withdrawn
- Clothing or personal possessions go missing or get damaged
- Often the last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- 'losing' pocket money repeatedly
- Suddenly prone to lashing out at people, either physically or verbally, when normally quiet

Bullying is a significant issue for children and has been the main reason for calls to Child Line for the last eight consecutive years. When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' - behaviour can be changed with help and support.

For guidelines and recommendations on identifying and managing bullying please refer to Appendix 5.

## **7. Promoting Good Practice / Adhering to Codes of Conduct**

By promoting good practice throughout the club and in the wider context of the sport, it is possible to reduce situations for the abuse of children. Clubs should have a policy that ensures children are protected and kept safe from harm, everyone should know what to do if there are concerns about possible abuse, where the policies are kept and who to go to for guidance on how to act on any concerns they may have.

Triathlon Scotland has a lead Welfare Officer who will promote good practice throughout the sport and clubs. Clubs should all appoint a Club Welfare Officer who will promote good practice throughout the club and ensure everyone is aware of their responsibilities. This role may include leading by example, organising simple training briefings, using leaflets and posters in areas used by the club and ensuring all club members are aware of child protection procedures.

Furthermore, it is the Club Welfare Officer's responsibility to ensure that all club volunteers are recruited in line with the Club Recruitment & Selection Policy for Staff & Volunteers (Appendix 2).

Other recommended good practices are detailed further in the Triathlon Scotland Good Practice Guide available on the Triathlon Scotland website.

Triathlon Scotland issues codes of conduct for staff, squads, coaches, technical officials, volunteers, and parent/carers. These are based on adherence to the principles of good practice and are a requirement for all those working, coaching, officiating and volunteering in our sport.

The staff Code of Conduct can be found in the Triathlon Scotland Staff Handbook and will be issued to all new staff and reviewed with existing staff as required.

The Code of Conduct for Coaches can be found in the Policy Documents section of the Triathlon Scotland website.

The Code of Conduct for Technical Officials can be found in the Policy Documents section of the Triathlon Scotland website.

The Codes of Conduct for Parents/Carers, Athletes and Volunteers can be found in the Policy Documents section of the Triathlon Scotland website.

## **8. First Aid / Injury Procedure**

If someone requires first aid or medical attention whilst in your care in your capacity as a Triathlon Scotland member, good practice guidelines as detailed in the Triathlon Scotland Good Practice Guide should be followed and an Incident Reporting Form available on the Triathlon Scotland website must be completed.

Only those with current recognised First Aid Qualifications should respond to any injuries.

## **9. Travel and Activities Away from Home**

When travelling away from home, always plan and prepare a detailed programme of events and activities and ensure that copies are available for other members and parents. It is also recommended that clubs travel with a full address/contact list, parental consent forms (where required), which would include contact telephone numbers for all children travelling with the group, signed medical consent forms and code of conduct forms for each child. Information about special dietary requirements, allergies, medication, etc. should also be collated and taken with the team to ensure Team Managers / Coaches / Staff travelling with the group can act appropriately in the event of an emergency.

Furthermore, the following best practices should be adhered to:

- Ensure all vehicles are correctly insured (Fully comprehensive)
- All reasonable safety measures are taken, e.g. children in the back seat with seatbelts worn.
- Where possible ensure that a male and female accompany mixed groups. These adults should be safely recruited in line with the Triathlon Scotland's Club Recruitment & Selection Policy for Staff & Volunteers (Appendix 2) and should be familiar with and agree to abide by Triathlon Scotland's Welfare Policy and relevant Code of Conduct.

## **10. Communications Technology**

Sports websites, publications and social media sites provide excellent opportunities to broadcast achievements and provide a showcase for the sport and its related activities. However, in some cases, displaying certain images and information about children could put them at risk. The following procedures should therefore be followed to ensure that neither Triathlon Scotland nor affiliated clubs place children at risk:

- Personal information enabling the identification of a child should never be published, e.g. full name, address, email and telephone number.
- Contact information should always be directed to Triathlon Scotland or the club.

- Before publishing any image or video, written consent should be obtained from the parents and the athlete. Any changes or subsequent use of the material should have subsequent consent.
- The content of any image must not depict the athlete in a provocative pose or state of partial undress, other than during a sporting activity.
- Other attire such as a tracksuit may be more appropriate.
- Details of specific children's events or meetings should not be published other than those directly concerned.
- Great care must be taken when considering publication of images of children considered especially vulnerable, e.g. those who are the subject of child protection issues, custody disputes, physical, learning or communication difficulties as they could be particularly at risk of abuse.

Technology advances extremely quickly, meaning ways in which we communicate, receive and absorb information are changing all the time. This provides a great opportunity for organisations and clubs to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children by adults with wrongful/questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults, risks involved include:

- their communication with children being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

Whether your organisation/club is considering setting up a social networking page or using email or text to inform young people about club activities, be aware that the following guidelines should be met:

- Where possible try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone / smart phone / internet / mobile data / etc.
- That the need for the technology is clearly identified and its use is specific
- That written permission is sought from parents/carers for all children under 18 years.
- That it is the organisation/club who is communicating the information - one-to-one interaction is strongly discouraged
- Children and young people should be made aware of information on how to keep themselves safe - the Internet Matters website <http://www.internetmatters.org/> This site provides user friendly, up to date practical guidance on a range of technology related issues.
- Children and young people should be made aware of who to report any concerns to in the club and at Triathlon Scotland
- All concerns about the inappropriate use of technology should be reported using Triathlon Scotland's Reporting Procedures (see section 12) and all reports will be dealt with in line with Triathlon Scotland's Complaints Policy and Disciplinary Rules and Procedures. This may include concerns being reported to the police.

