



Welfare Policy; Child & Vulnerable Adult  
Protection policies and procedures

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## **Policy Summary**

Children have a lot to gain from sport, their natural sense of fun and spontaneity can blossom in a positive environment. Sport provides excellent opportunities for them to learn new skills build confidence, self esteem and maximise their potential. The welfare of children is everyone's responsibility- especially when it comes to protecting them from abuse. Children are the future of our sport, by encouraging and safeguarding them we invest in the development of triathlon for years to come.

## **Equity, Ethics and Athlete Welfare links**

**triathlon**scotland aims to ensure that all people irrespective of age, gender, race, disability, ethnic origin, creed, colour, social status, religious belief or sexual orientation have a genuine and equal opportunity to participate in triathlon at all levels of performance and in all roles.

Everyone involved in triathlon is entitled to access an enjoyable and safe environment and to have a chance to experience the excitement, challenge and achievement inherent to the sport. To ensure this **triathlon**scotland will develop policies and procedures which enable individuals to comply with codes of good practice. Monitoring and evaluation of the impact of these policies will inform further development.

As part of the ethos of a modern sport **triathlon**scotland aims to develop an awareness of child and vulnerable adult protection 'in the round'. The positive gains from equitable practice and investment in welfare reflect in greater quality assurance, better human resources management and robust ethical practice. Besides the legal and moral obligations, attention to these areas may reflect in both statutory and sponsor funding by our projection as a marketable commodity.

## Definitions and abbreviations

Throughout this document the following definitions and abbreviations will be used;

Child	A child is a person under 16 years of age.
Young person	A young person is an individual under 18 years who is no longer a child.
Vulnerable adult	A vulnerable adult is a person over 18 years of age who is recognised by virtue of either physical or mental handicap or impairment to be at potential risk of abuse.

**From legal frameworks and in common with accepted good practice, this policy refers to all three groups with equal regard.** Throughout the policy the term 'child' is used as a generic for all 3 groups.

<b>triathlon</b> scotland (TS)	The national governing body (NGB) for triathlon in Scotland.
British Triathlon Association (BTA)	The NGB for triathlon in England, Wales and Northern Ireland.
British Triathlon Coach Education (BTCE)	The coach education arm of the BTA, with U.K. wide course provision.
<b>sport</b> scotland	The national agency for sport in Scotland
children 1 <sup>st</sup>	(Formally the Royal Scottish society for the prevention of cruelty to children). The Scottish national child protection charity.

Protection of Children (Scotland) Act 2003, (POCSA) Legislation which sets out changes in Disclosure checking of applicants to organisations and establishes the Disqualified from working with children list (DWCL), to be maintained by the Scottish 'Ministers', civil servants within the executive.

Childcare position As intimated in above act a childcare position covers any position where the normal duties include the care, teaching, coaching or supervision of children.  
***This description is purposefully broad.***

Director of welfare (DoW) National executive director of triathlonscotland with responsibility for welfare, equity and child protection. Formerly child protection officer of triathlonscotland.

Club Welfare Officer (CWO) A committee member of affiliated clubs with responsibility for child protection and welfare at the club.

Parent / guardian / carer      Any individual who has legal parental responsibility for a child.

**The term 'parent' is used throughout the document as a generic.**

**triathlonscotland member**      Any member, officer, volunteer, manager or coach, salaried or otherwise.

Affiliated clubs      All triathlon clubs with ts affiliation.

**Disclosure Scotland**      The body handling information requests for the Criminal Records Bureau (Scotland). Requests for positions designated as 'childcare' on the application form are also cross referenced for information held by Police forces and Social Work depts not resultant in a criminal conviction.

## Objectives

**triathlon**scotland fully accepts it's legal and moral obligations in providing a duty of care, to protect children and safeguard their welfare. In pursuit of this **triathlon**scotland adhere to the following;

The welfare of children is paramount

All children who take part in triathlon should be able to do so in a fun and safe environment.

**triathlon**scotland recognises that children with disabilities may be particularly vulnerable and require special care.

**triathlon**scotland will take all reasonable practical steps to protect children from harm, discrimination, degrading treatment and respect their rights, feelings and wishes.

All suspicions and allegations of poor practice or abuse will be taken seriously, responded to swiftly and appropriately and **triathlon**scotland will implement suspension, disciplinary and appeals procedures as suitable.

All affiliated clubs will be required to sign up to **triathlon**scotland good practice and child protection policies that clearly state what is required of them.

All employees / volunteers are carefully selected, informed about their responsibilities and provided with guidance and training in good practice and child protection.

Policy and procedures should protect children from potential abuse and minimise the risks of false allegations against employees / volunteers.

High standards of behaviour and practice are demanded through compliance with **triathlon**scotland and BTCE codes of conduct for coaches, managers, officers and volunteers.

Everyone knows their responsibilities and works together: parents, triathletes, coaches, officials, managers and volunteers.

It is everyone's responsibility to report concerns about abuse and the duty of statutory bodies (Police and Social Services) to investigate where appropriate.

All personal data will be processed in line with the requirements of the current Data Protection Act.

## 5. Recruitment, Training and Selection

All reasonable steps must be taken to ensure that unsuitable people are prevented from working with children. To ensure this the following steps should be taken when recruiting paid staff or volunteers in any 'childcare' position.

Draw up a job description identifying the roles and responsibilities of the position.

A person specification should clarify the required and recommended skills and qualities of the applicant.

5.1 All forms of advertising recruiting individuals to positions with regular contact with children should include the aims of **triathlon**scotland and details of its open and positive stance to good practice and child protection.

5.2 Additional pre-application information should include;

An application form

A self-declaration form

Information on **triathlon**scotland and where appropriate the particular programme details.

5.3 Applications, all applicants must complete a form and self disclosure including the following;

Name, address and National Insurance number (to confirm their identity and right to work).

Relevant experience, qualifications and training undertaken.

Listing of previous career or involvement in sport, (to confirm experience and identify any gaps).

Any criminal record.

Whether applicants are known to any Police force or Social Work Dept as an actual or potential risk to children.

Self disclosure question to establish whether they have ever had any action taken against them in relation to child abuse, sexual offences or violence.

Applicants must consent to abide by BTCE / TS codes of conduct relevant to the position sought (e.g. coach, team manager, CPO).

A statement explaining that failure to disclose information or subsequent failure to conform to the code of conduct will result in disciplinary action and possible suspension from **triathlon**scotland.

Names of at least two people (non-relatives) willing to provide written references that comment on the applicant's previous experience of and suitability for working with children. (e.g. previous employer)

*The purpose of the self-declaration form is collect information on criminal behaviour relevant to the position. The form is requested in a separate sealed envelope and is not opened until the candidate is selected for interview. If the applicant is not short-listed then the envelope is returned **unopened** to them.*

Additional self-disclosure information for applicants, any individual on the Disqualified from Working with Children's list who applies for a position (salaried or otherwise) in a child care role commits a criminal offence under PoCSA 2003. **triathlon**scotland are obliged to comply with this act and will provide this information in pre application packs and on advertising relating to positions.

#### **5.4 Disclosure Scotland checks and references.**

A minimum of two written references should be taken up and at least one should be associated with previous work with children.  
If an applicant has no experience of working with children then training is strongly recommended (see section 5.6)  
Written references should always be followed up and confirmed by telephone.

If there are any concerns over information on an application form or from referees then advice should be sought from the **triathlon**scotland DoW or executive.

**triathlon**scotland is registered with Disclosure Scotland and will undertake disclosure checking (and / or equivalent international checks) prior to appointment.

*Under PoCSA 2003(from 14.4.05) it is an offence for any organisation to appoint a DWCL individual to a child care position. (New appointees)  
**triathlon**scotland will avoid criminal liability only by carrying out disclosure checks prior to appointment for child care positions.*

Disclosure Scotland checking requires the prospective post holder to complete and submit a disclosure Scotland application form with the results being returned to the TS secretary and a copy being sent to the applicant's postal address.

As recommended by Disclosure Scotland (Protecting the vulnerable by safer recruitment, 2002) and required by PoCSA, 2003 the following types of checks are required for positions in contact with children; standard or enhanced.

**triathlonscotland** will organise a disclosure checking system for affiliated clubs' personnel.

Retrospective checking of all **existing** (prior to 14.4.05) personnel will be rolled out on an agreed timescale and repeated at periodic intervals.

n.b. The legislation deferred the timescale for those currently in child care positions indefinitely. The cycle for re-checking has been suggested at 3 years by some lead sports and advisors in good practice and child protection.

It is important to note that Disclosures are only a part of effective recruitment measures, a clear Disclosure does not in itself confirm that the individual is suitable to work with children and it is important to follow up on other practices such as references, interviews, qualifications checks, staff supervision in probation period and monitoring performance on an ongoing basis.

## **5.5 Interview and Induction**

All employees (and where possible volunteers) will be required to undergo an interview to an acceptable schedule which may include requests for additional information to support the application.

All employees / volunteers should receive a formal or informal induction during which;

DS checking, references, self disclosure and an application are completed. Their qualifications or training should be substantiated.

Job requirements and responsibilities should be clarified

They will sign up to TS / BTCE codes of conduct (as applicable) and agree to good practice in child protection procedures.

Their child protection training needs will be confirmed (see section below)

An assessment of their other training, aids, needs and requirements will be carried out.

## **5.6 Training**

Those newly appointed to work with children will complete training over an agreed timescale in the following areas;

Good Practice and Child Protection

Working effectively with children (including presentation skills, developing child friendly resources and activities)

While checks are part of the process to safeguard children, training is required to help people to;

Analyse their practice in relation to good practice in triathlon (related sports and other sectors) and ensure that it is likely to protect children, enhance

children's experience of the sport and that it protects them against false allegations.

