

Triathlon Ireland Safe Recruitment Policy

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Introduction

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Triathlon Ireland (hereafter referred to as TI) and its clubs. The procedures following are produced to ensure all TI staff, relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This document will be reviewed on a regular basis.

These procedures were submitted and approved by the Safeguarding Committee. All previous procedures are superseded by this version with effect from *01/08/2017*.

Any issues arising from the transition between previous procedures and these shall be determined by the CEO, in consultation, where such issues are material, with the President.

This document may be amended from time to time by the Safeguarding Committee. The definitive text of this document in force from time to time is the version contained on the TI internal server under *Safeguarding Policies*. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied or downloaded.

Steps for Clubs

Clubs and event organisers must take all reasonable steps to ensure the volunteers at club sessions and races are suitable to work with juniors and/or vulnerable adults.

Safeguarding steps:

Volunteers who will be helping with juniors or vulnerable adults must complete the following steps:

1. [Garda Vetting or Access NI check.](#)
2. Attend a 3 hour Safeguard 1 course (Child protection in sport basic awareness course).
3. Sign and agree to abide by the TI code of conduct ([Form 8](#) or [Form 10](#)), providing references if they are new to the club (Form 8). This form is returned to the TI office where reference checks are carried out.

The code of conduct provides the foundation for expected and required behaviour of volunteers/coaches/leaders. It asks a series of declarative questions and asks that the applicant agree to abide by the TI code of conduct or be subject to disciplinary proceedings. By signing this the applicant also agrees to a potential review of their role in the future.

- Those volunteering in a club setting who have not undergone safeguarding procedures cannot begin their role until their vetting is returned and they have received an email from the National Children's Officer. This email states whether their vetting has been successful.
- Those helping as a once off at an event who have not undergone safeguarding procedures should be supervised by qualified volunteers nominated by the Children's Officer and should be given roles with minimal interaction with the competing junior athletes. Volunteers at events should be advised that when signing

in at the event they are agreeing to abide by the TI Code of Conduct which is displayed at the event.

- All volunteers should be advised of their specific role and what is expected of them as well as their rights as a volunteer as per the Volunteer Code of Conduct (below).
- Volunteers should feel comfortable to come forward if they are unhappy about anything regarding safety or safeguarding and feel supported by the club Children’s Officer.
- Volunteers should be informed of how and who to report to either in a club or event setting.
- The club Children’s officer should keep a database of volunteers in the club recording the date of their last vetting with TI, the date they attended the Safeguard 1 course and the date they signed the code of conduct for the year.

Triathlon Ireland Volunteers Code of Conduct.

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