

# Triathlon Ireland Safeguarding 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 operation 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 All previous procedures are superseded by this version with effect from *18/10/2017*.

**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.

## Safeguarding Statement

Triathlon Ireland is fully committed to safeguarding our young and vulnerable members and to ensuring our safeguarding practice, procedures and guidelines are robust and reflect statutory responsibilities, government guidance and comply with best practice, Sport Ireland and Sport Northern Ireland requirements. This policy recognises that the welfare and interests of children are paramount in all circumstances regardless of age, ability or disability, race, religion or belief, socio-economic background, sex or sexual orientation.

A Triathlon club which includes young and/or vulnerable people in its members is vulnerable to the occurrence of abuse and every individual in TI should at all times show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principals of the organization, our code of conduct and the guidelines contained in the Code of Ethics and Good Practice for Childrens Sport.

All expressions of concern, allegations or disclosures of abuse by any individual will be taken seriously and acted on appropriately. Triathlon Ireland has an effective recruitment and selection procedure for both fulltime staff and volunteers. All staff and volunteers are subject to vetting through the National Vetting Unit/Access NI, sign a code of conduct, providing references and undergo safeguarding training as per Sport Ireland/Sport NI requirements and current legislation.

TI is dedicated to creating a fun and safe environment for children and vulnerable adults through the implementation of structured frameworks around safeguarding and disseminating this information to clubs. TI recognizes that communication and education are key factors, as these frameworks and policies are mostly likely to be effectively implemented when there is an awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on.

Our priority is the welfare of our young and vulnerable members who should expect a child/athlete centered environment which will allow them to perform to the best of their ability free from bullying, intimidation and inappropriate behavior and allow them to grow and develop without the pressures of competitive standards or specialisation.

## Safeguarding Definitions

**Junior:** A junior is anyone under 18 years of age

**A vulnerable adult:** A person aged 18 or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail or have some form of illness. (BTF).

### Abuse

Abuse can be Physical, emotional or sexual abuse and neglect. Abuse of any kind or threat of such abuse is totally unacceptable.

The following guidelines are in place to protect both those who are vulnerable as well as the coaches and leaders working with them.

### Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with a disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

**Fair Play:** Fair play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 1993).

## Club Safeguarding Requirements

Clubs should use the following steps when setting up a junior section.

1. Appoint a Childrens' Officer and a Designated Liaison Person. The same person may cover both roles. The Children Officer must complete Safeguard 1 and Safeguard 2 courses. The Designated Liaison Person must attend Safeguard 1 and Safeguard 3 courses.
2. Vetting: Every person in the club who will be in continuous or regular contact with the juniors must undergo Garda Vetting or Access NI prior to beginning their role. This includes but is not limited to Childrens Officer, Designated Liaison Person, Coaches, TRI Leaders, helpers, drivers, marshals.
3. Code of Conduct: Every person in the club who will be in continuous or regular contact with the juniors must sign a TI Code of Conduct. Either a [Form 10](#) or [Form 8](#) depending on how long they have been in the club. These should be posted in with the Vetting application.
4. Parents of juniors joining the club must complete or update a [Form 11](#) annually. This form should be held by the Childrens officer.
5. Inform TI you are setting up a junior section so that junior membership can be added to your club membership options. Juniors may train with the club 3 times before they must become TI and club members.
6. Create a club safeguarding statement. See an example [here](#). This statement must be made available to club members.
7. Although it is not compulsory, larger clubs may wish to set up a **Junior committee**.

## Safe Recruitment in Clubs

All volunteers/Leaders/coaches paid and volunteers must complete the same 3 safeguarding 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.

- 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 and should be forwarded by the applicant to the Club Childrens Officer. Access NI applicants receive a disclosure directly and the TI National Childrens Officer will be informed by our authorized signatory if there is information relating to convictions on the disclosure. The applicant will have 7 days to provide the National Childrens Officer with the disclosure.
- Those helping as a once off at an event do not need to be vetted. However, they should be supervised by qualified volunteers nominated by the Club 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.