Recognise their responsibilities and report concerns.

Deal with disclosure

Work safely and effectively with children

TS specific requirements are;

All employees / volunteers undergo DS checks and attend a recognised 3 hour workshop in good practice and child protection awareness.

Facilitate the development of a positive culture towards good practice and child protection in triathlon.

All affiliated clubs appoint a Club Welfare Officer (CWO) responsible for good practice and child protection (see appendices for job specification)

All personnel (coaches, team managers, medics, event organisers, parents, club officials, senior club members, junior club members) to receive advisory information outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a child.

All coaches are strongly advised to gain a national first aid qualification.

### **5.7 Probation**

Those newly qualified to work with children will complete an agreed period of probation on commencement of their role.

### **5.8 Monitoring and performance appraisal.**

All employees (and volunteers where possible) will annually receive formal feedback through an appraisal at which there will be the opportunity to evaluate progress, set new goals, identify training needs and address any issues over poor practice.

Following junior camps or training events, all team managers / head coaches will be required to provide feedback on the event, the provision made to safeguard children and the practice of those involved.

All junior participants will be asked to submit anonymously a questionnaire with their perceptions of the event. These will be collected by a nominated attendee (nominated by CWO for club events and DoW for national events) sealed in front of the group and returned to the CWO for club events and TS DoW / executive for national events.

A parallel process is recommended for senior events.

### **5.9 Complaints, Appeals, Grievance and Disciplinary procedures.**

TS's complaints, appeals and grievance procedures will be used to deal with any formal complaints and or appeals, (see appendices).

Guidance on these procedures will be available to all managers / coaches / affiliated clubs / registered members and parents.

## **6.0 Members with specific child protection responsibilities**

Members with specific responsibilities are DoW and CWOs.

6.1 The TS DoW is an executive director with lead responsibility for managing child protection issues within the NGB. Their main roles and responsibilities are listed in [appendix 5](#).

6.2 The role of the CWO and a sample person specification are listed in [appendix 6](#).

The above roles don't require them to be the recipients and solvers of all problems. Young triathletes will talk to the person with whom they feel most confident.

It is essential that someone in each club takes on this role as outlined; this will be a condition of continued club affiliation.

If the club secretary is nominated then that is acceptable but TS needs to know of club's decisions.

The CWO will be required to attend the 3hr "Good Practice and Child Protection" workshop and undergo Disclosure screening. TS will provide training and support and details will be sent to the nominated CWO. We will require 2 signatures from your club to validate the person to whom the information should be sent.

## **7. Good Practice, Poor Practice and Abuse.**

To provide children and young people with the best possible experience of triathlon and multisport it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This ensures that triathlon makes a positive contribution to the development of young athletes, safeguards their welfare and protects against false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, whether intentional or not. It is not the responsibility of employees or volunteers to determine whether or not abuse is taking place but to act if they have concerns about a child.

This section explains what is meant by good practice, poor practice and gives some examples of possible indicators of abuse.

Guidance on how to act if you are concerned about poor practice or possible abuse is contained in section 9.

### **7.1 Good practice**

TS support and require the following good practice from staff, volunteers and members when in contact with children;

Make sport fun, enjoyable and promote fair play.

Confront bullying and never condone rule violations.

When working with children always do so in an open environment, avoid private unobservable situations.

Be a good role model, never drink or smoke when working with children.

Promote TS's anti-doping policy and a drug-free lifestyle.

Put the welfare of children ahead of winning, club or personal achievements.

Treat all children equally and with respect.

Give enthusiastic and constructive feedback rather than criticism.

Deliver educational instruction 1<sup>st</sup> verbally, 2<sup>nd</sup> via role model and 3<sup>rdly</sup> only if necessary: hands on after an explanation of the necessity, where you will support or touch them and with their consent.

Ensure that if any manual / physical contact is required that it is provided openly, the child is informed and their consent has been obtained.

Recognise the developmental needs and capacity of children and avoid excessive training and competition and / or pressurising them or pushing them against their will.

Where single discipline coaches are responsible for scheduling training for a triathlete a lead nominated coach should monitor overall training and intensity and liaise with the other coaches.

Build balanced relationships based on mutual trust that empower children to share in the decision making process.

Maintain safe, appropriate relationships with athletes, it is inappropriate to have an intimate / sexual relationship with a 16-17 year old in your care.

Your attitude and behaviour should always be consistent with your position in loco-parentis.

Coaches should be minded of their responsibility to manage relationships with senior athletes where the power balance could lead to over reliance.

Ensure separate changing facilities are available for junior and senior triathletes.

Involve parents wherever possible in decision making, communicate regularly with them and gain written consent for travel, accommodation and trips in advance.

Separate information regarding relevant medical history, current medications, allergies, tetanus immunisation status and consent for 1<sup>st</sup> aid when necessary should be sought, see General medical information form [appendix 2](#).

## **7.2 Poor Practice**

The following constitutes poor practice and should be avoided by all personnel;

Having 'favourites', inequitable practice fosters resentment and jealousy and could lead to false accusations.

Spending excessive amounts of time alone with one child away from others.

Taking children to your home.

Where children are away from home adults should only enter their rooms if an emergency or health and safety require it.

If it is necessary to enter a room the door should remain open.

It is accepted that situations may occur where a no. of children and adults share a common sleeping area. Always ensure that parental consent is obtained in writing in advance and that athletes are given the opportunity to discuss this, air their concerns and agree the logistics of the sleeping arrangements.

If mixed teams are away, ensure that they are accompanied by a male and female member of staff and safeguard them from the potential of same gender abuse.

Adults should not invite children on their own into their own rooms.

Avoid where possible doing things of a personal nature for children that they can do for themselves.

***n.b. this may be necessary on occasions with a very young or vulnerable child. These tasks should be carried out only with the full understanding and consent of the child and where possible their parents / guardians. It is important to respect their views. If a person is fully dependant on you, talk to them about what you are doing and give choices where possible, particularly if you are involved in any dressing or undressing of clothing, where there is physical contact, lifting or assisting to carry out particular activities. Do not take responsibility for any tasks for which you are not appropriately trained.***

### **7.3 Abuse /Practice which breaches of code of conduct**

Although not all of the following practices constitute abuse, they are never to be sanctioned as they leave individuals open to false allegations and breach Codes of Conduct and ethical principles.

Never engage in rough, physical or sexually provocative games including horseplay.

Never share a room with a child for sleeping accommodation.

Never engage in physical contact except as permitted within the rules of sport or competition.

Never form intimate emotional or physical relationships with children.

Never allow children to use inappropriate language unchallenged.

Never make sexually suggestive comments to a child even in fun.

Never reduce a child to tears as a form of control.

Never allow or engage in any form of inappropriate touching.

Never do things of a personal nature for children that they can do for themselves.

Never invite or allow children to stay with you at your home.

Never allow allegations made by a child to go unacknowledged, unrecorded or not acted on.

***n.b. in special cases sharing may be required for health and safety reasons or if the child is very young and vulnerable. If so explain why this is necessary to the child and their parents and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.***

### **7.4 Codes of conduct**

TS codes of conduct are based on adherence to the principles of good practice embedded in the preceding sections and in accordance to guidance

to the NGB. As part of the registration and insurance cover TS coaches and managers are required to sign up to the Sportscoach UK Code of conduct. A Code of conduct for club officials and volunteers can be found in the appendices.

### **7.5 Reporting**

Report, record and inform if any of the following occur;

If you accidentally hurt a child.

If a child seems distressed.

If a child seems to be sexually aroused by your actions.

If a child misunderstands or misinterprets something you have said / done.

If a child needs to be restrained, (for their safety or the safety of others).

The incident / concerns reporting form in [appendix 4](#) can be used for this purpose.

### **7.6 1<sup>st</sup> Aid / Injury procedure**

If a child requires 1<sup>st</sup> aid or medical attention whilst in your care in your capacity as a member of TS the under noted good practice should be followed;

Where practicable all parents / guardians of children must complete a TS medical consent form (appendix 2) before competing in a triathlon, duathlon or aquathlon.

Be aware of any pre-existing medical condition, medication or existing injuries and treatment required.

Keep a written record of any injury that occurs along with any treatment required.

Where possible ensure that access to medical advice and / or assistance is available.

Only those with current, recognised 1<sup>st</sup> aid qualifications should respond to any injuries.

Where possible any course of action should be discussed with the child in terms that they understand and their permission sought before any action is taken.

In more serious cases, assistance must be obtained from medical / emergency services as soon as possible.

The child's parents must be informed of any injury and any action taken as soon as possible unless it is in the child's interests not to do so and you are given professional advice to this effect (from Police / Social services).

A notification of accident form ([appendix 1](#)) must be completed and signed and passed to the CWO / DoW as soon as possible.

### **7.7 Activities 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.

The activity, trip length and distance from home, other activities planned, no. of participants, age and gender mix involved all impact on the levels of supervision and planning required.

See appendices for competition distances / children's race organiser's pack.

Further advice is available from the NSPCC 'Safe Sport Away', (available via mail order from their website [www.nspcc.org.uk](http://www.nspcc.org.uk))

### **7.8 Transporting children**

If it is necessary to take or transport children away from home the following good practice must be followed;

Where practicable, written parental consent should be requested by members if they are required to transport children.

Always tell another member if you are transporting children, giving details of the route and your anticipated journey time.

Ensure all vehicles are correctly insured (fully comprehensive).

All reasonable safety measures are taken e.g. children in back seat with seatbelts worn.

Where possible ensure that a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by triathlonscotland's child protection and athlete welfare policy.

Always plan and prepare a detailed programme of activities and ensure that copies are available for other members and parents.