Good practice guidance on the safe and responsible use of the following methods of communications technology is detailed in below:

- Text Messaging & Email
- Internet
- Social Networking sites
- Internet Forums
- Mobile Phone Cameras/Videos

### **Text/Email**

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child's behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses by the Child Protection Officer)
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

## Internet

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

### *Permission*

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child. Use of Images and Information
- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Clubs. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

### *Concerns*

- Any concerns or enquiries about publications or the internet should be reported to the Club Welfare Officer.

### **Social Networking Sites**

The following is recommended if the organisation decides to allow mutual access between it and its members (including children):

#### *Permission*

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the Club Rules or Code of Conduct.
- Set up a Club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the Club profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).

### *Concerns*

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff/Volunteer.

### **Internet Forums**

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored and any offending comments removed. A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities - even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

### **Mobile Phones / Cameras / Videos**

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor. The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing

rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

## **Photography and Video Use**

Photos and video clips can be used to celebrate achievements, promote your activities and let people know that bit more about your team, club or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm. Some sports take place in areas where organisers have little or no control over the environment such as open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

There is evidence that some individuals have used sports events as an opportunity to take inappropriate photographs or film footage. The purpose of these guidelines is therefore not to prevent bona fide persons from taking footage for performance development reasons or for the recording of personal achievement, but to ensure that everyone taking part in triathlon is protected from the misuse of opportunities to take or manipulate photography and video footage in a way that harms them or places them at risk of harm.

In many cases triathlon and multisport activity takes place in areas where organisers have little or no control over the environment, such as bodies of open water or public spaces where there is a right of access for the general public. In these circumstances, all reasonable steps should be taken to promote the safe use of photography and video and respond to any concerns raised.

### *Scope*

- Triathlon Scotland will take all reasonable steps to promote the safe use of photography and filming at all events and activities with which it is associated. However, Triathlon Scotland has no power to prevent individuals photographing or filming in public places.
- Triathlon Scotland reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- Triathlon Scotland has produced a Club Photographic & Video Policy for clubs to adopt (Appendix 6).

### *Notification*

- Parents, carers and children will be informed that they may, from time to time, be photographed or filmed whilst participating in triathlon. This could be for one of the following reasons:
  - Video footage for performance development
  - Media coverage of an event or achievement
  - Promotional purposes, e.g. website, social media or publication
- Materials promoting events will state, where relevant, that photography and filming will take place and the right to refuse permission to be photographed will be provided and “Do Not Photograph” wristbands will be provided.

- Those who have sought and obtained permission to photograph or film will be formally identifiable, e.g. a badge or sticker will be issued after production of the letter of approval and identification (see Appendix 7 for permission forms).
- Information about what to do if concerned about photographing and filming will be available to all race organisers
- Registration of intention to photograph will be required on the day. This enables the tracking of the equipment and operator should concerns arise in the future.

### *Permission*

- Parents and carers will be offered the opportunity to withhold their permission for photographing and filming. Where permission is withheld, their children will be given appropriate identification to ensure that are not photographed or filmed. In the absence of any expressed objection, parental agreement will be assumed.
- Special care must be taken in relation to vulnerable children, e.g. a child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the young child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- Triathlon Scotland will do everything reasonable in the individual circumstances to give effect to the wishes of parents, carers and children. All actions by Triathlon Scotland will be based on the best interests of the child.

### *Use of Images and Information*

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Triathlon Scotland guidelines, where this is within the control of Triathlon Scotland.
- Triathlon Scotland will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

## Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or the Triathlon Scotland Welfare Officer.
- Where appropriate, concerns should also be reported to the police.

## 11. Equity

Triathlon Scotland is fully committed to the principles of equality and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of age, gender (including transgender status), disability, race, ethnic origin, nationality, colour, marital or civil partnership status, caring responsibilities, pregnancy, religion/belief, class or social background, or sexual preference.

Triathlon Scotland regards discrimination, harassment, bullying, victimisation, intimidation or abuse as serious misconduct. Any member who discriminates against, harasses, bullies, victimises, intimidates or abuses any other person will be liable to action under Triathlon Scotland's Complaints and Disciplinary Procedure. Any employee who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under the Company's disciplinary procedure. Further information on equity can be found in the Triathlon Scotland's Equity Policy.

## 12. Responding to Concerns

It takes considerable courage for a child or adult to disclose abuse therefore disclosures need to be handled very carefully and sensitively to avoid causing further distress. Robust procedures are in place to help, reassure, support and safeguard those involved and ensure appropriate action is taken.

The following procedures for responding to a concern apply to all Triathlon Scotland staff and volunteers and have been summarised in the Flowchart in Appendix 8.

Concerns about the General Welfare of a child (NOT involving concerns about child abuse)

Triathlon Scotland is committed to working with parents/carers whenever there are concerns about a child and emphasise that parents/carers have the primary responsibility for the safety and well-being of their children.

Where there is a concern about a child that does not involve the possibility of abuse, concerns should be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Incident Reporting Form (Appendix 9) and reported to Triathlon Scotland. Parents/carers should also be informed of the circumstances as soon as possible where appropriate.

Advice should be sought from Triathlon Scotland if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

## What to Do if a Child Tells You about Abuse

It is not the responsibility of anyone in Triathlon Scotland to identify or investigate abuse but it is their responsibility to report concerns.

Children are most frequently abused by adults they know and trust and offenses often take place in the home of the victim or offender. A disclosure will usually be made to a trusted adult and the following guidelines serve to support those who are confided in by a child.

It is important that all allegations of abuse are taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

### *Respond*

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Avoid projecting your own reactions onto the child and be aware of your body language, facial expression and voice pitch and tone.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

### *Avoid*

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.

- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.
- Writing things down while still with the child.

If you are concerned about the immediate safety of the child:

Take whatever action is required to ensure the child's immediate safety.

Pass the information immediately to the police and seek their advice.

### *Record*

Having listened to the child, make a written record of the information as soon as possible using the Incident Report Form. This will help the police and social workers decide what action to take next and should include the following:

- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said using the child's own words.
- The child's views on the situation.

If you are making an electronic document, then do not save it to the hard drive or external storage devices. Print, date and sign then delete. Pass this record to social work services or the police and to Triathlon Scotland within 24 hours.

## *Share*

All concerns and allegations must be reported in one of the following ways:

- If you are part of a club, inform the Club Welfare Officer who will refer the matter to Triathlon Scotland's Welfare Officer who will act on the allegation as detailed in the Disciplinary Rules and Procedures.
- If you are working within a school (curricular or extra-curricular activities), inform the head teacher.
- If you are working in a Local Authority, you should inform the facility manager or the local authority sports development officer.
- In any other situation or if the designated person is not available, the concern is about that person, or if no action is taken then you should make direct contact with Triathlon Scotland's Welfare Officer.
- Should the concern involve the Triathlon Scotland Welfare Officer, it should be reported to the Director for Equality and Welfare.

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.

Where there is uncertainty about what to do with the information, Triathlon Scotland must firstly be consulted for advice on the appropriate course of action.

If Triathlon Scotland is unavailable or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

## *Responding to Concerns*

Triathlon Scotland takes all allegations seriously and aims to deal with all concerns in a timely and appropriate manner in accordance with our Disciplinary Rules and Procedures.

While the Triathlon Scotland Welfare Officer and Club Welfare Officers will have received training, they are not child protection experts and it is not their responsibility to determine if abuse has taken place. That responsibility rests with the statutory agencies and if there is any doubt an incident may be more than poor practice, it should be referred to Police and Social Work for their advice.

Contact numbers for your local area social work are available on the With Scotland website (<http://withscotland.org/public>), which you can link through to from the Child Protection and Welfare pages of the Triathlon Scotland website (<http://www.triathlonscotland.org/clubs/welfare-and-child-protection/>).

There are numerous other agencies providing advice, including Safeguarding in Sport, Childline, Parentline, etc. Links to all these organisations are also available on the Triathlon Scotland website.

The police also have specially trained child protection personnel to give guidance and advice, deal with concerns sensitively and effectively. If there is any possibility of a criminal offence having been committed, they will automatically become involved.

### *Interim Suspension*

Where allegations concern a member of staff or Triathlon Scotland member, the individual concerned may be suspended while an investigation is carried out. This will be carried out in accordance with the Triathlon Scotland Disciplinary Rules and Procedures. Notification of the suspension and the reasons for it will be conveyed in writing and includes any Triathlon Scotland event and qualifications as well as any official duties.

If Disclosure Scotland notify Triathlon Scotland that a member of staff or a volunteer is under consideration for listing, that individual will be provisionally suspended as a precaution until the outcome of the case is determined. The Triathlon Scotland Disciplinary Rules and Procedures may also be relevant here.

Irrespective of the outcome of a Police or Social Work investigation, the Triathlon Scotland Welfare Officer will make a report to the Triathlon Scotland Board of Directors who will determine whether the person will be reinstated and how this should be managed sensitively. This decision must be made on the information available and, at all times, the welfare of the child is paramount.

If the Triathlon Scotland Welfare Officer is the subject of the allegation, then a report must be made to the Director for Equality and Welfare who will then be responsible for handling further action.

### **Managing Allegations of Historical Abuse**

Allegations of abuse may be made some time after the event, for example by an adult who claims to have been abused as a child by a member who is still currently working with children. Where such an allegation is made the same procedure is followed as other children within or outside triathlon may still be at risk from this person.

Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children. If Disclosure Scotland informs Triathlon Scotland that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

It is the duty of all Triathlon Scotland members to report a charge or conviction involving children. Similarly, it is the duty of Triathlon Scotland to refer to Disclosure Scotland the case of any member who has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

**AND** as a result:

- Triathlon Scotland has dismissed the member of staff or volunteer.
- the member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
- Triathlon Scotland has transferred the member of staff or volunteer to a position which is not regulated work with children.
- the member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
- the member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Triathlon Scotland will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by Triathlon Scotland
- resigned, retired or been made redundant,
- been transferred to another position in Triathlon Scotland which is not regulated work with children; and,
- where Triathlon Scotland receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.
- if Disclosure Scotland inform Triathlon Scotland that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

These steps will be taken in accordance with the Triathlon Scotland Disciplinary Rules and Procedures, which details the Appeals Procedure should the member in question wish to appeal.

### **13. Review of the Management of Concerns**

Reviewing how concerns have been managed is an important part of practice. It provides an opportunity to:

1. Explore if policies and procedures were followed.
2. Establish whether appropriate action was taken.
3. Identify if any changes are required to improve procedures.
4. Identify whether individuals may require support in the aftermath of an incident.
5. Identify any training needs within the organisation.
6. Increase the confidence of those involved in the organisation by demonstrating an open and transparent approach.

Having to deal with concerns about child abuse, poor practice or misconduct is often difficult for those involved. While procedures and guidelines provide a structure of support, individuals often report feelings of isolation, worry and anxiety; for example,

*“I still worry if we did enough to keep the child safe”.*

*“I’m not sure reporting it to the police was the right thing to do”.*

*“I can’t help feeling there’s something else we could’ve done to prevent this from happening”.*

In these situations, Triathlon Scotland has a responsibility to offer support to those involved. Taking time to review how concerns were managed will, in most cases, provide reassurance about judgements made and action taken. This feedback is essential to develop confident and competent club and governing body child protection officers.