## Vetting Policy

Garda Vetting and Access NI checks are available for Triathlon Ireland (TI) members though Triathlon Ireland. Triathlon Ireland is registered with the National Vetting Bureau (NVB) and with Access NI through the Northern Ireland Sports Forum.

Triathlon Ireland engages in vetting as part of our safeguarding standards to protect juniors and vulnerable adults in our sport.

## Who

In the Republic, vetting is mandatory for all leaders/coaches/helpers (paid & voluntary) with regular and continuous access to young people and vulnerable adults. This is termed 'relevant work'.

In Northern Ireland, vetting is mandatory for those undertaking unsupervised regulated activity and/or a supervisory role of those with regular and continuous contact with young people. This is termed 'regulated activity'.

In addition, for both, anyone who may be involved in decision making in relation to young people, e.g. Chair of Youth Committee.

For both Garda Vetting and Access NI the vetting process must be complete **prior** to beginning their role.

The full vetting process including a confirmation email from TI must be completed prior to taking up the role.

### **Under 18 vetting**

Those aged over 16 can be vetted but a parental consent form must be provided, and the parents email used.

### **How often**

Triathlon Ireland requires re vetting every 3 years and reserves the right to suspend a member from their role until their vetting is complete.

### *Residency Abroad*

Any individual resident for less than one year (taken from the date of the initial vetting application) in either Ireland or Northern Ireland will be checked again one year later and again after another 12 months. If a police check (from the previous 12 months) has been obtained from the individual's originating country (possibly accepted on submission of original information to the Liaison Person (LP)) vetting will only be required after 6 months and again one year later (i.e. 2 checks plus originating country police check in 18 months).

## How

Garda Vetting:

1. Applicant must complete the E- VITE and Identification (ID) proof form in full before posting to TI with copies of the ID.
2. Applicant will receive an email inviting them to complete the online vetting process. TI Liaison Person (LP) reviews and submits the application to the National Vetting Bureau(NVB).
3. A disclosure is made available to TI through the online system which may have information regarding convictions and/or Garda intelligence (specified information) or may be a NIL disclosure.

Access NI:

1. Applicant must complete the ID proof form in full before posting to TI.
2. Applicant completes the online application.
3. TI LP checks and signs the form.
4. Form is sent to Authorised Signatory in the NI Sport Forum.
5. Authorised signatory submits the applicants' online application.

6. Authorised signatory contacts TI when disclosure is returned and confirms whether it is NIL or contains convictions. Applicant also receives disclosure.
7. If there are convictions contained in the disclosure TI will request that the applicant send the disclosure to TI for assessment within 7 days. If this is not received in 7 days, the club Childrens Officer will be asked to follow up with the applicant.

## Disclosures

All applications (Garda Vetting & Access NI) result in a disclosure being issued which are dealt with in complete confidence.

- If a Nil disclosure is received the LP makes a decision regarding the applicant's suitability for the role and if suitability is determined the applicant is informed by the LP that they may begin their role once they have completed the further safeguarding requirements including signing a code of conduct, providing references and completing a Safeguard 1 course.
- If there is relevant intelligence (specified information) to be disclosed the NVB will first contact the applicant directly and give them an opportunity to appeal the disclosure of the intelligence to TI- this will cause a delay in the process however the LP will not be aware this is taking place.
- If there are convictions contained in the disclosure, then a process will begin to assess whether the applicant is a suitable candidate for working with junior athletes/vulnerable adults and the applicant may not begin their role. *Certain convictions will automatically preclude an applicant from a role working with juniors or vulnerable adults.*
- This process is completely confidential and discussed only by the TI Safeguarding committee of 3 people who have relevant training and experience.
- The applicant may be asked for further information regarding convictions and permission to obtain further information from the NVB.
- The safeguarding committee will then use the information available to them to make a decision regarding the role of the applicant.