### **7.9 Identifying and managing bullying.**

The lives of many people are made miserable by bullying. Victims can feel lonely, isolated and deeply unhappy. Bullying can have a devastating effect on a child's self-esteem and destroy self-confidence and concentration. Such children may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel that somehow it is their fault or that there is something wrong with them and at worst cause depression and / or feelings of worthlessness that lead to suicide.

To ensure that triathlonscotland creates an environment where bullying is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed. See section 8, 8.6. Any suspicions of bullying of a child by a member will be dealt with through the triathlonscotland Disciplinary Procedures and / or investigation of the suspicion or allegation.

### **7.10 Filming and Photography of Children**

There is evidence that some individuals have used sports events as an opportunity to take inappropriate photographs or film footage of athletes in vulnerable positions. triathlonscotland therefore requires that all personnel and event organisers refer to the guidelines detailed below;

Professional photographers / film / video operators wishing to attend events must be given a clear brief, wear identification at all times, not be given unsupervised access to junior or vulnerable athletes and must not be allowed to take photos outside the event e.g. at the child's home or school.

The event organizer should inform athletes and parents that a photographer / film / video operator will be in attendance and that they consent to both the taking and publication of pictures.

Any other spectators (parents, amateur photographers) wishing to film or take photographs must register their names and addresses at a designated point and wear identification.

Video as a coaching aid; there is no intention to prevent coaches and teachers from using video equipment as a legitimate coaching aid. However, triathletes and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such film (i.e. timescale, security and deletion after use). Coaches should check procedures regarding filming in hired facilities prior to arranging video sessions.

Athletes, parents and members should be informed that if they have any concerns about the presence of photographers, film or video operators at the event they can report these to the organiser.

Concerns regarding inappropriate or intrusive photography should be reported to the organiser or an official and recorded in the same manner as any child protection concern.

Race photography of children

Race organisers should not permit photography or filming of swimming pools or transition areas where children are competing.

Race organisers should include the consent signed by adults in relation to children see [appendix 7](#).

In promotional material or publications;

Consideration should be given to using images, models and illustrations rather than photographs.

Only images of suitably dressed athletes should be used (focus on the activity not a particular child and avoiding full face and body shots).

Permission should be sought in writing from athletes and parents before using the image.

Remember that if the athlete is named, do not include a photograph, and if a photograph is used avoid naming the athlete (certainly do not give surname).

### **7.11 Internet images of children**

Sports websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and provide a showcase for the activities of young people. In some cases however, displaying certain information about children could put them at risk. The following procedures should be followed to ensure that neither triathlonscotland nor any 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 no.

Contact information should always be directed to triathlonscotland or the club.

Before publishing any image, 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 (e.g. race photography).

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. (Accepting that in advertising children's races to a wider audience this may be difficult to restrict).

Great care must be taken when considering publication of images of children considered especially vulnerable, for example, who are the subject of child protection issues, custody disputes, physical, learning or communication difficulties as they could be particularly at risk of abuse.

## **8. Definitions of Abuse / Bullying**

Abuse can occur wherever there are children or vulnerable athletes of any age. The effects of abuse can be so damaging that untreated they can cause serious problems in adulthood such as inability to make and maintain normal relationships, drug / alcohol dependence, prostitution, attempted suicide or even abuse of children.

Someone may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children are abused in family, institutional and community settings, they are abused by strangers but more often by someone they know and trust.

Children can be abused by adults or other children, by the same or opposite gender.

There are 5 main categories of abuse:

### **8.1 Neglect**

This is where adults fail to meet a child's basic physical and / or psychological needs and is likely to result in the serious impairment of their health and development.

Examples include; failure to provide adequate food, shelter, clothing, failure to protect against physical harm or danger, failure to ensure proper access to medical care / treatment. Neglect could also include refusal to give love, affection and attention. Neglect in a sporting situation might be a coach who exposes athletes to undue cold, heat or fails to protect athletes from injury.

### **8.2 Physical abuse**

This is where someone physically hurts or injures a child e.g. by hitting, shaking, throwing, burning, biting, scalding, drowning, suffocating, poisoning or in any other way which causes physical harm to the child. Physical harm may also be caused by a parent / guardian / carer who feigns symptoms of ill health or deliberately causes ill health to a child for whom they are caring. Examples of physical abuse in sport may occur when the nature and intensity of training and competition exceed the capacity of the child's physical maturity and growth, where drugs are used to enhance performance or where body composition is manipulated to delay puberty.

### 8.3 Sexual abuse

This is where boys and girls are abused by adults or other children (both male and female) who use them for their own sexual gratification. This abuse could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Exposure of children to pornographic material (books, videos, pictures, internet images) is also a form of sexual abuse.

In sport, coaching techniques that involve physical contact with children could create situations where abuse goes unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

### 8.4 Emotional abuse

This is the persistent emotional maltreatment of a child causing severe and persistent effects on their emotional development. It may involve conveying to the child that they are unloved or worthless, inadequate, or valued insofar as they can meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted, making the child nervous and withdrawn.

Some level of emotional abuse is involved in all types of ill treatment of a child.

Emotional abuse may occur in sport if children are subjected to constant criticism, name calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

### 8.5 Bullying

This may be the bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those who are bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling, graffiti, gestures), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from group) or sexual (e.g. unwanted physical contact or abusive comments).

## **8.6 Indicators of abuse / bullying**

Definitions of what constitutes abuse are described above, indications that a child is being abused may include the following;

Unexplained or suspicious injuries such as bruising, cuts or burns particularly if situated on a part of the body not prone to such injuries.

An injury which appears inconsistent with the explanation offered.

Delay or avoidance in seeking treatment for significant injuries.

The child describes what seems to be an abusive act involving him / her.

Someone else (an adult or a child) expresses concerns about the welfare of another child.

Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying outbursts of temper.  
Inappropriate sexual awareness.  
Engaging in sexually explicit behaviour  
Distrust of adults, especially those with whom a close relationship would normally be expected.  
Difficulty in making friends.  
Is prevented from socializing with other children.  
Displays variations in eating patterns including overeating or loss of appetite.  
Weight loss for no apparent reason.  
Becoming increasingly dirty or unkempt.

It should be recognized that this list is not exhaustive and that the presence of one or more indicators is not proof that abuse is taking place.

## **8.7 Bullying**

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (e.g. perhaps being overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere there is inadequate supervision (e.g. on the way to and from training, in the changing rooms). The competitive nature of triathlon provides a potentially ideal environment for a bully to gain power over others.

The bully might be:

- A parent who pushes too hard
- A coach who adopts a win at all costs mentality
- A triathlete who intimidates inappropriately
- An official who places unfair pressure on a person.

### **8.7.2 Signs of bullying include;**

Behavioural changes such as; decreased concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally labile, Reluctance to attend training or competitions.

Unexplained drop in performance.

Physical signs like stomach aches, headaches, insomnia, bed-wetting, scratches and bruising, damaged clothes / possessions and bingeing for example on food cigarettes or alcohol.

A shortage of money or frequent loss of possessions.

## **9. Responding to Disclosure, Suspicions and Allegations**

9.1 It is not the responsibility of any triathlonscotland member, official or volunteer to identify or investigate abuse, it is their responsibility to report concerns about a child.

Concerns may arise due to a disclosure, the behaviour of an adult towards a child or a cluster of indicators observed in a child over a period of time.

### **All suspicions and disclosures must be reported.**

Strong emotions may be aroused especially in cases of alleged sexual abuse where there is loyalty to a colleague. It is important to understand these feelings, but not to allow them to cloud judgement around the action that you must take. No member in receipt of information may keep it undisclosed or attempt to deal with it independently.

Reporting procedures in triathlonscotland have drawn on best practice from other disciplines, sports and recommendations from sportscotland and children 1<sup>st</sup>.

## **9.2 Director of Welfare and Club Welfare Officers**

To help triathlonscotland, affiliated clubs and members to fulfil their child protection and welfare roles triathlonscotland has appointed an executive director to act as a designated Director of Welfare. (Job Specification [appendix 5](#))

Triathlonscotland requires all affiliated clubs (regardless of present membership numbers or demographics) to recruit and appoint a Club member willing to undergo training to become Club Welfare Officer, roles and responsibilities in [appendix 6](#).

### 9.3 Reporting procedures

Children are most frequently abused by adults that they know and trust; the offences often taking place in the home of the victim or offender.

Disclosure will usually be made to a trusted adult, (advice follows below) sometimes after many 'failed' attempts to disclose or signs of concern will be noted.

Some abusers will seek out sport as a means of gaining access to children, sound recruitment, selection, training procedures and increased awareness of this potential help to protect children.

All allegations should be taken seriously, clear and appropriate reporting procedures followed and whenever allegations are made or suspicions are raised.

## **9.4 How to listen to a disclosure**

It is important to listen carefully to the information a child discloses, the following good practice is required;

React calmly so as not to frighten the child.

Listen to the child

Do not show disbelief

(Be aware of your body language, facial expression and voice pitch and tone as well as the content of any speech).

Tell the child that he/she is not to blame and was right to tell.

Take what the child says seriously, recognizing the difficulties inherent in interpreting what a child says.

Make a full record of what has been said, heard and or seen (fact not opinion) as soon as possible.

Do not suppose that the experience was bad or painful, it may have been neutral or even pleasurable. Always avoid projecting your own reactions. If you need to clarify, keep questions to a minimum and only to ensure you have understood what they have said.

Use open ended, non-leading questions where necessary.

Do not relate personal information from your own or any other child's experience.

### **Reassure the child**

Avoid the following actions when responding to a disclosure;

Panic

Showing shock / distaste

Probing for information

Speculating or making assumptions

Making negative comments about the alleged abuser.

Approaching the alleged abuser

Making promises or keeping secrets

Giving guarantees of confidentiality.