In a wider sense, reviewing the management of cases also provides an opportunity to identify specific areas of risk, trends or patterns within an organisation and across a sport. Identifying and sharing this information will help ensure that emerging policy is based on needs identified in practice and allow resources to be targeted more effectively.

## **Planning A Review**

### **1. Why?**

There may be more than one reason for reviewing a case or cases; for example:

- To examine the role of all staff/volunteers in responding to concerns identified about a child or coach.
- To establish whether the organisation’s procedures were followed and how effective they were in safeguarding the child.
- To establish how well the child and the staff/volunteers involved in the case were supported by Triathlon Scotland.
- To explore how well all the organisations involved in the case worked together.
- To establish whether there are lessons to be learned, what those lessons are and to make recommendations for future action.

The remit of any review will be set out at the start of the process to ensure the review remains focused and provide clarity to others about the process or intended outcomes.

### **2. Who?**

Any review will be carried out by a panel comprising of three members of the Triathlon Scotland Board who have the necessary skills, knowledge and understanding of child protection.

Other organisations involved in the case may be invited to contribute. This may include police or social work.

Where appropriate the child and/or parents/carers may be involved, when they are involved they should be kept informed of the progress of the review and findings should be shared with them.

**Where someone independent is involved, it is important to ensure there is agreement about confidentiality.**

### **3. When?**

A review will be carried out at the conclusion of any case dealt with through the Triathlon Scotland procedures for Responding to Concerns about a Child or Responding to Concerns about the Conduct of a Staff Member or Volunteer.

Clearly a full review of a case subject to criminal investigation by the police, a child protection investigation by police and social work, or legal proceedings will only be possible at the conclusion of the investigation or legal proceedings. However, a review should be held as soon as possible to ensure that any lessons learned are acted upon timeously.

#### **4. How?**

A review will be carried out within three months of any case concluding ensuring that police and/or social workers have completed any investigations and that there are no outstanding legal proceedings.

The review process will be informed by the reasons for reviewing, which will probably reflect the complexity of the incident.

The main source of information is likely to be the form for recording concerns (Significant Incident Form). This form may provide all the information required. In cases where these forms have not been completed or the quality of the information is poor, it may be necessary to speak to the people involved to get more details.

It's important to consider and acknowledge how people might be feeling about the incident itself and the possible impact of a review. People may feel their actions are being called into question or scrutinised, which could leave them feeling anxious or threatened. Where the reviewer intends to speak to those involved, they should plan how they will introduce the review, explain the purpose of it and how they will deal with any reactions or questions from those involved; for example:

“I've been asked by Triathlon Scotland to review how the organisation dealt with the concerns about X. This review will consider how procedures were followed and whether appropriate action was taken to protect those involved. I understand that you were involved in this case and would like to talk to you about it. This will give you an opportunity to tell me about your experience and make any suggestions for improving things in the future.”

#### **5. Recording and Reporting the Findings**

The review panel should make a record of the review and its findings. This doesn't necessarily need to be a lengthy report, although a full report may be appropriate in certain circumstances.

Generally, any record of a review should contain the following information:

- The source of the concern.
- The nature of the concern.
- A chronology of events, individuals and organisations involved.
- Action taken.
- An analysis of the key issues or matters linked to the aims of the review.
- Any other relevant points or observations.
- Lessons to be learned and changes to be made.
- Recommendations.

## **14. Endorsement**

This policy was approved by the Triathlon Scotland Executive Board in December 2016.

## Appendix 1

***INSERT CLUB LOGO HERE***

### ***INSERT CLUB NAME HERE*** **Welfare Statement**

*(Please note the information should be changed to represent your club)*

***INSERT CLUB NAME HERE*** believe that everyone who participates in our club is entitled to do so in an enjoyable and safe environment. The welfare of our athletes is paramount. For this reason, we take welfare very seriously. We believe that everyone (including any children and vulnerable adults) participating in our club is entitled to a duty of care and to be protected from abuse, maltreatment or misconduct. We also recognise that we have a responsibility to ensure the highest standards possible in relation to welfare.

To meet our welfare responsibilities, we will:

- Respect and promote the rights, wishes and feelings of people taking part in our club.
- Require our coaches, members and volunteers to abide by Triathlon Scotland's Welfare Policy and procedures and associated Codes of Conduct.
- Promote and implement appropriate policies and procedures to provide a duty of care for all people (including any children and vulnerable adults) within the club, to safeguard their well-being and protect them from abuse.
- Ensure our nominated welfare officer is up to date with the latest good practice training and guidance in relation to welfare issues.
- Follow good practice guidance in relation to recruitment, selection, training of our coaches, officials and volunteers.
- Regularly monitor and evaluate the effectiveness of our approach to welfare.
- Respond appropriately to any allegations of misconduct or abuse of any children and / or vulnerable adults in our club in line with our policy and procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

## Appendix 2

### Club Recruitment & Selection Policy For Staff and Volunteers

#### General Information

All triathlon clubs have a variety of volunteers / staff who assist with the overall running of the Club. Whilst it is vital to keep the issues of Child Protection in proportion, Triathlon Scotland would like every Club to adopt some basic procedures that will help safeguard all concerned.

#### The Recruitment and Selection of Volunteers, Coaches & Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

##### **i. Interviews**

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process. Employment Law governs recruitment processes for paid positions.

##### **ii. Self Declaration**

The completion of a self-declaration form which shows past involvement in sport, details of referees, and disclosure of criminal convictions and investigations. A simple self-declaration form is provided in this policy (see Appendix 6). Once completed the forms should be sent direct to the Lead Welfare Officer at Triathlon Scotland marked Private and Confidential. Triathlon Scotland will then check the form, check references and will inform you of any concerns and the final outcome. Triathlon Scotland will then retain the form in a secure storage area in accordance with the Data Protection Policy.