## Disputes

Both the NVB and Access NI have mechanisms for disputes regarding disclosures. The applicant cannot begin a role while a dispute is pending. See links below:

[NVB disputes](#)

[Access NI disputes](#)

### TI Disputes

Any disputes regarding the decision made by TI about the suitability of an applicant for a role can be raised by written submission to TI within 2 weeks of the decision. The appeal will be dealt with by a panel who were not involved in the original decision. The panel will be given the facts only and anonymity of the applicant will be maintained.

## Fees

There is no monetary charge for Garda vetting or for voluntary coaches for an Access NI check. There is a charge of £33 for paid coaches to complete an Access NI check.

## Record keeping and storage

Vetting applications are stored in a locked cupboard and ID documentation is stored in a secure online file.

All data is kept in accordance with the Data Protection Acts 1988, the amended Act 2003 and the UK Data Protection Act 1998 and held by the TI Liaison Person. All relevant information is kept in a secure location. The LP is the only key holder for the secure cabinet and the database is secure and can be accessed only by the LP and one other member of the Safeguard Committee, also an LP.

### Sharing information

TI will only release information concerning the suitability of an individual to a person who needs to know in order to protect young people and where there is a specific purpose in doing so. If an applicant withdraws either their application for a position or from their position, information concerning their suitability for working with children will not be released without first consulting the applicant.

The TI Club Childrens Officers may request a list of those in their clubs who are vetted and when their vetting expires only.

### Legislation and Information relating to Republic of Ireland

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 together with the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3 provides the legal framework for persons working in relevant work or activity to undergo a vetting check prior to working with young people.

#### Relevant legislation

Civil Service Commissioners Act 1956

Child Care Act 1991 – Sections 5; 61; 65

Children First Act 2015

Data Protection Act 1988/2003 Children’s Act 2001 – Section 258 Private Security Authority Act 2004

National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 Part 3

Criminal Law (Sexual Offences) Act 2007

### Legislation and Information relating to Northern Ireland

Part V of the Police Act 1997 delivers the legislation that makes it compulsory to check individuals working in a regulated activity with children and/or vulnerable persons with the Independent Safeguarding Authority (ISA). The ISA maintains a list of individuals who are barred from working with children and/or vulnerable adults. It is an offence in Northern Ireland to knowingly offer employment to or allow someone to continue working who on the ISA barred list.

#### Relevant legislation

Access NI Code of Practice

Part V of the Police Act 1997

Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended 2014)

Safeguarding Vulnerable Groups (NI) Order 2007

Independent Safeguarding Authority

Protection of Freedoms Act 2012

## Coaches/TRI Leader/Volunteer Code of Conduct.

*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.*

Triathlon Ireland Coaches should	Triathlon Ireland Coaches should not
<ul style="list-style-type: none"> <li>• Be positive during sessions and competitions, praise and encourage effort as well as results</li> <li>• Put welfare of young person first, strike a balance between this and winning / results</li> <li>• Encourage fair play and treat participants equally</li> <li>• Recognise developmental needs, ensuring activities are appropriate for the individual</li> <li>• Plan and prepare appropriately</li> <li>• Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code</li> <li>• Involve parents where possible and inform parents when problems arise</li> <li>• Keep a record of attendance at training and competitions</li> <li>• Keep a brief record of injury(s) and action taken· Keep a brief record of problem/action/outcomes, if behavioural problems arise.</li> <li>• Report any concerns in accordance with this Code's reporting procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Use any form of physical punishment or physical force on a child</li> <li>• Exert undue influence over a participant in order to obtain personal benefit or reward</li> <li>• Take children to their home</li> <li>• Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about or to a child. This includes innuendo, flirting or inappropriate gestures and terms</li> <li>• Take measurements or engage in certain types of fitness testing without the presence of another adult</li> <li>• Undertake any form of therapy (hypnosis etc.) in the training of children</li> </ul>
	<p><b>Where possible I will avoid:</b></p> <ul style="list-style-type: none"> <li>• Spending excessive amounts of time with children away from others</li> <li>• Taking sessions alone</li> <li>• Taking children on journeys alone in my car.</li> </ul>

All coaches and leaders must sign a code of conduct (either a Form 8 or Form 10 ) document and post it to TI annually to confirm that they agree to abide by this code.