### **9.5 Record of disclosure**

Having listened to the child as detailed above, make a full written record of what was seen, heard or told as soon as possible **in the child's own words.**

The information must include the following;

Name, age and date of birth of the child

Child's home address and telephone no.

The nature of the allegation

Any dates, times or other relevant information

Whether the person making the report is expressing their own concerns or those of another person.

The child's account of what happened if it can be given and any injuries sustained.

A description of injuries / bruising visible in normal dress or sports attire, behavioural change, indirect signs. Do not examine the child.

Any witnesses to the incident.

Details of others contacted and advice obtained

Act on any advice given

Pass on record to Social work dept / Police or DoW as appropriate.

If you are making an electronic document then do not save it to the hard drive / floppy. Print, date and sign and then delete.

Any individual with information of an allegation, disclosure or suspicion about the welfare of a child must report it in one of the following ways:

If you are part of a club, inform the CWO who will refer the matter to the DoW.

If you are working within a school (national curriculum or extra curricular activities) inform the head teacher who will follow normal child protection committee procedures.

If you are working in a Local Authority facility you should inform the facility manager or the local authority sports development officer who will follow child protection committee procedures.

In any other situation or if the designated person is not available, if the concern is about that person, or if no action is taken, then you should make direct contact with the triathlonscotland athlete welfare officer.

Should the concern involve the DoW, it should be reported to another member of the triathlonscotland executive.

## **9.6 Actions for the Director of Welfare when concerns are reported.**

*Before taking any action the DoW must always seek advice from the Police and / or Social Work Department.*

Thereafter;

Establish the basic facts; the DoW must initially clarify the basic facts to establish whether there is reasonable cause to suspect that a member may have abused a child.

This may involve asking some basic open-ended, non-leading questions of the child solely with a view to clarifying the facts. Other children may be asked similar basic questions or other witnesses and individuals e.g. coaches. After seeking the advice of Police and Social Work dept, the parents may be approached to provide consent to speak to a child.

Advice must be sought from Police and / or Social Work Dept as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.

This process will not form part of any disciplinary investigation.

Flow chart procedures are included in appendices with DoW actions when reports are made. [Appendix 17b](#)

## **9.7 Dealing with alleged abuse**

While the TS DoW and CWOs will have received training, they are not child protection experts and it is not their responsibility to determine if abuse has taken place, that rests with the statutory agencies and as indicated previously 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 no.s for your local area social work (office and 24hr duty staff are available via a register on the Scottish Executive website, details in contact section of Club Welfare pack).

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.

Child protection agencies also provide advice and can be contacted via the 24hr NSPCC free-phone helpline 0808 800 500

In addition to the action above on concern of possible abuse being raised the TS DoW will notify the TS President / executive who will decide who should deal with any media enquiries and implement any disciplinary proceedings.

### **9.7.2 Interim suspension**

The member concerned may be suspended while an investigation is carried out; suspension in these circumstances is not a form of disciplinary action. Suspension will be carried out by the triathlonscotland executive committee. Notification of the suspension and the reasons will be conveyed in writing to the member. Suspension includes any ts events and qualifications as well as position duties.

The DoW will make a full report to the executive committee, irrespective of the outcome of any Police or Social work investigation the executive has to assess all cases individually and will determine whether the person will be reinstated and how this should be managed sensitively. This decision must be made on the basis of the information available, which could suggest that on the balance of probability; it is more likely than not that the allegation is true. The welfare of the child is paramount.

If the TS DoW is the subject of suspicion / allegation then a report must be made to the TS President who will then be responsible for handling further action.

### **9.7.3 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 by a child by a member who is still currently working with children. Where such an allegation is made the same procedure is followed. 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. Any individual listed on the DWCL commits a criminal offence in applying to a childcare position. (PoCSA 2003).

*NB It is the duty of all triathlonscotland members to report a charge or conviction involving children.*

### **9.8 Poor Practice**

If the allegations relate to a TS member and after consideration by the CWO and DoW, are clearly about poor practice, the allegation will be dealt with internally as a misconduct issue.

The TS DoW will decide whether the misconduct allegation; Should result in a written warning to the accused with a copy to the CWO and a copy filed securely at TS.

Is deemed more serious or a continuation of previously reported poor practice; in which case it will be reported to the executive and disciplinary panel for further action.

Coaches in breach of their code of conduct will also be referred to BTCE.

### **9.9 Disciplinary and Appeals Procedures**

The triathlonscotland executive board will appoint a disciplinary committee to consider all written reported breaches of the code of practice and reports of misconduct. On receipt of an allegation or complaint the member will receive notification in writing of the specific alleged offence and will have the:

opportunity to defend themselves, including time to prepare a defence.

Right to seek legal advice or another form of assistance or representation.

Right of hearing before the panel at a time that allows full opportunity to present their defence and be represented.

Right of appeal.

### **9.10 Informing Parents**

Wherever possible personnel involved in the welfare of children should work in partnership with parents. Therefore in most situations it would be important to talk to parents to help clarify any initial concerns (e.g. in behaviour change to check if there was a reasonable explanation such as a parental separation or a family bereavement).

In some situations, a child may be placed at greater risk if concerns are shared (e.g. if the parent is involved in the abuse or if they are not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion allegation or incident must be reported as soon as possible, and then advice from local statutory services should be sought with respect to consulting parents.

### **9.11 Records and Confidentiality**

Information passed to Police or Social services must be as helpful as possible, hence the need for the detailed reporting forms at the time of the disclosure / concern. Information must always be factual and avoid opinion or hearsay.

Reporting the matter to statutory services should not be delayed by attempts to gather more information. Where possible any referral made should be followed in writing within 24hrs. A record should be made of the name, designation and contact no of any social work dept. member of staff or police officer to whom the call was passed including the date and time of the call, in case any follow-up is needed. A copy of this information should be sent to the DoW.

Confidentiality should be maintained at all times, information being handled and made available only on a need to know basis. This includes the following people;

The CWO, President and DoW,

The parents of the person who is alleged to have been abused (see involving parents)

The person making the allegation  
Social Work dept / Police  
The alleged abuser (and their parents if they are a child)  
Seek advice on who should inform the alleged abuser.

Information will be stored in a locked non portable container in line with data protection laws and with access only available to those whose role requires it, i.e. normally president and DoW.

Advice is currently being sought as to how long records should be retained and whether it can be condensed and anonymised for monitoring procedures. When no action is deemed necessary or proceedings have finished all information will be destroyed by shredding.

### **9.12 Support for Victim, Accused and Reporter**

ts acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concerns about a member's practice or the welfare of a child.

ts will take steps to ensure that the victim (and parents) are provided with appropriate professional support e.g. help lines, support groups and links to voluntary agencies in this area.

Through the reporting, disciplinary and appeals procedures will ensure that the accused is offered appropriate support.

False or malicious allegations will be dealt with by disciplinary procedures via TS and or BTCE.

## **10. Implementation and Monitoring Procedure**

For triathlonscotland's welfare practice to be effective the procedures need to be implemented in a planned and staged way. This involves;

- design and dissemination of information
- procedure testing
- introduction of recruitment strategies for volunteers as well as staff
- identification of club welfare personnel
- further development of good practice codes
- training provision and development
- institution of national welfare group
- selling the concepts to key personnel and clubs

The impact and effectiveness of procedures will only be possible by evaluating levels of awareness, knowledge, perceptions and attitude. Amendments to policy annually (or as and when required) will keep abreast of developments in good practice, child protection and legislation.

### **Monitoring**

It will be the responsibility of the DoW / executive to establish and implement the strategy, this might include the following;

No. of allegations / complaints received and breakdown of no case, poor practice or abuse incidence.  
No. of CWOs in place  
No. of personnel through GPCP course  
Feedback from clubs  
Reports from disciplinary and appeals committee.  
Feedback from camps and tours  
No. of coaches with specific training in working with children / young people.  
Reports from national welfare group.  
No. of DS / VDS (CRBS) checks made.  
Recommendations for changes to policy, procedures and resources.



Driver's Tel.  
Insurance Co.

Were there any other occupants of the vehicle?

Was protective/safety equipment or clothing necessary for the activity  
being undertaken at the time of the accident? Y N  
If yes describe,

Was the equipment or clothing being used at the time of the accident?  
Y N  
If no why was this?

**C. Witnesses to accident**

Name  
Address

Telephone

Name  
Address

Telephone

Name  
Address

Telephone

Please also note the names of any individuals who dealt with the accident  
or events afterwards.

**D. Details of injuries**

Was first aid treatment required? Y N  
Give details

Name of 1<sup>st</sup> aider  
Signed

Was further treatment by a health professional required? Y N



Appendix 2

**triathlonscotland General Medical Information Form**

The following information and consent is requested to ensure the health and well being of children and vulnerable adults participating in triathlonscotland activities. This information is confidential and will only be used to safeguard and promote the child/vulnerable adult's health and well being should the need arise.

Name  
Address

Postcode

Tel.

Date of birth                      Age

Name of General Practitioner  
Surgery address

Tel.

**Health history**

Please indicate appropriate response and give further information where necessary;

Does the above named have any pre-existing medical conditions which may affect their participation in sport/other activities?

Y                      N                      Details;

Do they take any regular medication or receive any regular treatment? (including e.g. inhalers for asthma, topical creams or herbal preparations)

Y                      N                      Details;

Do they have any allergies?

Y                      N                      Details;

Any other relevant information e.g. previous surgery;

Does your child have any special dietary requirements?

Y                      N                      Details;

Tetanus status; has the above named received the full course of vaccinations per UK schedule? (normally given as 3 injections in first year of life, pre school booster and booster approx 14/15yrs age).



## **The Law and Medical Consent: Children and Vulnerable Adults**

In some cases it may be necessary to obtain consent for medical examination, treatment or procedure to a child or vulnerable adult e.g. where an injury has occurred in the course of training or competition or where it is alleged that the child has been abused.