##### **iii. Referees**

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

##### **iv. Disclosure/PVG Scheme Membership**

A PVG Scheme application will be made for all regulatory positions involved in your club (working with children). Application forms are available from Triathlon Scotland, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children - based on the information presented and from other parts of the recruitment process. Clubs have overall responsibility to establish the suitability of candidates based on a full recruitment procedure however this is fully supported by Triathlon Scotland. These checks are FREE to volunteers, £59.00 for full scheme membership applications, and £18.00 for a scheme update for paid positions.

**v. Induction**

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements. A period of probation is advisable. Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a PVG Application.

## Appendix 3

### Self Declaration Form

Triathlon Scotland and its member clubs are committed to athlete welfare and has a duty to ensure the suitability of any individual applying to do regulated work (paid or voluntary). Therefore, before you can be appointed, even to an unpaid position within your club, Triathlon Scotland must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member or (gain an update to your PVG record if already a member of the scheme) and to make a self declaration of any relevant convictions or investigations.

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

Position in club (e.g. coach, parent helper, etc.): \_\_\_\_\_

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'.

**Details of Schedule A1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorule1website10September2015.pdf>

Information provided is confidential. It will be managed according to our data protection policy and will not be shared outside of Triathlon Scotland officials responsible for making safe appointment decisions.

#### Personal Details

Title:		Email:	
Full Name:		Telephone No.:	
Address:			
Post Code:			

#### Role Details

Role being applied/volunteered for:	
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**Section 1 - Unspent Convictions and Cautions (must be disclosed)**

a) Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.

b) Please outline the circumstances that led to your offence(s).

c) Please give details of the sentence imposed and how it was completed (for example paid fine as required) include information on conditions attached to your probation/community service/supervised attendance order.

## Section 2 - Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm?	YES/NO
If YES, please give details:	

## Section 3 - Relevant non-conviction information (including any police information)

a) Please give details of any investigations and outline the reasons and circumstances and disposal if known*.	
*Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.	
Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children?	YES/NO
If YES, please give details:	

#### **Section 4 - Other relevant information**

Please give details of any other relevant information which you think we should be aware of when considering your application:

## Section 5 - Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under section 14 of the PVG Act).
  - Included in the PVG Children's List (and, by default, the Independent Safeguarding Authority Children's List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12 of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with children is assessed.

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

\*I am under 'consideration for listing'

\*(delete as appropriate)

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

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

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

## Section 6 - Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist **Triathlon Scotland** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform **Triathlon Scotland** if I am convicted of an offence while a member of staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I become considered for listing, I understand this will result in precautionary suspension.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

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

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

Please complete and return in a sealed envelope marked, 'Private and Confidential' to: Lead Welfare Officer, Triathlon Scotland, Gannochy Sports Centre, University of Stirling, Stirling, FK9 4LA

## Appendix 4

### TYPES OF ABUSE

#### Emotional Abuse

*“...is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.”*

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### *Examples of Emotional Abuse in Sport*

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to the child’s self-esteem.

Signs which **may** raise concerns about emotional abuse include:

- low self-esteem
- significant decline in concentration
- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

#### Physical Injury

*“...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.”*

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

#### *Examples of Physical Abuse in Sport*

Bodily harm that may be caused by:

- over training or dangerous training of athletes
- over playing an athlete
- failure to do a risk assessment of physical limits or pre-existing medical conditions
- administering, condoning or failure to intervene in drug use

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly recurrent

## Neglect

*“...is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child’s basic emotional needs.”*

Neglect may also result in the child being diagnosed as suffering from ‘non-organic failure to thrive’, where they have significantly failed to reach normal weight and growth of development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

### **Examples of Physical Neglect in Sport**

- exposing a child to extreme weather conditions e.g. heat and cold
- failing to seek medical attention for injuries
- exposing a child to risk of injury through the use of unsafe equipment
- exposing a child to a hazardous environment without a proper risk assessment
- failing to provide adequate nutrition and water

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

## Sexual Abuse

*“...is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what*

*is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways”.*

Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

### **Examples of Sexual Abuse in Sport**

- exposure to sexually explicit inappropriate language or jokes
- showing a child pornographic material or using a child to produce such material
- inappropriate touching
- sexual intercourse and/or sexual activity with a child under 16

The following signs **may** raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation - being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- girls taking over the mothering role
- school problems e.g. falling standards, truancy
- reluctance or refusal to participate in physical activity or to change clothes for games
- low self-esteem
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- eating disorders
- unusual interest in the genitals of adults, children or animals
- anxiety, depression, self-harm/mutilation, suicide attempts
- bruises, scratches, bite marks to the thighs or genital areas
- pregnancy
- discomfort/difficulty in walking or sitting
- fear of medical examinations
- urinary tract problems, vaginal infections or genital damage
- genital odour, venereal /sexually transmitted diseases
- stained underwear, soiling or wetting
- itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- fear of bathrooms, showers, closed doors
- abnormal sexual drawings
- having irrational fears
- developmental regression/acting younger than their age
- psychosomatic factors e.g. recurrent abdominal or headache pain
- “Grooming” including over the internet.

## Appendix 5

### Guidelines for Identifying and Managing Bullying

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

#### *Examples of Bullying*

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- Parents who push too hard, coaches with a win at all costs mentality, a triathlete who intimidates inappropriately or an official who places unfair pressure on a person.
- Cyberbullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.
- Prejudiced based - singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be

#### **Identifying Bullying**

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behaviour.