If coaches do not adhere to this code when dealing with adults or children sanctions may be taken against them and they may be suspended from coaching while under investigation.

Junior athletes also have a code of conduct they must adhere to and should be encouraged to display tolerance and good behaviour at all times by their coaches.

## Appropriate Relationships

Adults interacting with children in sport are in a position of trust and influence. All adult actions should be guided by what is best for the child and carried out in the context of respectful open relationships.

Sports Leaders are responsible for setting and monitoring boundaries between a working relationship and friendship with young participants. Sports leaders should operate to the NGB code of conduct and should expect to be supported in their work by the club, TI and parents/guardians. Sports leaders should place emphasis on enjoyment, equality, fair play and the general wellbeing of young people.

Amendments to the Criminal Law (Sexual Offences) Act 2006 which prohibits a sexual relationship between a coach (any other person who is or has been responsible for the education, supervision, training, care or welfare of the child) and an athlete under 18 came into effect in 2017.

## Anti-Bullying

The Northern Ireland Anti-Bullying Forum (NIABF) defines bullying as the repeated use of power by one or more persons intentionally to hurt, harm or adversely affect the rights and needs of another or others. Bullying can happen between peers or between coach and junior where either party can be the victim.

Bullying is a form of unacceptable behaviour, but not all unacceptable behaviour can be considered bullying. Bullying usually has three key elements:

- It is repeated behaviour that happens over a period of time
- It involves an imbalance of power
- It is intentionally hurtful behaviour

In some sports some elements of bullying such as intentional exclusion is seen as part of the culture. TI wishes to create an inclusive and supportive culture. Triathlon Ireland has a zero-tolerance policy on bullying and will work with clubs to create a safe and open environment. There are resources available to help combat bullying behaviour on [endbullying.org.uk](http://endbullying.org.uk).

## Positive Coaching

TI encourages coaches to take a holistic approach to coaching and to not only focus on the physical aspect of the session and getting the session done but to focus on the overall welfare of the child. It is up to the coach leading the session to be observant and aware of the different levels of the junior athletes based on age, ability level or whether they had participated in another sport that day already and tailor a session accordingly.

## Disclosures

Children may talk to their coach about issues they are dealing with as they may feel more comfortable than talking to a family member. If a child discloses information regarding abuse coaches should be prepared to listen.

- React calmly so as not to worry, alarm or deter them.
- Reassure them that you are glad that they told you.
- Don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately.
- Listen to what the child or young person says and take it seriously.
- Only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details.
- Don't ask leading questions – a leading question is one that pre-supposes the answer, for example "Sam hit you, didn't he?"

- Make a detailed record of what the child has told you and don't delay passing on the information.

Even though it is not your responsibility to decide whether a child or young adult is being abused, you have a duty to act on your concerns. Make a detailed record of what you have seen or heard (preferably using the incident report form), but don't delay passing on the information to the appropriate person in line with your event or club safeguarding plan. If it is out of office hours and there is an immediate threat to a child, you should contact An Garda Síochána/PSNI.

## Physical Contact

Physical contact during sport should always be intended to meet the child's needs NOT the adults. The adult will only use appropriate contact when the aim is to assist in the development of a skill or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant.

Unnecessary physical contact should be avoided and should be determined by the age and developmental stage of the participant – Don't do something that the child can do for themselves. Never engage in inappropriate touching.