The purpose of this guidance is to provide an overview of the law in Scotland in relation to medical consent and to advise **triathlonscotland** members on the best practice that must be followed.

### **Children-who can give consent?**

The Child;

The Age of Legal Capacity (Scotland) Act 1991, allows children under the age of 16 to give their own consent in certain circumstances.

Section 2(4) states:

“A person under the age of 16 shall have the legal capacity to consent on his / her own behalf to any surgical, medical or dental procedure or treatment where in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure or treatment”

The decision about competence is entirely one for the doctor or other health practitioner to make. **This means that where a child is assessed as being able to provide consent, the consent of a parent / guardian is not required.**

The Scottish Executive recommend that efforts should always be made to discuss with the child informing his / her parents / guardians / carers, except where this is clearly not in the child's best interests to do so. If the child refuses to allow parents / guardians or carers to be informed then this must be respected.

### **Consent from the following categories would only be required where the child is assessed as incapable of providing consent.**

Person with Parental responsibilities in relation to the child.

A person who has Parental responsibility of the child would normally be expected to provide consent as under the Children (Scotland) Act 1995 they have responsibilities that include a duty to safeguard and promote the child's health, development and welfare.

If the child's parents are or have been married to each other, both have parental responsibility and either can give consent. If the parents have not been married to each other, normally only the mother has automatic parental

responsibility including the right to consent. The father will have the right to consent if either;  
He has obtained an order from court awarding him parental responsibility.  
He and the child's mother have a registered parental responsibilities agreement.

Where a parent requires to provide consent they should, so far as practicable, consider the views of the child.

### **Person who has care and control of the child.**

Section 5 of the Children (Scotland) Act 1995 also allows consent to be given by those who have care and control of the child but do not have parental responsibilities or parental rights in respect of the child e.g. a grandparent who is the child's main carer. These people have a duty to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare. This includes giving consent to treatment or procedures.

#### **Such consent would not be effective however where**

The child is capable of consenting

The person knew that the parent would not consent e.g. a parent who is a Jehovah witness.

The medical examination was for the purpose of establishing child abuse.

If the child is looked after by a local authority, the authority can give consent only where it has obtained a Parental responsibilities order from a court or consent is authorised by conditions attached to an order or warrant issued by a court or Children's hearing.

### **Vulnerable Adults-who can give consent?**

As with children, where a vulnerable adult is capable of consenting to medical treatment consent will not be required from any other individual such as a parent / guardian or carer. Again, it is for the medical or health practitioner to determine whether the vulnerable adult is capable of understanding the proposed treatment and consequences.

There are safeguards where a vulnerable adult may not be capable of consenting to medical treatment. This is dealt with in part 5 of the Adults with Incapacity (Scotland) Act 2000. A medical practitioner must certify that he is of the opinion that an adult is incapable in relation to a decision about medical treatment. They shall then have the authority to do what is reasonable in the circumstances in relation to proposed medical treatment to safeguard or promote the physical and or mental health of the adult.

Appendix 4

**triathlon**scotland Report Form for Child Protection Incident / Concern

Name of child  
Date of Birth and Age  
Address

Telephone No

Disability  
First language  
Ethnicity

Any special factors

Parent's / Guardian's / Carer's names

Are you reporting your own concerns or passing on those of someone else?  
Give details.

Brief description of what has prompted the concerns: include dates, times  
etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parents? If so what was said?

Has anybody spoken to the alleged abuser? If so what was said?

Have you consulted anyone else? Give details.

Your name and position.

To who reported and date of reporting

Signature

Date

## Appendix 5

### **triathlonscotland Director of Welfare**

#### Background

The position of the Director of Welfare (DoW) within triathlonscotland evolved from that of the child protection officer. This was in response to the need to encompass the wider remit of health and safety, ethics, equity and disabilities in sport and to afford more dignity to other groups e.g. vulnerable athletes.

The post holder now operates as a general director on the triathlonscotland executive to ensure greater independence of action and reduce the likelihood of conflicts of interest.

#### **Roles and responsibilities**

The Director of Welfare is the individual designated to ensure that welfare concerns within triathlonscotland are met and acts as the main contact with other agencies on these issues.

Their main functions include;

- Development, implementation and promotion of triathlonscotland's child protection, ethics, equity, health and safety, vulnerable adult and disabilities policies and procedures.
- Communication with external agencies (statutory/voluntary) on these topics.
- Identification and pursuit of their own continuing professional development and education in the above areas with the support of the executive.
- Regular attendance at the children 1<sup>st</sup>/sportscotland lead officers' (child protection) group meetings.
- Provision of information and advice to members, affiliated clubs, parents and other stakeholders on welfare issues.
- Raising awareness on welfare issues.
- Communication with clubs and members on welfare issues.
- Establishment and a maintenance of an e-group and support network of Club Welfare Officers (CWO).
- Organisation of training for members/affiliated clubs and CWOs.
- Encouragement of good practice and support of welfare procedures.
- Monitoring and implementation of further changes as developments, information and legislation (e.g. data protection, child welfare, and equity) require.
- Establishment and maintenance of contacts with statutory (e.g. Police, Social Services) and voluntary agencies (e.g. children 1<sup>st</sup>).
- Act as the main contact within triathlonscotland for Disclosure Scotland / Volunteer Development Scotland CRBS checks.
- Establishment and maintenance of a central record of CRBS checked personnel (in tandem with a live central coaching register).
- Maintain a confidential record of reported cases and action taken, liaising with statutory agencies as appropriate.

- Make referrals to the Scottish Ministers (Disqualified from Working with Children List, Protection of Children Scotland Act, 2003) as appropriate.
- Inform the executive of any action taken, any further action required (especially disciplinary action required against a member, staff or volunteer).
- Be familiar with Child Protection Committees and their procedures.
- Monitor and review triathlonscotland's welfare policy and procedures periodically.

### **Person specification Director of Welfare**

Must be (become) a triathlonscotland member  
 Will have an understanding of the sport of triathlon  
 Will have an understanding of welfare issues; Health and safety, Child protection, Ethics, Equity, Vulnerable Adults, and Athletes with Disabilities and have the sensitivity to manage them.  
 Ability to communicate effectively with different groups and stakeholders.  
 Supportive of triathlonscotland's policies and procedures.  
 Understand the concept of confidentiality and its boundaries.  
 Ability to follow procedures, recognising when advice is needed and that over reliance on individual judgement or isolated working is not appropriate.  
 Willingness to challenge poor practice and those who fail to comply with policy and procedures.  
 Willingness to complete self disclosure, Disclosure Scotland and reference checking prior to appointment in post.  
 Will abide by triathlonscotland's volunteers' code of conduct.  
 Have or be willing to undertake training in the following areas;  
 Good Practice and Child Protection  
 Coaching Children and Young People  
 Coaching Disabled performers  
 Equity in your coaching (all sportscoach uk)

PoCSA Legislation  
 Key skills characteristics;  
 Enthusiastic, motivated individual  
 Warm, friendly disposition.  
 Interest in working with children and young people, parents and groups out with traditional triathlon demographics.  
 Excellent communication skills.  
 Access to internet, PC and email, basic computer literacy.

## Appendix 6

### **triathlonscotland Club Welfare Officer**

This is an individual designated to ensure that welfare concerns are met at club level and the main contact with triathlon Scotland and other agencies on these issues.

Their main functions are as follows;

- Dissemination, implementation and promotion of triathlonscotland's welfare policies and procedures
- Communication with club coaches, committee, other personnel and stakeholders on welfare topics
- Identification and pursuit of their training needs relevant to the post with the support of triathlonscotland's Director of Welfare.
- Participant/member of triathlonscotland's Club Welfare officer's e-group and attendance at training and other meetings as required.
- Provision of information and advice to other club members, parents and stakeholders.
- Raising awareness of welfare issues.
- Encouragement of good practice/procedures.
- Feedback and input to the Director of Welfare re monitoring and development of policy and procedures.
- Establishment, maintenance of contacts with local statutory agencies (Police, Social Services) and voluntary agencies e.g. children 1<sup>st</sup>.
- Identify club personnel in 'childcare' roles requiring Disclosure Scotland checking.
- Local confirmation of identity for Disclosure Scotland checks.
- Make reports to Director of Welfare and/or local statutory services as concerns arise.
- Be familiar with triathlonscotland's reporting procedures.

#### **Person Specification CWO**

Must be (become) triathlonscotland member

Must be (become) committee member of club, this is a committee level appointment to ensure that welfare is on the agenda at every meeting.

Will have/develop an understanding of welfare topics, child protection, vulnerable adults, health and safety, equity, ethics, athletes with disabilities and have the sensitivity to manage them.

Ability to communicate effectively with different groups and individuals.

Support triathlonscotland's welfare policies and procedures.

Understand the principle of confidentiality and the limits of its boundaries.

Have the ability to follow procedures recognising when advice is needed and that over reliance on individual judgement or isolated working is not appropriate.

Willingness to challenge poor practice and those who fail to comply with triathlonscotland's policies and procedures.

Willingness to complete self disclosure, Disclosure Scotland and referee checking prior to appointment in post.

Willingness to abide by triathlonscotland's volunteer's code of conduct.  
Have or be willing to undertake training in the following areas;

Good practice and child protection (Sportscoach UK course)  
Working with Children and Young People  
Equity, Disabilities, PoCSA and others as practicable and available

Key skills/characteristics  
Enthusiastic, motivated individual  
Warm, friendly disposition  
Interest in working with children, young people, their parents and those out-  
with the current triathlon demographics.  
Excellent communication skills  
Basic computer literacy, access to PC/internet/email.

Appendix 7 (a)

**triathlon**scotland race photography/film consent (athlete)

Professional race photographers/video operators if attending this event will do so with a clear brief and must wear identification and will not be permitted access to junior participants unsupervised.