If a child:

- Hesitates to come to training sessions
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when the other children think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become damaged.

- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' - behaviour can be changed with help and support.

### **Action to help children and young people on the receiving end of bullying behaviour:**

- Cultivate an ethos where there's an anti-bullying culture - it is especially important that adults are good role models for children and young people.
- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

### **Support for children and young people involved in bullying behaviour:**

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre - will telling the parents/carers result in more problems for the young person?

- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

### **What can Triathlon Scotland, its clubs and members do?**

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for children and young people.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is also important to ask for help and support if you need it to deal with a bullying incident. ChildLine, ParentLine Scotland and [www.respectme.org.uk](http://www.respectme.org.uk) are useful contacts to know.

## Appendix 6

***INSERT CLUB LOGO HERE***

***INSERT CLUB NAME HERE***

### **Club Photographic & Video Policy**

(Please note the information should be changed to represent your club.)

#### **Notification**

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in triathlon. This could be for one of the following reasons:
  - Video footage for performance development.
  - Media coverage of an event or achievement.
  - Promotional purposes e.g. website or publication.
- In order for photographing / filming to take place the following forms will need to be completed and submitted to the club:
  - Photography and Video Consent Form
  - Request for the use of Camera and Video Equipment
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued.
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day (Request for Permission to Use Camera & Video Equipment). This enables tracking of the equipment and operator should concerns arise in the future.

#### **Use of Images & Information**

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with **[Club name]** Welfare Policy, where this is within the control of **[Club name]**.

- **[Club name]** will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.
- We would request that the triathlete's modesty is protected at all times. To this end, athletes should only be photographed in swimwear during action or staged shots.

### Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day.
- Where appropriate concerns should also be reported to the police.

**APPLICATION FORMS for permission to photograph or video are available from:**

**Name:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**NB: It is the camera users own responsibility to be aware of facility Normal Operating Procedures. Permission from the club does not necessarily infer permission from facility owners / operators.**

## Appendix 7

### Request for Permission to Use Camera/Video Equipment

This form must be completed by individuals who would like permission to use camera or video equipment.

Name:	
Address:	
Postcode:	

Purpose of use:	
Venue:	
Event:	
Date:	
Equipment Type:	

**DECLARATION:**

I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that the athlete's modesty must be ensured at all times, and that I will only use pictures/films for the purpose stated above. I agree to follow the guidance for the use of images of young people as detailed within the Triathlon Scotland Welfare Policy.

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

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

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

## Photography & Video Consent Form

**INSERT CLUB NAME** will be photographing / videoing athletes during training sessions / competitions.

**INSERT CLUB NAME** will follow the guidance for the use of images of young people as detailed within the Triathlon Scotland Welfare Policy and will take steps to ensure these images are used solely for the purposes they are intended (as indicated below).

Please delete as appropriate below then complete and sign to give your consent for your child to be videoed / photographed.

**I do / do not give consent** for my child to be photographed

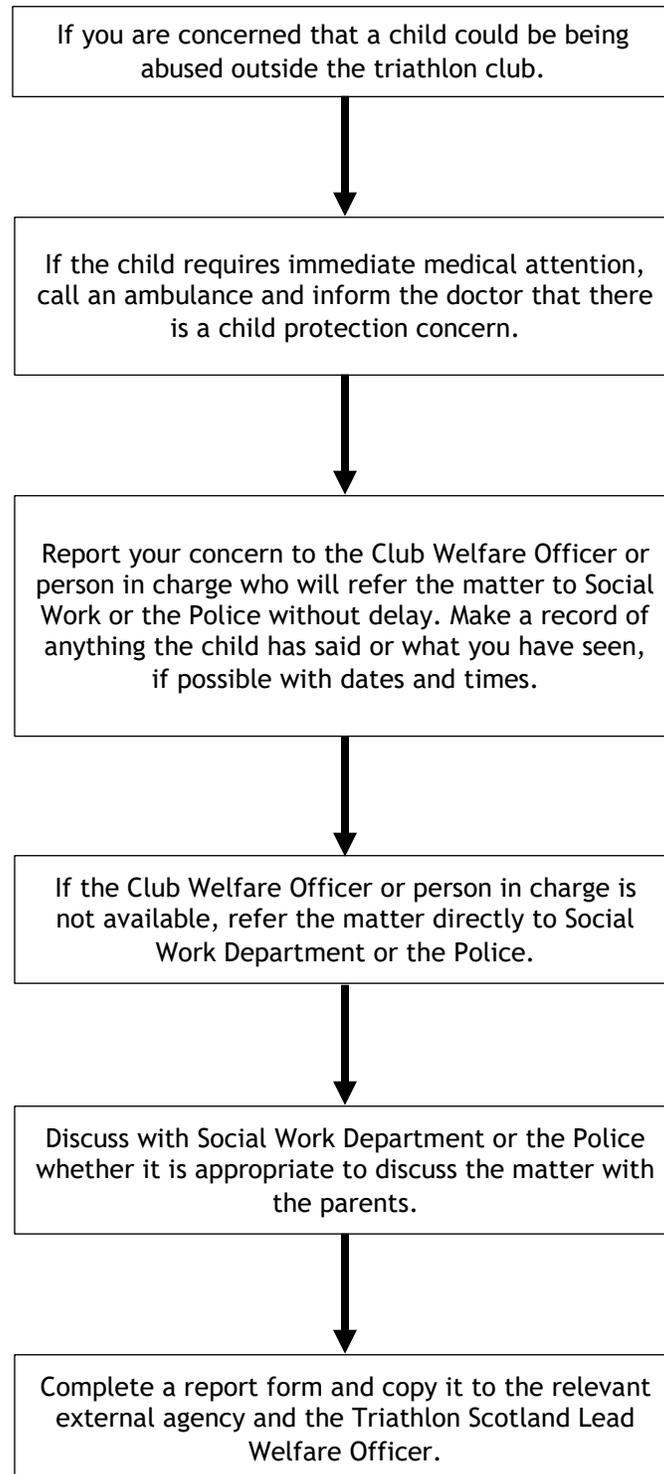
Purpose of use:	
Venue:	
Date(s):	