## Supervision

When deciding on the level of supervision Coaches should consider the following:

- Ratio: 1:8 for under age 12, 1:10 for age 12+.
- Nature of activity/Away trips/Overnight stays
- Special needs of the group
- Having leaders of both genders with mixed groups
- Avoid being alone with one participant
- Changing room- ensuring parents/leaders supervise changing rooms in pairs of appropriate gender
- Stating clearly times of sessions or competitions- Leaders/Coaches remaining in pairs until all participants have been collected.
- Keep attendance records
- Keep records of incidents/injuries
- Asking parents to stay and help supervise sessions.

## Filming, Video and Photography

Triathlon Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment for young people. Triathlon Ireland will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored. TI approved photographers are professional photographers who have also abided by the TI Safeguarding protocol by undergoing Garda Vetting and signing a code of conduct as part of their contract.

Videoining as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission will first be obtained from the athlete and the athlete's parents as well as agreement of who the rights of the video belong to and how it will be stored and disposed of.

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

- Provide information regarding the intended use of Photos and Film taken at events.
- Ensure Parents and Juniors consent to both the taking and publication of films or photographs. (There is a clause regarding the photography policy in the Form 11 the Junior Waiver and race sign in sheets.)
- Ensure the content of the photograph focuses on triathlon not on a particular child.
- Where possible, ask for parental permission to use the athletes image and consult with the athlete about its usage.
- Not approve/allow photo sessions outside the events or at an athlete's home, unsupervised access to children or one to one photo sessions at events.
- Only use images of children in suitable dress/kit. Group photographs involving children are preferable to individual photographs. 'Action' shots with children in swimming attire only which capture the nature of the sport are acceptable.
- Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Follow Triathlon Irelands safeguarding procedures, ensuring both the Childrens Officer of TI, Childrens Social Care and/or Police are informed.
- Where possible do not include the name of a child whose image is being used and avoid the inclusion of other detailed information about individual children as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Provide clear and efficient reporting channels for Children, parents and others should they have concerns. In summary, the channel is: the organiser, event DP, the National Children's Officer in TI/statutory authorities.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Inform parents that while taking photographs of their own children is OK, they should respect other young people's privacy.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

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

## Social media & Mobile phones

Coaches should use group texts for communication among athletes and teams and inform parents of this at the start of the season, tournament or event. It is not appropriate or acceptable to have constant contact with an individual athlete. Don't use your phone in inappropriate locations, such as

changing rooms, especially if your phone has a camera. There is a Safesport app developed by the sports council which has information for coaches, parents and junior athletes around safeguarding.

## Travelling and overnight trips

1. Forms:
  - Separate permission forms (Form 11a) should be signed by parents permitting the Group Leader to act in locus parentis.
  - Ensure all forms are completed, signed by the parent/guardian and returned, including any information applicable to a child being away.
2. Recruit and appoint required personnel – coaching staff, team managers and any support staff necessary; all voluntary personnel should be TI members and have complied with the TI Safeguarding procedures which comprises of Garda Vetting/Access NI, Code of ethics Basic Awareness Course, Code of Conduct, References.
  - Appoint a group leader and a Safeguarding Lead who will make a report on returning home.
  - Safeguarding lead should have a list of next of kin, emergency contact, consent, medical information and photography consent.
3. Leaders should avoid travelling with a single child. There may be an occasion where this is unavoidable for the child's safety e.g. in an emergency situation. In this instance the adult should contact the parent/guardian to inform them of the situation, and the child should be seated in the rear seat. The Sport Ireland Safesport app has a tracker to allow parents to track the location of the car.
4. Provide a programme or plan for the event, camp or competition. Plan should include a schedule for supervising the juniors.
  - Young athletes should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.
  - There should be at least one adult of each gender with a mixed party, there should be a good adult to child ratio, 2:10, and proper access to medical personnel.
5. Establish reporting procedures for any safeguarding issues.
  - Any complaints or disciplinary matters are dealt with through the TI complaints and disciplinary procedures.
  - Junior athletes should be made aware of who they can talk to regarding any concerns.