The organiser will inform you of any professional race photography and seek consent for both the taking and publication of images (including format, storage, internet use etc).

Parents, carers, spectators wishing to take photographs or film of the event must register their details (name and address) with the race organiser and wear identification.

***Photography or filming of children in pool swims or transition areas is not permitted.*** (Except for coaches by prior consent).

The promoter/triathlonscotland reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the promoter's conditions.

Anyone with concerns about photography/ film operation at an event should report them directly to the race organiser.

**triathlon**scotland will take all reasonable steps to prevent the inappropriate use of images of athletes, if you become aware of the use of images other than for which intended you should contact the **triathlon**scotland Director of Welfare.

I understand that this race takes place where participants may be photographed. I accept that it is up to me to ensure that I am happy with what the participant is wearing.

**Parent/Guardian to complete as appropriate**

Signed

Name

Date

Address

Participant's name (if U18)

Signature (optional)

Appendix 7 (b)

**triathlon**scotland coach video / film / photography consent

The purpose of this application form is to ensure that any film, video or photographs taken as a coaching aid is taken with the athlete’s awareness, express permission and the knowledge and consent of their parents.

I am aware of **triathlon**scotland’s guidance on use, storage, security and deletion of images and agree to comply with their welfare policy & procedures.

I will not use, allow access to, reproduce or publish any image for other than the express purpose agreed below without the prior consent of the athlete and their parent/guardian.

I will check facilities conditions prior to arranging filming sessions.

Applicant coach:

Address:

Tel.

Position/Qualifications held

Intended purpose of photographs / film / video

How will film / video / photographs be processed?

How will film / video / photographs be stored?

How long will the film / video / photographs be stored?

Athlete  
Address

Parent / Guardian

Signatures.....

Date

I understand and accept that any failure to comply with **triathlon**scotland’s policy and procedures for film / video / photography consent may be subject to investigation and or disciplinary action. Any action considered to place athletes at risk may be reported to Police or Social Work department. I accept that **triathlon**scotland reserves the right to prohibit the use of film / video / photography at any event or activity with which it is associated.

Coach’s signature

Date

Appendix 7(c)

**triathlon**scotland race film / video / photography consent (press & commercial photographers)

**triathlon**scotland is committed to the welfare of its athletes, the purpose of this form is to ensure anyone wishing to film / video or photograph a **triathlon**scotland event or activity where children, young athletes or vulnerable adults are participating:

- secures the permission of the activity, event or media manager in advance of the activity / event.
- Commits the applicant to comply with **triathlon**scotland's guidance on the use of film / video / photographic images of children, young athletes and vulnerable adults as contained in **triathlon**scotland's welfare policy.
- allows athletes (and their parent / guardians) to provide informed consent to film / video / photography taking place.

This application form must be completed and submitted ***no later than 5 days*** prior to the event / activity.

**Applicant details**

Name

Address

Tel

**Name of company / organisation**

Contact name

Address

Tel

***In addition please complete answers to the following:***

Intended purpose of the film / video / photography

Where will the images taken be displayed / published?

When will this happen?

How will the film / video / photographs be processed?  
How will the equipment be used?

Who will have access to the images?

How will the images be stored?

How long will the images be kept?

How will the images be deleted / destroyed?

I have read, understood and agree to comply with **triathlonscotland's** guidance for the use of film / video / photographic images of children, young and vulnerable athletes contained in **triathlonscotland's** welfare policy and procedures.

I agree to comply with any conditions or restrictions on the taking and use of images deemed appropriate by **triathlonscotland**.

I understand and accept that any failure to comply with the aforementioned policies and procedures may preclude future permission being granted and any practice considered to place children, young or vulnerable athletes at risk may be reported to the Police and/or Social Work Department.

I accept that at all times **triathlonscotland** reserves the right to prohibit the use of film / video or photography at any event or activity with which it is associated.

Signature of applicant

Print name

Signature of company / organisation (where applicable)

Print name

Position in organisation

Date

**This form should be returned with photographic evidence of your identification e.g. copy of driving licence or passport.**

Appendix 7(d)

**triathlon**scotland race film / video / photography consent (spectator)

triathlonscotland is committed to the welfare of children, young and vulnerable athletes.

In accordance with our welfare policy and procedures, where possible we will not permit film / video or photographic images to be taken without the knowledge and consent of the athlete and their parent or guardian.

triathlonscotland do not wish to prevent parents, family or friends taking pictures of the athlete they are supporting nor of appropriate mementos of an event including other participants. We will take all reasonable steps to ensure that images are used solely for these intended purposes.

If you become aware of any inappropriate use of images of young or vulnerable athletes you should inform the Director of Welfare as soon as possible.

If you have concerns about intrusive or inappropriate photography at a race or event inform the race director/event manager immediately.

triathlonscotland reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

***Please note the film / video or photography of young or vulnerable athletes in pool swims and transition areas is not permitted,***(except by coaches with prior agreement).

Please complete details below;

Event

Date

Name

Address

Tel

I understand and agree to abide by the above and will not publish, allow access to, distribute or reproduce any image of any young or vulnerable athlete without their (and their parent / guardian's) prior knowledge and consent.

Signature

Date

Race organiser

Date

## **triathlonscotland**

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

**triathlonscotland** is committed to maintaining the highest possible standards of behaviour and conduct in triathlon, duathlon and related multi-sport activities.

**triathlonscotland's** Code of Conduct for parents/carers summarizes good ethical conduct and practice within triathlon. This Code of Conduct applies to parents, guardians, carers, and families. All such individuals have a responsibility to maintain a safe and positive environment for participants in triathlon in accordance with this Code of Conduct.

Parents/carers must

- Treat everyone equally and with respect, and not discriminate on the grounds of age, gender, ethnic origin, religion, pregnancy or maternity, marital status, sexual orientation or disability.
- Encourage your child to learn **triathlonscotland's** rules and the rules of the sport (e.g the British Triathlon Federation's rules and/or the ITF rules, as appropriate to their competition level) and compete within them.
- Publicly accept official's judgements.
- Discourage unfair play and arguing with officials.
- Set a good example by applauding good performance and fair play, whether by your child or by another.
- Help your child to recognise good performance, not just results to avoid undue disappointment.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Never force your child to take part in sport.

## **triathlonscotland**

### **Code of Conduct for Officials and Volunteers**

**triathlonscotland** is committed to maintaining the highest possible standards of behaviour and conduct in triathlon, duathlon and related multi-sport activities.

**triathlonscotland's** Code of Conduct for Officials and Volunteers summarizes good ethical conduct and practice within triathlon. All officials and volunteers have a responsibility to maintain a safe and positive environment for participants in triathlon in accordance with this Code of Conduct.

Officials and volunteers must:

- Treat everyone equally and sensitively regardless of age, gender, ethnic origin, disability, marital status, sexual orientation, pregnancy or maternity, religion or belief.
- Consider the wellbeing and safety of athletes before the development of performance.
- Maintain appropriate working relationships with athletes in accordance with **triathlonscotland's** Welfare Policy.
- Follow **triathlonscotland's** policies and procedures.
- Promote ethical principles and encourage participants and instructors/coaches to abide by the rules and spirit of triathlon.
- Hold appropriate valid qualifications and insurance cover.
- Ensure that training and supervision is provided with suitably qualified instructors/coaches.
- Ensure all equipment and facilities meet safety standards.
- Show respect to officials, instructors/coaches, participants and others involved in the sport.
- Not influence the result of a competition by any actions that are not within the rules of the sport.
- Always have regards to the best interest of the sport, including where publicly
- expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
- Not manipulate the rules in order to benefit yourself personally or your club.
- Not condone rule violations, rough play or the use of banned substances and techniques.

## Appendix 10

### **triathlon**scotland Policy on the Recruitment of Ex-offenders

**triathlon**scotland undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject on the basis of conviction or other information revealed.

We will only request a standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a Disclosure we will make this clear on the application form, job advert and in any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview (or via self-disclosure form only opened if selected as interview candidate) that is directly relevant to the position sought could lead to an offer of employment being withdrawn.

At interview or when receiving a disclosure which shows a conviction, we will take the following into consideration:-

- Whether the conviction is relevant to the position being sought
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern offending behaviour
- Whether the applicant's circumstances have changed since the offence took place.

Any individual on the Disqualified from Working with Children List commits a criminal offence by applying for a 'childcare' position whether salaried or otherwise. Under our obligations from the Protection of Children Scotland Act (2003) **triathlon**scotland will request enhanced Disclosure Scotland checks on all personnel in childcare roles as part of our recruitment and selection process.

We will ensure that all our staff involved in the recruitment process are aware of this process and have received relevant training and support.

We will make a copy of this policy and our recruitment and selection procedures available to all applicants for posts with **triathlon**scotland which require disclosure.

## Appendix 11.

### **triathlon**scotland policy on secure handling, use, storage and retention of disclosure information.

In accordance with the Scottish Executive Code of practice for registered persons and other recipients of disclosure information, triathlonscotland will ensure the following practice;

- Disclosures will only be requested when relevant and necessary to a particular post and the information provided on the certificate only used for recruitment purposes.
- triathlonscotland will ensure that the individual's consent is given before seeking a disclosure and will seek their consent before using disclosure information for any other purposes than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to triathlonscotland and not to the applicant, triathlonscotland will not disclose this information to the applicant but will inform them of the fact that additional information has been provided, should this have affected the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this information.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
  - Date and issue of disclosure
  - Name of subject
  - Disclosure type
  - Position for which disclosure was requested
  - Unique reference no. of disclosure
  - Recruitment decision taken.
- triathlonscotland will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.