Childs Name: (please print)	
Parent / Guardian Name: (please print)	
Parent / Guardian Signature:	
Date:	

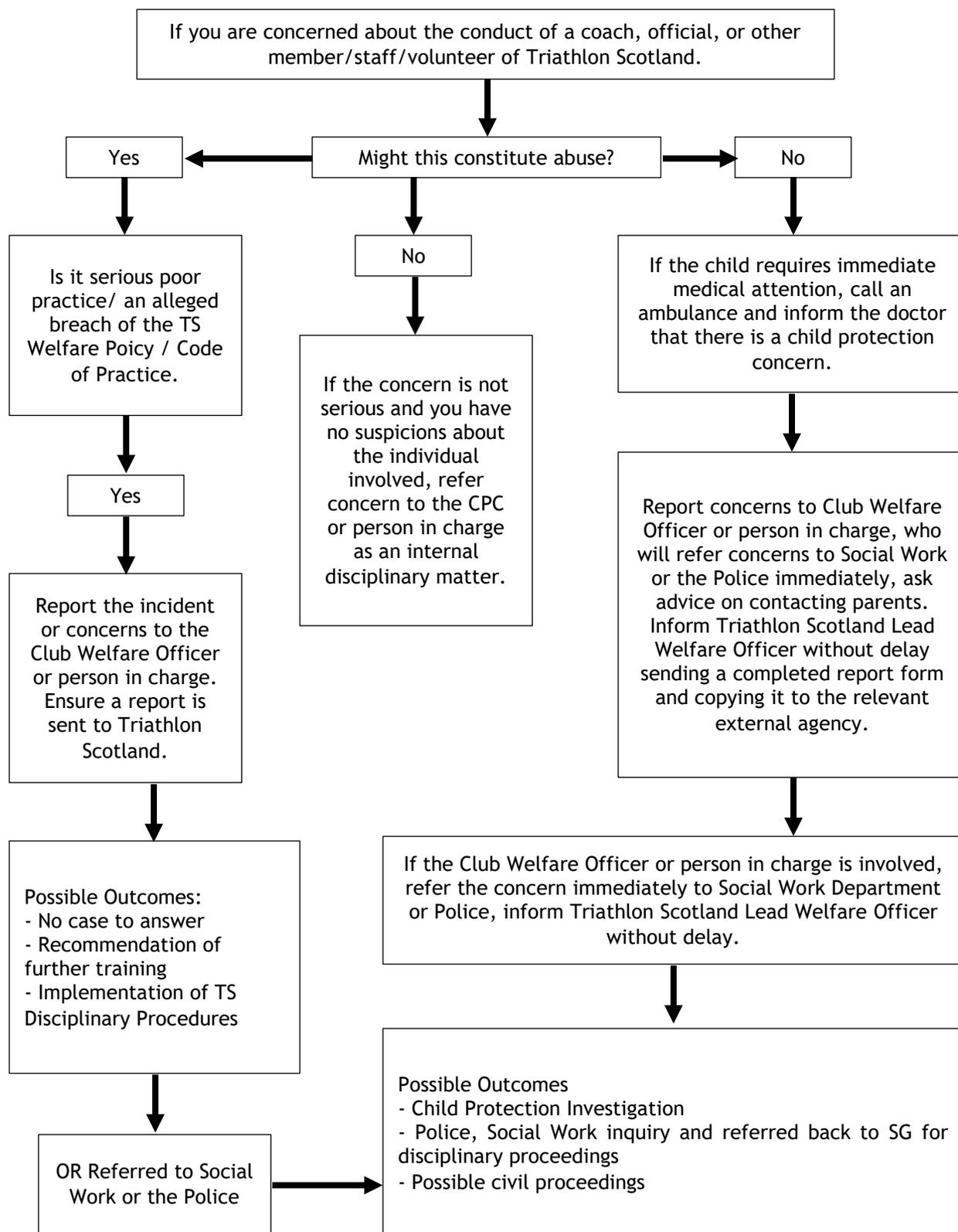
If you have any concerns regarding the nature of filming, please contact the Club/Triathlon Scotland Welfare Officer. If the video / photos are on the Club or Triathlon Scotland's website / social media sites and either the parent / guardian or the young person wished the data to be removed, please note 7 days' notice must be given, after which the data will be removed.

## Appendix 8

### Responding to Concerns About a Child's Welfare



## Responding to Concerns about the Conduct of a Member of Staff/Volunteer



## Appendix 9

### Incident Record Form (for issues of a Child Protection nature)

Your Name:	
Your Position:	
Child's Name:	
Child's Address:	
Post Code:	
Parents/Carers Names & Address:	
Child's Date of Birth:	
Any Special Requirements: (e.g. learning disability / 1 <sup>st</sup> language not English)	
Your Observations:	
Exactly what the child said (write in child's words) and what you said: (Remember, do not lead the child - record actual details Continue on separate sheet if necessary)	
Action taken so far and when:	

External agencies contacted:	
Police?  Yes/No	If Yes..... Date & Time: Name and Contact Number: Details of Advice Received:
Social Services?  Yes/No	If Yes..... Date & Time: Name and Contact Number: Details of Advice Received:
Triathlon Scotland?  Yes/No	If Yes..... Date & Time: Name and Contact Number: Details of Advice Received:
Local Authority?  Yes/No	If Yes..... Date & Time: Name and Contact Number: Details of Advice Received:
Children 1 <sup>st</sup> ?  Yes/No	If Yes..... Date & Time: Name and Contact Number: Details of Advice Received:
Signature:	
Print Name:	
Date:	