- Issues concerning the welfare of children during the event should be raised on return with the Club Children’s Officers and TI National Children’s Officer.
6. Establish procedures for missing participants.
  7. Junior athletes should sign a behaviour agreement.
    - Alcoholic drink, smoking or any illegal substances are forbidden to athletes.
  8. A meeting with parents and participants may be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs, handover arrangements and any other necessary details.
  9. Rooming arrangements – adults will not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms.
    - All group socialisation should take place in communal areas (i.e. no boys in girls’ rooms and vice versa).
  10. Lights out times should be enforced.
  11. Any travel abroad may require additional insurance cover.
  12. Extra-curricular activities are the responsibility of the Group Leader.
  13. Any form of drug misuse, drinking alcohol or smoking is forbidden for all team personnel on duty at any time during camps/competitions.

## Observation of a Breach of the Code

All adults have the option to go directly to the statutory authorities as a concerned individual under the Protection of Persons Reporting Act.

TULSA Child and Family Agency:	01 7718500	<a href="http://www.tusla.ie">http://www.tusla.ie</a> ISPCC
Missing Children’s Hotline:	116 000	<a href="http://www.ispcc.ie/1800">http://www.ispcc.ie/1 800</a>
Garda Confidential Number:	1800 666111	<a href="http://www.garda.ie">http://www.garda.ie</a>
Emergency Services:	999/112	
NSPCC:	0808 800 5000	

To report or get advice on concerns of sexual exploitation or abuse: Domestic Violence & Sexual Assault Investigation Unit An Garda Síochána National Bureau of Criminal Investigation, Harcourt Square, Dublin 2. 01 6663430, 6663436 [dvsaiu@garda.i](mailto:dvsaiu@garda.ie)

You can also speak to the Childrens Officer of your club or the Designated Person/National Childrens Officer in Triathlon Ireland.

Triathlon Ireland National Childrens Officer: Niamh O’ Gorman  
Contact: [Niamh@triathlonireland.com](mailto:Niamh@triathlonireland.com)  
012741032

## Disciplinary Procedures relating to Safeguarding.

Complaints in relation to young people, their coaches and their parents involved in any Triathlon Ireland events may be dealt with under the “Section 3 - Competition Rules” contained within the Triathlon Ireland Manual of Guidance ‘disciplinary action’ contained in part 3.13.

- Complaints should be received in writing by the National Children’s Officer of Triathlon Ireland.
- The complaint should outline all relevant details about the parties involved.
- The National Childrens Officer who may convene the safeguarding committee. For complaints involving members of Triathlon Ireland, the Lead Officer will invoke the disciplinary action under part 3.13 of the Triathlon Ireland Manual of Guidance for incidents in competition; HR Policy for staff incidents and Triathlon Ireland Constitution for incidents for members outside of competition.
- If the complaint involves the possibility of a criminal offence relating to the abuse of a child or vulnerable adult, the National Childrens officer will follow the reporting procedure in Irish Sports Council Code of Ethics, Chapter 5 (in particular 5.10 – 5.12) and the statutory authorities will then be informed. Triathlon Ireland will continue its investigation, however if criminal charges are upheld then the Triathlon Ireland investigation will conclude, and the individual will be immediately and permanently excluded from Triathlon Ireland. The individual will be suspended from all coaching activity with Triathlon Ireland during the investigation. If in this instance criminal charges are not upheld, then the case will go to a disciplinary committee and the case assessed as to whether and in what circumstances the individual could be re-instated as a coach according to TI thresholds.
- If the complaint involves poor practice or misconduct, then the appropriate disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member.
- Records should be kept on file by Triathlon Ireland in accordance with data protection legislation. The appropriate case management records relating to their own members and staff will be held at their national headquarters.
- If any party does not agree with the disciplinary findings the appropriate appeals process can be invoked.
- The appeals committee shall have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If, after the disciplinary process, a person is to be suspended the organisation will carry out a risk assessment to decide the level of protection needed for juniors and any future juniors working with any accused persons. The organisation will decide if it will terminate membership of the organisation.