- triathlonscotland will make a copy of this policy and their recruitment and selection procedures available to any applicant for a post which requires disclosure.
- In anticipation of a sportscotland expert panel being established to assist sport governing bodies in interpretation of additional disclosure information made available to triathlonscotland but not the applicant, triathlonscotland reserves the right to seek their advice on recruitment where appropriate. If a recruitment decision is affected by additional information supplied to us but not the applicant, they will be informed of this but not the content of the information, as previously stated.

Appendix 12.

## **triathlonscotland Self Disclosure Form**

As required in triathlonscotland's welfare policy, this form must be completed by all members for positions that require contact with children and or vulnerable adults.

triathlonscotland is committed to athlete welfare and has a duty to ensure the suitability of any individual who works with children and or vulnerable adults. **To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.**

You are advised under the provisions of the rehabilitation of offenders act 1974 (exemptions) order 1975 as amended by the Rehabilitation of offenders act 1974 (exceptions amendment) order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed for the position you will require to undergo Disclosure Scotland screening for a Standard or Enhanced check under the terms of the Police Act 1997 (Part V)

- For positions requiring a standard check; if selected for interview then you will require to disclose all convictions (spent and unspent).
- For positions requiring an enhanced check; if selected for interview you will be required to disclose all convictions (spent and unspent), cautions warnings and any other relevant non-conviction information.

Triathlonscotland undertakes to treat all applicants for positions equally and to process and make decisions on disclosed information in a fair manner. Please complete the following fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

### **A. Previous Convictions**

(To be completed for positions requiring standard or enhanced disclosure checks)

Continue on a separate form if necessary

Court \_\_\_\_\_ Date \_\_\_\_\_  
Offence(s) originally charged with:

Sentence:

Please give details of the circumstances which led to your offence(s);

Please give details of how you completed the sentence imposed (i.e. did you pay for your fine as required, what conditions were attached to your probation / community service order, did you comply with the conditions of your order/custodial sentence):

Do you give triathlonscotland permission to contact the above organisations to clarify the information disclosed?

What have you learned from the experience?

**B. Previous Police Investigation**

You must complete this section if the post requires an enhanced check.

(Continue on a separate form if necessary)

Police Division involved:

Date:

Investigation(s) details;

Please give details of the circumstances that led to your investigation;

Disposal (if known):

**C. Social work/ Social services investigation**

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 provide details;

**D. Disciplinary sanction**

Have you ever had a disciplinary sanction (from a sports or any other organisation's governing body) relating to inappropriate behaviour with children/vulnerable adults or child abuse? **YES/NO**

If yes please provide details;

Declaration

I hereby declare and represent that, save as disclosed above, I have not at any time, whether in the UK or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to triathlonscotland carrying out a check with Disclosure Scotland (if deemed necessary) and to take up references for the purposes of verifying the replies given in this disclosure, including the replies of any relevant authority.

I agree to advise triathlonscotland should I be convicted of any offence after the commencement of employment, that failure to do so may lead to the immediate suspension of my work with children within triathlonscotland and the termination of my services and in certain cases membership.

I agree to abide by triathlonscotland's welfare policies and procedures.

I agree to abide by the conditions above and certify that the information given on this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to the immediate suspension of my work with children in triathlonscotland or termination of my services.

Signed

Date

**Note:** the information contained in this form will be managed in accordance with the terms of the Data Protection Act 1998.

## **triathlon**scotland Guidance notes for completion of Self-Disclosure

**triathlon**scotland is committed to the protection of children and vulnerable adults within the sport and have a duty to ensure the suitability of any individuals working with them. The information provided within the self-declaration form in addition to other recruitment and selection procedures detailed in **triathlon**scotland's welfare policy and procedures, will enable an informed decision to be made about an individual's suitability to work with children and or vulnerable adults.

### **Who should complete a self-declaration form?**

This form should be completed by all applicants for positions:

- Listed in the Rehabilitation of Offenders Act 1074 (ROA) (Exceptions) order 1975 i.e. positions by which an employer is entitled to ask an 'exempted question'. These positions include occupations/roles with duties that involve regular contact with children and young people (under age of 18) and/or vulnerable adults.
- Which involve regular contact with and caring for, training, supervising or being in sole charge of children and young people.

### **What happens if I do not wish to complete a self-declaration form?**

In accordance with **triathlon**scotland's Welfare and recruitment procedures, all applicants for the above types of post must complete a self declaration form. Anyone unwilling to do so must not be employed/engaged in a position that requires regular or unsupervised contact with children or vulnerable adults.

### **Why must I give information about previous convictions?**

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involves working with children, young people and vulnerable adults fall into this category.

### **What information do I have to put on the self-declaration form?**

This depends on the type of post that you are applying for. The job description (including information on roles and responsibilities) provided with the application form tells you what kind of post this is.

If the post involves regular contact with children, young people or vulnerable adults:

- complete part A and D only and sign the declaration.
- give details of all offences of which you have been convicted by a court both in the UK and abroad, regardless of when the conviction(s) occurred, i.e. include all convictions regardless of whether 'spent' or 'unspent'.

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children and young people:

- complete parts A, B, C and D and sign the declaration.
- give details of all offences of which you have been convicted both in the UK and abroad, regardless of when the conviction(s) occurred.
- give details of any cautions, charges or warnings issued by the police (this is called 'non-conviction relevant information').

You must also provide identification so that the personal details that you provide can be verified.

### **Who gets to read the self declaration form?**

The self declaration form should be sent to **triathlon**scotland in a sealed envelope. If you are not chosen for interview the envelope will be returned to you, unopened for you to dispose of.

The envelope will be opened if you are short-listed for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at interview.

### **What happens to the self-declaration form after a decision has been made on my application?**

If you are unsuccessful the self declaration form will be returned to you for you to dispose of.

If you are successful, Police and Disclosure Scotland checks will be carried out. The self declaration form and Disclosure information can be retained until a decision has been made on your application. This will not be held longer than 6 months.

Appendix 13.

### **triathlon**scotland Feedback form

Following every training camp or team competition, all team managers and head coaches will be required to provide feedback on the event, the provision made to safeguard children and the practice of all of those involved.

In addition all participants will be required to anonymously complete a questionnaire about their perceptions of the event, see below. This will be collected by the team manager in an envelope sealed in front of the participants and forwarded to the Director of Welfare (or their nominee).

Event /Camp (delete as appropriate):
Date(s)
Head coach / Team manager
Other Personnel
Venue (accommodation)
No. of participants

**Did you enjoy the event /camp?**

**YES / NO**

Please give reasons for your feelings in answer to above

**Was the food and accommodation suitable?**

**YES / NO**

If no please state why

**Were there suitable staff to help you at the event /camp?**

**YES / NO**

If you answered no, please give your reasons below

**Did staff contribute to the outcome of the camp / event results?**

**YES / NO**

If no, please state what you think could have changed this

**Did the participants / team work well together?**

**YES / NO**

If no, please give the reasons you think were behind this

**Based on your experience at this event / camp would you like to be involved in further similar activities?**

**YES / NO**

Please add any further details below

**Is there anything you would have liked to change about the event /camp which could have improved your experience of it?**

Thank you for taking the time to complete this form

Appendix 14  
Race organiser's pack-under development

Appendix 15

Disciplinary and appeals procedures;

Elite athlete procedures in triathlonscotland handbook,

Staff procedures in section 2 of human resources handbook.

General procedures for members, officials and volunteers under development.

Appendix 16.

**triathlon**scotland application form  
(positions involving contact with children, young and vulnerable athletes)

**triathlon**scotland are committed to athlete welfare. In accordance with policy, all members whose position requires contact with children, young or vulnerable athletes must complete an application form prior to appointment.

**Personal details**

Title:
Forename:
Surname:
All previous names which you have been known by:
Address:
Post code:
Telephone Day: Evening: Mobile:
Email:

**Current / Previous Clubs**

Club name	Position/Responsibilities	Start and Leaving Date

**Present or most recent employment / role / responsibilities**

Name of Employer / Managing organisation
Job title:
Dates of employment (month & year):
Principle responsibilities:
Reasons for leaving:

**Qualifications / Previous experience of working with children or vulnerable adults** (include organisation name, responsibilities, duties, length of time involved and reasons for leaving)

--

**Referees**

Please provide the details of at least 2 referees, at least one of whom should have knowledge of your previous work with children or vulnerable adults. These individuals will be contacted for the purposes of verifying the information contained in this form.

Name		
Organisation		
Address		
Telephone		
Relationship to applicant		

**Additional information**

<p>Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post (continue on a separate sheet if necessary)</p>
---

I am aware that in accordance with the data protection Act 1988, information provided by me on this form will be stored for the purposes of processing the data for recruitment and for monitoring the recruitment process. If appointed my employer will keep this application form in a personal file, otherwise it will be destroyed when the recruitment process is completed.

**I have completed this form accurately and truthfully to the best of my knowledge.**

Signature..... Date.....

## triathlonscotland reference form

triathlonscotland are committed to ensuring that all those in positions that require contact with young or vulnerable athletes are suitable to do so. In accordance with triathlonscotland's welfare policy, references are sought for posts involving access to young / vulnerable athletes

### Details of referee

Name
Address
Organisation
Telephone
Relationship to applicant

[name of applicant] has expressed an interest in working with triathlonscotland and has given your name as a referee. This post involves substantial access to children, young and /or vulnerable athletes. As an organisation committed to welfare we are anxious to know- is there any reason at all to be concerned about this applicant being in contact with children, young people or vulnerable adults?

**YES / NO** delete as appropriate

If you have answered yes we will contact you in confidence

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will be shared only with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered the position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?
What attributes do they have that would make them suited to work with children, young people or vulnerable adults?