**A copy of this form should be sent to Social Services after any telephone report.**

**A copy of this form should also be sent to the Lead Welfare Officer at Triathlon Scotland within 48 hours of any incident.**

**Remember to maintain confidentiality on a need to know basis - do not discuss this incident with anyone other than those who need to know.**

## Appendix 10

# The Review of the Management of Concerns Procedure & Template

### Review Procedure

#### 1. Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.

Setting out the actual sequence of events will help the reviewer to understand what happened, when, and who was involved; for example:

23 April 2011	Child disclosed physical abuse to coach.
23 April 2011	Coach reported concern to club CPO.
24 April 2011	Club CPO reported incident to SGB CPO.
24 April 2011	SGB CPO sought advice from PC Smith, London Road Police Station, referral then made to the Family Protection Unit.

#### 2. Identify any issues or key questions relating to the aims of the review.

Having established the sequence of events the reviewer should then be able to answer the questions contained in the specific remit of the review.

If the reviewer considers that a child may still be at risk despite action taken during the case or as a result of the failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.

#### 3. Identify any other relevant points or observations.

The reviewer may identify issues which are worth exploring further. These may include:

##### *Procedures*

- Were the relevant procedures followed?
- If not, is there a reasonable explanation for this?
- Were the timescales appropriate?
- Do the current procedures provide adequate information about what to do in such a situation?
- If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?

##### *People*

- Were the right people involved?
- Were the views of the child/family obtained?
- Were those involved aware of the procedures?
- Had the people involved been trained on the procedures?
- Where appropriate, were external organisations involved; for example, the police or governing body of sport?

##### *Outcomes*

- Was the outcome appropriate in the case?

- If not, why not?
- Is there a need to take further action in this case; for example, referring the case to police/social work?

### *Recoding*

- Were records kept?
- Is the quality of the information recorded satisfactory?
- Can the forms be improved?

#### **4. Identify any lessons to be learned and what changes need to be made.**

#### **5. Make recommendations.**

Recommendations may include things like changes to procedures, forms and/or the provision of training. It may be helpful for the reviewer to prioritise the recommendations as appropriate; for example, essential, desirable or helpful.

### **Post Review**

#### **Responding to the Findings and Recommendations**

Having invested the time and effort in conducting a review, Triathlon Scotland should carefully consider how to respond to the findings and any recommendations. It must also consider how to advise/support any others on whose behalf it has conducted the review. Decisions on how to react to the recommendations should be taken by the appropriate board/management.

Where recommendations are to be followed, the management should identify the priorities, what action is required, who will take action and timescales for completion. This information must be clearly communicated to those involved. Management should follow up to check that action has in fact been taken.

If it is decided not to follow the recommendations, this decision and the reasons should be clearly recorded in management minutes.

#### **Applying the Learning in Practice**

Lessons learned and/or changes made to procedures or practice must be communicated to those who need to know so they can be put into practice. This can be achieved in a number of ways:

- a briefing note
- training session
- group email
- article in a Triathlon Scotland publication or website.

The best method will often be determined by the significance or nature of the information to be passed on. Like all other policies and procedures, these changes in practice should be subject to regular monitoring and review to ensure compliance.

#### **Sharing the Findings and Recommendations Internally and Externally**

There are benefits to sharing the outcomes of a review with others:

- It demonstrates that Triathlon Scotland is committed to continuous improvement.

- Other individuals and organisations may benefit from the lessons learned from Triathlon Scotland's experience.
- It can contribute to the wider understanding of child protection in sport and the ways in which practice and guidance can be enhanced.

**Remember that many of the details of the case will be confidential, so any information shared must be presented in a way that protects the anonymity and privacy of those involved.**

#### *Internally*

Identify those within Triathlon Scotland who should get feedback on the outcomes of the review. This will include the board/management/executive committee, the individuals involved in the case, and where appropriate, member clubs.

#### *Externally*

Triathlon Scotland should also consider whether there are other organisations or partners who would benefit from the review and its recommendations.

Depending on the circumstances of the case, there may be media interest in the outcome of the review. Triathlon Scotland should have a strategy in place to deal with any enquiries from the media.

## Review Template

Name of reviewer(s):	
Case reference:	If this record is going to be shared with others, the details of the case should be anonymised using a unique reference number or identifier.
Outstanding investigations and proceedings:	<p>If relevant to this case, have the following been concluded:</p> <ul style="list-style-type: none"> <li>• Police and social work child protection investigation? <b>Yes/No</b></li> <li>• A criminal investigation by the police? <b>Yes/No</b></li> <li>• Any related legal proceedings? <b>Yes/No</b></li> </ul> <p><b>If the answer to any of these questions is no, the review cannot proceed.</b></p>
Remit of review:	<p>List here in bullet point form the reasons for the review:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Timescales for completion:	This should be the dates when the review will begin and end with the reported findings.
How will the review be conducted?	<p>List here the methods to be used to conduct the review; for example:</p> <ul style="list-style-type: none"> <li>○ a review of all paper records</li> <li>○ telephone/face to face interviews with relevant individuals</li> <li>○ contact with other organisations involved as necessary.</li> </ul> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
Are there any special considerations or features in this case?	For example, this case was reported in the press, the child involved has a learning disability.
How will the findings and recommendations be reported?	
Who will the outcomes of the review be shared with?	List here all internal and external parties with whom information will be shared.
Is a media strategy required?	