**Please rate the applicant on the following** (please tick one)

	Not good	Good	Very Good	Excellent
Responsibility				
Maturity				
Reliability				
Self motivation				
Ability to motivate others				
Commitment				
Energy				
Trustworthiness				

**Please comment on performance of the individual in the following areas**

Honesty / trustworthiness, Reliability, Relationships and communication with external and internal colleagues, Team working, Sickness absence: Adherence to organisation procedures.

Please provide any other details about the person relevant to the position they have applied for (continue on a separate sheet if required)

I am aware that the information given will be processed in accordance to the Data Protection Act 1988, for the purposes of recruitment of the named individual.

Signed

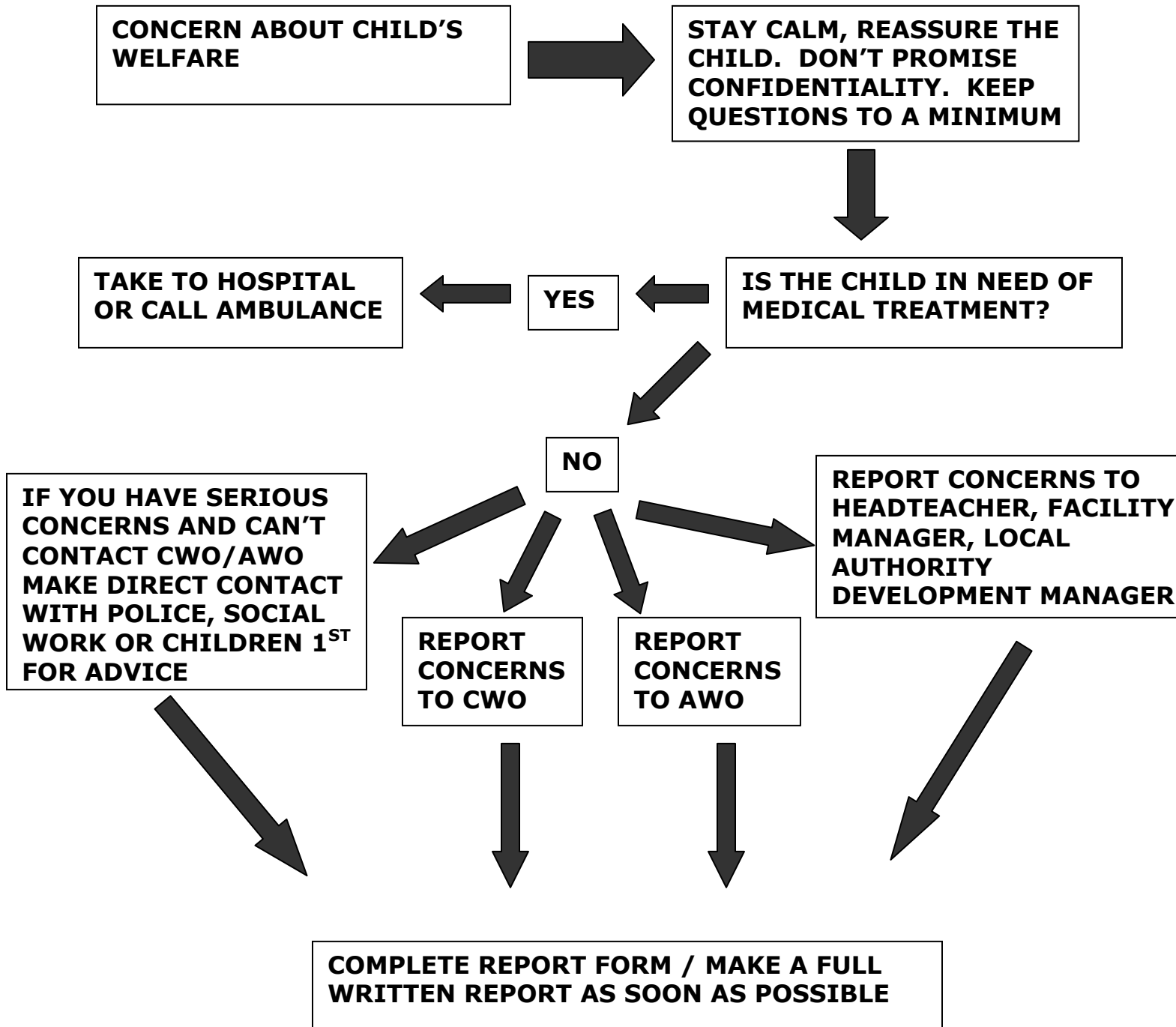
Name

Date

Thank you in advance for the information provided and the time spent compiling the report.

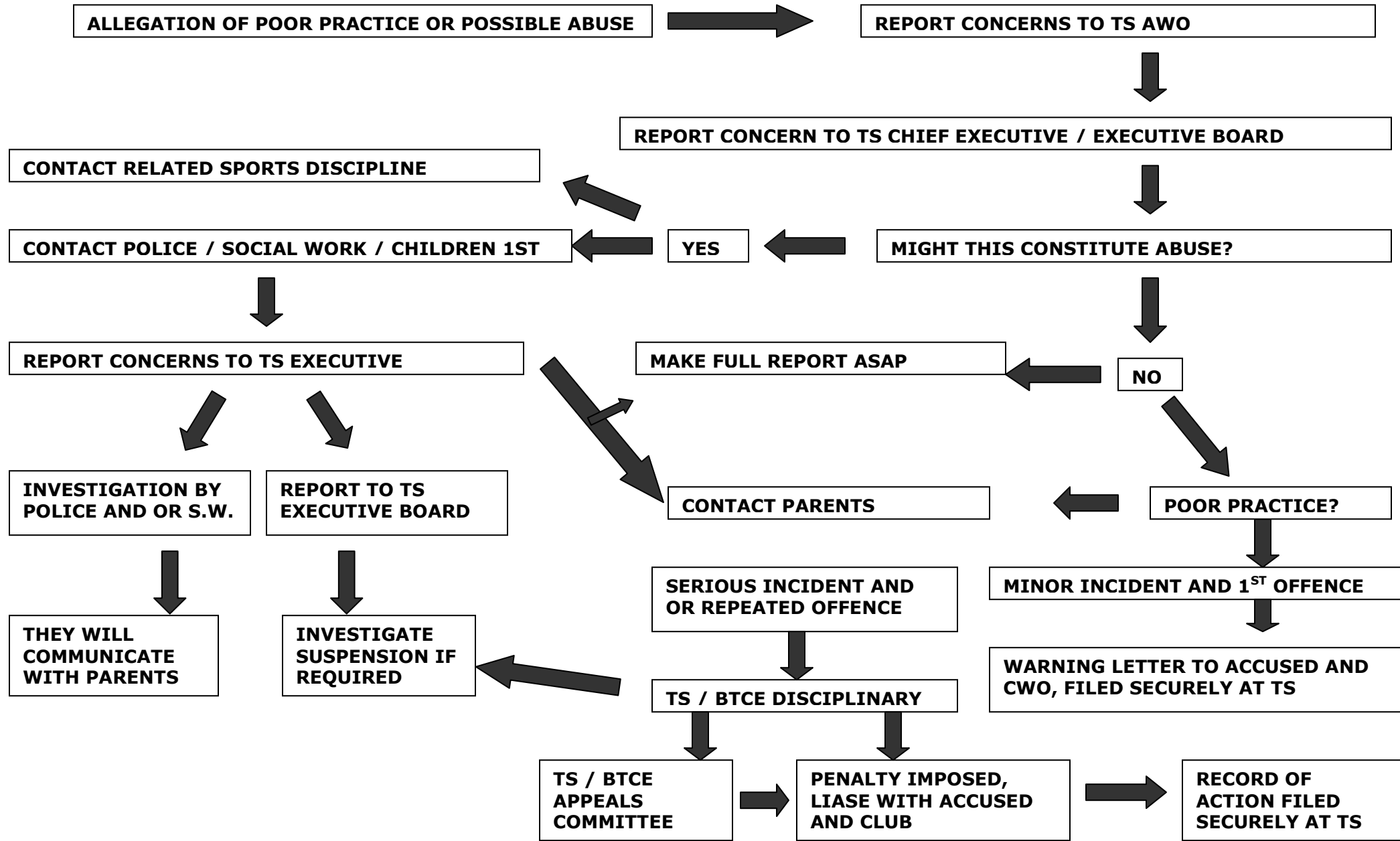
Please return in an envelope marked **PRIVATE and CONFIDENTIAL** to **triathlonscotland** Director of Welfare

### Flowchart: reporting procedures



Appendix 17 (b)

### Flowchart: procedures for CWO / AWO



Appendix 18.

**triathlon**scotland code of conduct for junior/youth camps

I am aware that I am an ambassador for my family, my sport and my country and I take full responsibility for my actions. I have read this contract with my parent/guardian and, understand the guidelines set out below and agree to comply.

**I agree that I will:**

- **not smoke, possess or consume alcohol or any illegal or performance enhancing drugs.**
- **not use foul, or abusive language.**
- **not engage in sexual activity.**
- **not tolerate or be involved in discrimination of any kind**
- **not leave the camp during events/activities unless accompanied by a member of staff.**
- **not enter any accommodation other than my own.**
- **compete within the rules and respect officials, and referee's decisions.**
- **keep to agreed timings for training and competitions and inform managers or coaches if I am going to be late.**
- **attend all activities, unless agreed with the team manager/coach.**
- **wear suitable kit for training and competition, appropriate team kit when assembling, travelling, at other functions or occasions as notified by team manager/coach.**
- **complete any relevant consent forms prior to the camp.**

**Sanctions:** Breaches of the code of conduct shall be dealt with in the first instance by the team manager or head coach. He/she will report the incident to the **triathlon**scotland disciplinary panel who shall take further action as deemed necessary.

Signed (participant)

Date

Signed (parent/guardian)

Date